

BMT College

Prosperity through Knowledge

Prospectus 2015



Award Winning Studies



Provider of the Year awarded by SABPP for

- External Moderation (2013, 2014)

- Top Distance Education Provider (2013, 2014)

Vision

To actively pursue and uphold the status of being
South Africa's most prestigious business college

Mission

By allowing each and every willing and able person, regardless of race, gender, background, disability or age; the opportunity to be educated with basic and advanced skills in such a way that the acquired knowledge can be practically and innovatively utilised in any working environment the individual may wish to enter.

The primary focus of the College is to provide training and education in the higher Further Education and Training (FET) and the lower Higher Education and Training (HET) levels. This creates a bridge between General Education and Training (GET) and FET into HET for such students who:

- Were previously unable to enter into Further or Higher Education.
- Wish to change their career path.
- Require specific knowledge or learning.
- Require formal qualifications.
- Wish to increase their level of employability, i.e. the ability to adapt their acquired skills to new working environments thus going beyond an education that only focuses on employment or the ability to do a specific job.
- Wish to expand and or create new opportunities and
- Want to create accessible and achievable expectations.

The College provides such open distance education through the continuous implementation and shaping of:

- Up to date information and theory in the field.
- Available technology.
- Applicable pedagogical programme design.
- Effective programme delivery.
- Unbiased, fair and consistent assessment.
- Formidable administrative systems.

This allows the College to actively overcome the absence of traditional contact learning.

BMT College offers training to create and mould flourishing careers of existing and upcoming managers who want to successfully reach the apex of their profession, personal lives and life long learning.

Reaching for Success *"He who wants to be successful in life and is striving for promotion to management level, must educate and train himself to a level of competence that transgresses that of the opposition. To become successful is to broaden your basis of knowledge by relevant studies and to develop the ability to perform better than others. This is done by sheer hard work, determination, using your initiative and to have the highest integrity."*

Charles H Stuart – Founder BMT Group

By keeping to these core principles the College will continue to strive towards being Southern Africa's most prestigious open distance education business college.

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Why choose BMT College

Business Management Training College (BMT College) is a private distance education institution. We are committed to providing quality education and training programmes. We have been training managers, supervisors and entrepreneurs in the business, economics and management fields for over four decades.

At BMT College you can start with your studies anytime, anywhere.

Studying through distance education is made easy by combining service excellence with academic and student support. Our students are our first and foremost priority. At BMT College we know that different students have different needs. By combining the use of quality lectures, technology and personal interaction, we aim to reduce the distance in distance education.

Accreditation and Registration

All programmes and qualifications offered at BMT College are accredited by the relevant quality council or quality assurance partner, such as the Council for Higher Education (CHE) or the South African Board for People Practices (SABPP).

The College is provisionally registered until 31 December 2016 for distance education with the Department of Higher Education as a private higher education institution under the Higher Education Act of 1997, Registration No. 2011/HE07/002.

Affordable Studies

Various financing options are available to suit your pocket and there are no hidden costs. Please refer to the latest fee schedule for more information.

Historical Overview

Established over 40 years ago, Business Management Training College has an impeccable reputation for excellence. The Institute for Business Management was established in 1973 to offer management training for the independent business community. After the incorporation and registration of Business Management Training College in 1990 the College introduced distance education.

Through the principles and ethos infused by Mr. Charles H. Stuart, founder of the BMT Group, with the leadership and enthusiasm of the Principal, Mrs. B.A. van der Linde and Vice-Principal, Mr. J. Poolman and a dedicated team, BMT College continuously strives towards academic excellence.

Career Advantages

Practical knowledge, realistic skills and functional ability to perform in any profession is a necessity for people who are serious about their careers. Our students have the advantage to immediately use and apply their knowledge and skills in the workplace.

At BMT College we train our students to have responsibility, integrity and practical skills. We train our students to be managers.

If you want to excel in your career, we look forward to welcoming you as one of our prestigious management students.

The starting point of all achievement is desire.

Napoleon Hill





Studying with BMT College

BMT College is a **distance education** or home study college. This means that you can complete the qualification at a pace that suits your lifestyle.

Distance education gives you the flexibility to study anywhere, anytime. You are not bound by classes. This allows you to complete the programme in your own time, within the given study duration. This is very convenient if you are working full time or have other responsibilities.

By being flexible and open to the needs of individual students, we can provide and deliver education to you.

If you have not achieved appropriate learning in a formal or structured non-formal manner, you may apply for **recognition of prior** learning for entry into a qualification.

Your studies will **start** once you've enrolled successfully. After we have received your first payment you will be able to log in on the Virtual Campus and download your first study material. Your first parcel will be prepared and dispatched within 14 days.

The **Virtual Campus** is your key to success. Active students have access to their account details, module downloads, additional study material, online assessments, online forums and chatrooms with fellow students. Assignments can be submitted online or completed on the Virtual Campus if it is available for your course.

After you've successfully completed the tasks for a module, and your payments are up to date, your **next module** will be available online and be prepared for dispatch.

There are no specific due dates for formative and summative assignments, but we do provide suggested due dates in order for you to complete your programme within the allocated study period.

There are however two specific due dates for all final assignments.

Your student profile will remain active while your payments are up to date and you are within your study period.

Once you've completed all the tasks for a programme or qualification, your portfolio will be included in the next internal moderation and external verification process in order to be certificated.

We will officially invite you to our annual **graduation ceremony** after you have completed the course. The graduation ceremony is a celebration of achievements, conferring of qualifications and your opportunity to wear the academic regalia of BMT College.

For more information on how to study with BMT College please refer to the *Study for Success* guide, available for download from the Virtual Campus.



Before anything else,
preparation is the
key to success.

Alexander Graham Bell

Academic Qualifications

Academic qualifications are Higher Education qualifications accredited by the Council for Higher Education (CHE). These qualifications have a larger theoretical and research component.

How to get started:

You are required to submit the following documentation in order to be registered for an academic qualification with BMT College:

- Completed enrolment contract.
- Copy of your relevant qualification that allows entry into the programme. *See Qualification Rules below.*
- Copy of your identity document.

The required documentation can be faxed, posted, e-mailed, hand delivered or completed online at www.bmtcollege.edu.za.

Qualification Rules:

Entry requirements:

- National Senior Certificate (NSC) OR
- National Vocational Certificate (NC (V)) (in a relevant field) OR
- NQF 4 qualification (in a relevant field) OR
- Relevant work experience of 5 years or more - to be assessed and approved by the Academic Council

In order to obtain an academic qualification a student must:

- Pass all assignments with a minimum of 65%.
- Complete a Work Integrated Learning project.
- Complete the qualification and all relevant assignments and tasks within 9 years from commencement.

NOTE: A qualification will only be issued if all required documents are submitted and recorded at BMT College.

Assignment Structure:

- Each **module** has a formative assignment. The purpose of formative assignments is to test your knowledge on the content of the modules.
- Each **subject** has a summative assignment. Summative assignments test your understanding and ability to apply the concepts and theory of the relevant subject.
- Final Integrated Summative Assignments (FISA) test your knowledge, understanding and application of the various subjects.
- The Work Integrated Learning (WIL) component is an integrated research project. You will receive detailed information on the project or assignment when it needs to be completed. The project or assignment will be based on current developments in the field of study to ensure that learning is relevant.

PLEASE NOTE: It is the student's responsibility to ensure workplace exposure in order to complete the WIL component.



First Year

SUBJECT: *Management Principles*

- Module 1: *Introduction to Management*
- Module 2: *Planning and Organising*
- Module 3: *Leadership*

SUBJECT: *Business Administration*

- Module 4: *Introduction to Business Administration*
- Module 5: *Risk Management*
- Module 6: *Financial Management*

SUBJECT: *Entrepreneurship*

- Module 7: *Introduction to Entrepreneurship*
- Module 8: *The Entrepreneur as a Manager*

ASSIGNMENTS:

8 Formative assignments (after each module)

3 Summative assignments (after each subject)

1 FISA (Final Integrated Summative Assignment after all subjects are completed)

Second Year

SUBJECT: *Human Resources Management II*

- Module 1: *Introduction to HRM: Planning and Strategies*
- Module 2: *Workforce Planning and Labour Legislation*

SUBJECT: *Marketing Management II*

- Module 3: *Introduction to Marketing Concepts*
- Module 4: *Promoting Products and Services*

SUBJECT: *Operations Management II*

- Module 5: *Introduction to Operational Management*
- Module 6: *Operational Management in Action*

SUBJECT: *Financial Management II*

- Module 7: *Introduction to Economics*
- Module 8: *Financial Ratios, Planning and Practices*

ASSIGNMENTS:

8 Formative assignments (after each module)

4 Summative assignments (after each subject)

1 FISA (Final Integrated Summative Assignment after all subjects are completed)

Third Year

SUBJECT: *Human Resources Management III*

- Module 1: *Human Capital Development*
- Module 2: *Industrial Relations and Labour Legislation*

SUBJECT: *Marketing Management III*

- Module 3: *Integrated Marketing Communication*
- Module 4: *The Business Strategy and Marketing*

SUBJECT: *Operations Management III*

- Module 5: *Integrated Operational Concepts*
- Module 6: *Enterprise Resources Planning*

SUBJECT: *Financial Management III*

- Module 7: *Managerial Accounting*
- Module 8: *Advanced Economics*

ASSIGNMENTS:

8 Formative assignments (after each module)

4 Summative assignments (after each subject)

Work Integrated Learning Project (WIL)

1 FISA (Final Integrated Summative Assignment after all subjects are completed)



About the Programme:

This programme will induct the student in three disciplines of management:

- The process of **leading and directing** an organisation or part of it through the manipulation of: human resources, financial resources, material resources and intellectual resources.
- The **functions of management** by measuring and adjusting the initial plan in order to reach an indented goal by: planning, organising, leading, co-ordinating and controlling.
- The **tasks of management** which include: strategic management, financial management, marketing management, information management and public relations management.

The qualifying learner will be capable of demonstrating detailed knowledge of:

- The management of an organisation.
- The operations of an organisation.
- Marketing and marketing communications of an organisation.
- The financial influences and finances of an organisation.
- Human resources management within an organisation.

Further Study Options*:

- Advanced Diploma: Business Management, NQF Level 7.
- Advanced Diploma: Finance, NQF Level 7.
- Advanced Diploma: Marketing, NQF Level 7.
- Advanced Diploma: Human Resource Management, NQF Level 7.
- Advanced Diploma: Public Administration, NQF Level 7.

*Not currently offered by BMT College

Diploma in Business Management

SAQA ID: 83266 - NQF Level 6 - 360 Credits

Quality Council : Council for Higher Education (CHE)
Minimum Duration: 3 Years | Maximum Duration: 9 Years
Requires access to the internet (Second and Third Year)
Requires Work Integrated Learning (WIL) (Third Year)

First Year

SUBJECT: *Management Principles*

- Module 1: *Introduction to Management*
- Module 2: *Planning and Organising*
- Module 3: *Leadership*

SUBJECT: *Business Administration*

- Module 4: *Introduction to Business Administration*
- Module 5: *Risk Management*
- Module 6: *Financial Management*

SUBJECT: *Entrepreneurship*

- Module 7: *Introduction to Entrepreneurship*
- Module 8: *The Entrepreneur as a Manager*

ASSIGNMENTS:

8 Formative assignments (after each module)

3 Summative assignments (after each subject)

1 FISA (Final Integrated Summative Assignment after all subjects are completed)

Second Year

SUBJECT: *HR Planning and Administration II*

- Module 1: *Strategic Planning*
- Module 2: *Conceptual and Contextual Perspectives*
- Module 3: *Managing Labour Productivity*

SUBJECT: *Organisational Behaviour II*

- Module 4: *Sourcing Work Talent*
- Module 5: *Establishing Employment Relations*
- Module 6: *People Empowerment*

SUBJECT: *Labour and Industrial Relations II*

- Module 7: *Macro Perspectives*
- Module 8: *Labour Legislation*

ASSIGNMENTS:

8 Formative assignments (after each module)

3 Summative assignments (after each subject)

1 FISA (Final Integrated Summative Assignment after all subjects are completed)

Third Year

HR Planning and Administration III

- Module 1: *The Reward Challenge*
- Module 2: *Employee Well-being*
- Module 3: *HRM Related Information*

Organisational Behaviour III

- Module 4: *Organisational Development*
- Module 5: *Training and Development a*
- Module 6: *Training and Development b*

Labour and Industrial Relations III

- Module 7: *Micro Perspectives*
- Module 8: *Managing Labour Relations*

ASSIGNMENTS:

8 Formative assignments (after each module)

3 Summative assignments (after each subject)

Work Integrated Learz° 6Xa



“The true meaning of
life does not depend
on the place we occupy.
It depends on the way
we occupy that place”

St. Therese de Lisieux

Vocational qualifications are accredited and awarded by a specific Education and Training Quality Assurance Body (ETQA). These qualifications have a larger practical component.

How to get started:

You are required to submit the following documentation in order to be registered for a vocational qualification with BMT College:

- Completed enrolment contract
- Copy of the relevant qualification that allows entry into the programme. See details in programme description
- Copy of your identity document

The required documentation can be faxed, posted, e-mailed, hand delivered or completed online at www.bmtcollege.edu.za.

Human Resources is a SAQA recognised profession managed by the South African Board for People Practices (SABPP). The following SABPP professional designations are registered on the National Qualifications Framework (NQF):

- *Human Resources Technician (HRT)* - Complete one of our FET Certificates
- *Human Resources Associate (HRA)* - Complete one of our Diplomas
- *Human Resources Professional (HRP)*
- *Chartered Human Resources Professional (CHRP)*
- *Master Human Resources Professional (MHRP)*

★ ★ ★ **Award Winning Studies** ★ ★ ★

BMT College received the esteemed South African Board for People Practices (SABPP)

“Provider of the Year”

award for two years running in the following categories:

Top Distance Education Provider (2013, 2014)

External Moderation (2013, 2014)





First Year

COMPONENT 1

- Module 1: *Labour Relations*
- Module 2: *Personnel Planning*

COMPONENT 2

- Module 3: *Organisational Behaviour I*
- Module 4: *Training and Development I*

FIRST YEAR ASSIGNMENTS:

- 4 Formative assignments (after each module)
- 2 Summative assignments (after each component)

Second Year

COMPONENT 3

- Module 5: *Productivity & Supervision*
- Module 6: *Personnel Planning and Administration*

COMPONENT 4

- Module 7: *Organisational Behaviour II*
- Module 8: *Training and Development II*
- Module 9: *Conduct Outcomes-based Assessment*

SECOND YEAR ASSIGNMENTS:

- 4 Formative assignments (after each module)
- 2 Summative assignments (after each component)
- 1 Portfolio assignment - POE (after Module 9)
- 1 Final Integrated Summative Assignment (FISA)

About the Programme:

Students who hold this qualification will be able to operate competently across the four main aspects of the core processes and practices of Human Resources Management.

- Strategic planning for human resources management and practices.
- Acquisition, development and utilisation of people.
- Establishment and improvement of labour and employee relations.
- Compensation and administration related to Human Resources Management and practices.

Qualification Rules:

Entry Requirements:

- Matric OR
- NQF 4 qualification (in a relevant field) OR
- Relevant work experience of 5 years or more - to be assessed and approved by the Academic Council

In order to obtain this qualification a student must:

- Pass all assignments with a minimum of 65%
- Pass the FISA with a minimum of 65%.
- Complete the qualification and all relevant assignments and tasks within 6 years from commencement.



National Diploma in Human Resource Management and Practices

SAQA ID: 49692 - NQF Level 5 - 249 Credits

ETQA: South African Board for People Practices (SABPP)
Recommended Study Duration: 24 - 36 months | Maximum Duration: 6 Years



First Year

COMPONENT 1

- Module 1: *Productivity Measures*
- Module 2: *Productivity Improvement*

COMPONENT 2

- Module 3: *Supervision & Team Improvement I*
- Module 4: *Supervision & Team Improvement II*

FIRST YEAR ASSIGNMENTS:

- 4 Formative assignments (after each module)
- 2 Summative assignments (after each component)

Second Year

COMPONENT 3

- Module 5: *Training and Development I*
- Module 6: *Training and Development II*

COMPONENT 4

- Module 7: *Financial Environments*
- Module 8: *Marketing Environments*

SECOND YEAR ASSIGNMENTS:

- 4 Formative assignments (after each module)
- 2 Summative assignments (after each component)
- 1 Final Integrated Summative Assignment (FISA)



About the Programme:

Productivity is essential for the continued functioning, competitiveness and growth of any organisation. This qualification will equip the successful student with the ability to improve service delivery, profitability, and competitiveness. The programme focuses on:

- Productivity and related concepts.
- Measuring productivity.
- Improving productivity.
- Effective management of workgroups to achieve objectives.

This programme is ideal for students who are already in management or supervisory positions of both profit and non-profit driven organisations.

Qualification Rules:

Entry Requirements:

- Matric OR
- NQF 4 qualification (in a relevant field)
- Language and Mathematical Literacy at NQF level 4 OR
- Relevant work experience of 5 years or more - to be assessed and approved by the Academic Council

In order to obtain this qualification a student must:

- Pass all assignments with a minimum of 65%.
- Pass the FISA with a minimum of 65%
- Complete the qualification and all relevant assignments and tasks within 6 years from commencement.

Career Path:

- General Manager
- Operational Manager
- Productivity Analyst
- Supervisor

National Diploma in Productivity

SAQA ID: 49794 - NQF Level 5 - 240 Credits

ETQA: South African Board for People Practices (SABPP)
Recommended Study Duration: 24 - 36 months | Maximum Duration: 6 Years

Academic Year

COMPONENT 1

- Module 1: *Talent Management*
- Module 2: *Human Resources Management*
- Module 3: *Managing Diversity*

COMPONENT 2

- Module 4: *Business Ethics & Leadership*
- Module 5: *Strategic Management*
- Module 6: *Financial Management & Decision Making*

ASSIGNMENTS:

- 6 Formative assignments (after each module)
- 2 Summative assignments (after each component)
- 1 Final Integrated Summative Assignment (FISA)



About the Programme:

This programme teaches you to be an effective manager in any occupation. It is an ideal programme, specifically for middle management. It develops the key concepts, principles and practices of management that will enable you to lead, manage, organise and control first line managers, team leaders and supervisors.

The scope of generic management covers five domains: leadership, managing the environment, managing relations, managing knowledge and the practice of management. These generic competencies prepares you to manage in any industry.

When you finish this programme you will be able to:

- Develop and manage operational strategies, projects and action plans.
- Lead and manage a team of first line managers.
- Enhance the development of teams and team members.
- Build relationships with superiors and with stakeholders across the value chain.
- Apply the principles of risk, financial and knowledge management and business ethics.

Qualification Rules:

Entry requirements:

- Matric OR
- NQF 4 qualification (in a relevant field)
- Relevant work experience of 3 years or more - to be assessed and approved by the Academic Council

In order to obtain this qualification a student must:

- Pass all assignments with a minimum of 65%.
- Pass the FISA with a minimum of 65%
- Complete the qualification and all relevant assignments and tasks within 3 years from commencement.

National Certificate in Generic Management Specialisation in Skills Development Management

SAQA ID: 59201 (LP 66069) - NQF Level 5 - 162 Credits

ETQA: South African Board for People Practices (SABPP)
Recommended Study Duration: 12–24 months | Maximum Duration: 3 Years

2020

Academic Year

COMPONENT 1

- Introduction to Human Resources (Module 1)
- Recruitment (Module 2)

COMPONENT 2

- Administration of Human Resources (Module 3)
- Training and Development (Module 4)

ASSIGNMENTS:

- 4 Formative assignments (after each module)
- 2 Summative assignments (after each component)
- 1 Final Integrated Summative Assignment (FISA)



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Academic Year

COMPONENT 1

- Ethics and Cultural Awareness (Module 1)
- Self-management (Module 2)

COMPONENT 2

- Administrative Management (Module 3)
- Managing Business Functions (Module 4)

ELECTIVE (Choose ONE of the following modules)

- Managing Wellness
- Health and Safety

ASSIGNMENTS:

- 5 Formative assignments (after each module)
- 3 Summative assignments (after each component)
- 1 Final Integrated Summative Assignment (FISA)



About the Programme:

The Certificate in Business Administration Services is a sought after foundation programme. The general nature of the qualification will allow you to enter several different career paths. It prepares you for general office work and teaches you several basic business skills that will make you a valuable and contributing member of various teams and projects.

The programme starts with an understanding of business ethics and cultural awareness towards customers and colleagues. The Self-Management module discusses the ins and outs of how to be a valuable project team member, essential time-management skills and professional business communication.

The second part of the qualification develops your administration and reporting skills. You will be introduced to stock management and how to build lasting relationships with service providers. Budget and budgetary control is an important aspect of any business and will make you indispensable for any team.

The last part of the programme is an elective module where you can choose to learn about employee wellness or the basics of health and safety in the workplace.

Career Path

Students who completed this qualification will be able to perform or assist in the following office duties:

- Secretarial services.
- Financial administration.
- Personal/executive assistant services.
- Systems administration.
- Human Resources administration.
- Project coordination.

Qualification Rules

Entry requirements:

- Grade 11 or NQF 3 qualification OR
- Relevant work experience - to be assessed and approved by the Academic Council.

In order to obtain this qualification a student must:

- Pass all assignments with a minimum of 65%.
- Pass the FISA with a minimum of 65%.
- Complete the qualification and all relevant assignments and tasks within 3 years from commencement.

FET Certificate in Business Administration Services Specialisation in Employee Wellness

SAQA ID: 61595 (LP:93567) - NQF Level 4 - 140 Credits

ETQA: South African Board for People Practices (SABPP)
Recommended Study Duration: 12–24 months | Maximum Duration: 3 Years



The BMT College Professional Certificates (SCB) are credit bearing skills programmes. The aim of these programmes are to enable students to obtain specific skills in a shorter time frame. Skills programmes or short courses are therefore not full qualifications, but rather subject specific training. This makes it ideal for continuous personal and professional development.

How to get started:

You are required to submit the following documentation in order to be registered for a skills programme with BMT College:

- Completed enrolment contract.
- Certified copy of the relevant qualification that allows you entry into the programme. *See details in programme description.*
- Curriculum Vitae.
- Two certified copies of your identity document

The required documentation can be faxed, posted, e-mailed, hand delivered or completed online at www.bmtcollege.edu.za.

PLEASE NOTE: The College may offer more short courses than those listed here.

SCB
SERIES



Conduct Outcomes-Based Assessment

NQF Level 5 - 15 Credits

ETQA: Education Training and Development SETA (ETDP)

Suggested Duration: 3 months | Maximum Duration: 10 months

Unit Standard: 115753



About the Programme:

This programme will teach you how to assess the achievements of people for specific learning outcomes using pre-designed assessment instruments.

The achievement of this unit standard is required for anyone who wishes to register as a constituent assessor with a particular SETA ETQA.

When you successfully complete this unit standard, you will be able to:

- Demonstrate an understanding of outcomes-based assessment
- Prepare for assessments
- Conduct assessments
- Provide feedback on assessments and
- Review assessments.



Customer Relations Management (CRM)

NQF Level 4 - 24 Credits

ETQA: South African Board for People Practices (SABPP)

Suggested Duration: 3 months | Maximum Duration: 10 months

Unit Standards: 118028, 10037, 252214



About the Programme:

The programme introduces you to consumer behaviour and the factors that drive and influence it. You will learn how to use "wants" and "needs" to create market value for consumers. With a better understanding of the customer, you will be able to build sustainable client relationships that will benefit the organisation. Learn how customers make decisions and adapt your product to benefit from this knowledge.

Understand how to build and keep relationships with customers through several techniques, with the ultimate goal being customer satisfaction. A happy customer will become a loyal customer and positive word of mouth about your organisation is some of the best advertising there is.

This course concludes with a discussion on the more important aspects of the Consumer Protection Act. (CPA) No. 68 of 2008.

Employee Wellness

NQF Level 4 - 18 Credits

ETQA: South African Board for People Practices (SABPP)

Suggested Duration: 3 months | Maximum Duration: 10 months

Unit Standards: 113907, 377162, 377160, 242860



About the Programme:

Employee wellness has become an important management duty in the modern organisation. Many organisations are implementing wellness programmes and initiatives.

This programme covers different wellness models and will provide you with a good working knowledge on the subject. It explains the impact of personal wellness and how it relates to work performance.

Public Services launched the "Batho Pele" (People First) initiative in 1997. The programme discusses the importance of this programme and the reasons why it is needed, including the eight service delivery principles of "Batho Pele".

This qualification is ideal for managers who want to sharpen their knowledge on employee wellness or people who want to become employee wellness officers.

Employee health affects more
than just medical costs.

A healthy workforce is a more
productive workforce.





Executive Office Assistant

NQF Level 4 - 27 Credits

ETQA: South African Board for People Practices (SABPP)

Suggested Duration: 3 months | Maximum Duration: 10 months

Unit Standard: 12153, 117495, 13934, 252027, 110528



About the Programme:

This programme covers the **essential skills required** of office workers who want to progress in their careers and be **efficient and professional** around the office. Understand the nuances of effective business communication by using the right tools. Learn how to assess and understand legal contracts for a business.

Organise and lead effective and successful meetings. Understand the importance of a **professional network** and how to create one. Learn and understand the basics of budgets and how to control the petty cash. The **EOA** is an integral part of any successful office.

Health and Safety

NQF Level 4 - 18 Credits

ETQA: South African Board for People Practices (SABPP)

Suggested Duration: 3 months | Maximum Duration: 10 months

Unit Standard: 246667, 242668, 10980, 13915



About the Programme:

Health and safety is a legal requirement for every organisation. It includes every environment where work is done. The importance of this field has become more and more prominent recently. This programme is ideal for people who are new to the field of health and safety, and those who need to brush up on the subject.

The programme starts with an understanding of the Occupational Health and Safety Act (OHSA), 85 of 1993. It will teach you what risk management entails and how to assess it.

The programme also covers the very important subject of HIV/AIDS in the workplace and supporting people with HIV/AIDS.

Enrol now and add this invaluable skillset to your CV.



Employers must ensure that a workplace is safe and healthy. Workers must be able to identify hazards in the workplace.

“I believe that through knowledge and discipline, financial peace is possible for all of us.”

DAVE RAMSEY

Financial Management

NQF Level 4 - 22 Credits

ETQA: South African Board for People Practices (SABPP)

Suggested Duration: 3 months | Maximum Duration: 10 months

Unit Standards: 13945, 242810, 10169, 7468



About the Programme:

You do not need to be a financial manager to understand financial aspects and terms.

Basic financial management skills are essential for any individual; be it for personal use or for use in a team, department or division.

This programme introduces and simplifies the basics of financial management for non-financial managers. It uses easy to understand concepts and will teach you to plan your finances, draw up basic budgets and read and understand financial statements upon completion of the programme.

Do not be held captive by not understanding what is happening with personal business or international financial matters.

- Topics in this programme include:
- Stock and fixed assets
- Budgets
- Compensation
- Personal, business and international financial aspects



Leadership

NQF Level 5 - 23 Credits

ETQA: South African Board for People Practices (SABPP)
Suggested Duration: 3 months | Maximum Duration: 10 months
Unit Standard: 120311, 264398, 264403, 15229



This programme discusses the concept of leadership and its practical value. Further topics include the supporting management tasks of leadership, such as problem solving and decision making in this programme.

A great leader inspires and motivates others to realise their full potential and move beyond their personal limitations to see opportunity where there would otherwise be confusion and uncertainty.



Labour Relations - Disciplinary Procedures

NQF Level 5 - 27 Credits

ETQA: South African Board for People Practices (SABPP)
Suggested Duration: 3 months | Maximum Duration: 10 months
Unit Standards: 114274, 11286, 10985, 114273



About the Programme:

The understanding and correct application of labour relations are skills required from any manager, supervisor or small business owner.

This programme will teach you how to apply and understand the Basic Conditions of Employment Act (BCEA). You will also learn how to conduct disciplinary hearings and perform disciplinary actions.

This comprehensive programme also covers and answers questions on working time, leave, transgressions, dismissible and non-dismissible offences.





NEW

Introduction to Legal Studies

NQF Level 4 – 17 Credits

ETQA: South African Board for People Practices (SABPP)

Suggested Duration: 3 months | Maximum Duration: 10 months

Unit Standards: 117495, 12153, 244574



About the Programme:

Do you know and understand your legal rights within the South African context? Do you know which laws are binding on you as an individual? Do you understand the impact of signing a contract or agreement?

The course will introduce you to general topics of the law. At the end of this course you will understand the differences between civil and criminal law, as well as the various other classifications of the law. Contracts that one may enter into and the different legal requirements and consequences that may transpire from entering into certain legal transactions, for example standing as surety will also be covered.

The course gives you a broad overview of legal concepts. Some of the topics in this programme include:

- An introduction to the law and the history of SA law.
- Sources and classification of the law.
- Aspects of private, civil and criminal law and procedure.
- Law of contract, sale, lease, insurance and security.
- HIV Aids and the law.
- Insolvency.
- Legal perspectives.

“Justice in the life and conduct of the State is possible only as first it resides in the hearts and souls of the citizens.”

PLATO

Logistics and Supply Chain Management

NQF Level 5 - 31 Credits

ETQA: South African Board for People Practices (SABPP)

Suggested Duration: 3 months | Maximum Duration: 10 months

Unit Standards: 15238, 114876, 12996, 10037



About the Programme:

The programme introduces the student to logistics and creating market value to customers. It highlights the importance of Customer Relations Management (CRM) in terms of "Channels of Distribution", the "Elements of Logistics" and "Materials Management". The programme ends with an overview of purchasing and the purchasing process.

The ideal candidate for the programme is anyone who is interested in the mysteries of logistics management or who wants to expand their knowledge profile and add another skillset to their CV. It is also recommended for the small to medium business manager who wants to improve logistics.



Performance Management

NQF Level 5 - 32 Credits

ETQA: South African Board for People Practices (SABPP)

Suggested Duration: 3 months | Maximum Duration: 10 months

Unit Standard: 114882, 114886, 114879, 15220



About the Programme:

Successful performance management will increase productivity and enhance the growth of any organisation. In order for a business to be competitive it needs to be productive.

Improve productivity by:

- Prioritising improvement areas.
- Developing improvement strategies.
- Measure productivity factors.
- Set and achieve productivity goals.
- Finding the root causes for unacceptable productivity levels.



Marketing is the activity, set of institutions, and processes for creating, communicating, delivering, and exchanging offerings that have value for customers, clients, partners, and society at large.

DEFINITION BY THE AMERICAN MARKETING ASSOCIATION

Marketing Management

NQF Level 5 - 34 Credits

ETQA: South African Board for People Practices (SABPP)

Suggested Duration: 3 months | Maximum Duration: 10 months

Unit Standards: 10050, 10044, 252020, 243954, 10060



About the Programme:

Every business should in one form or another market its products or services in order for potential customers to know about their offerings. You cannot have a business, not tell anyone about it, and expect to be successful.

This programme covers the basics of effective marketing and the various ways you can market your products and services.

It is ideal for the entrepreneur starting out, or the individual who wants to acquire a basic understanding of the concept of marketing and what it involves. The programme also explains why marketing is more than just advertising.

The following topics are covered in this programme:

- Marketing fundamentals and the marketing environment.
- Marketing research.
- Consumer behaviour.
- Marketing segmentation, targeting and positioning.
- Marketing communication.
- Innovation and creativity in marketing.





Advanced Office Manager

NQF Level 4 - 78 Credits

Type: Skills Programme

ETQA: South African Board for People Practices (SABPP)

Suggested 5



BMT College Structure

College Principal, Mrs. B.A. van der Linde is a formidable leader. She joined the College as registrar in 1990 and is currently the managing director of BMT College. With her leadership and the support of College management, you can be assured of service excellence.

Vice-Principal - Mr. JJJ Poolman

Financial Director - Mrs. M. Turner

Supporting students through their studies is more than just helping them understand the academic material, it is also the level of service that is delivered to the student and the entire study experience, from the moment of enrolment up to graduation is important.

Student Support

Our team of student liaison officers are trained to assist you with almost any query you may have regarding your studies. All queries related to your account, assignment schedules and results, operating the virtual campus, dispatch dates etc. are referred to the Student Administration Department.

Online Support

Without making a call or sending an email, students can log in on our secure website to update details, get mini statements, see when study material has been posted, check on results and have access to additional learning support material. All of this is included in the study fees.

Financial Support

Instead of paying the full study fee at the beginning of the year, you can finance the study fee. Please refer to the Fee Financing Schedule for a payment option that will suit you.

Academic Department

Chancellor Prof. Dr. J.F. Stuart has been involved with the College since 1996 and was first appointed into his current position in 2005. Part of his role is to advise and participate in the development of the College teaching strategy, as it relates to distance education.

Prof. Stuart obtained his Doctorates Degree in Education in 1983 from the University of Pretoria.

The Academic Department at BMT College is managed by Mrs. C.C (Liani) Söderholm. She has proven herself as a dynamic leader and is committed to the delivery of quality education. She obtained her B.Comm (Accounting) from the University of Pretoria in 1992.

Our Deputy-Deans are responsible for the development and quality of programmes:

- Mrs. Z. Auths : M.Comm in Industrial Psychology - NWU (2007) - HR Studies
- Mrs. J.C Brand : B.A. Hons. Psychology - UJ (2003) Registered Psychometrist with the Health Professional Council of South Africa (HPCSA) - Business Studies

Our team of academics together with carefully selected industry leaders and experts contributes to the development of study material and other academic support. Please refer to the Virtual Campus or latest newsletter for the lecturer support schedule.

“Leadership and learning are indispensable to each other.”

John. F. Kennedy



Frequently asked Questions

How do I enrol with BMT College?

The easiest way to enrol is directly online at www.bmtcollege.edu.za. You are also able to download the forms directly from there. Alternatively you can call us on 011 708 0159 and we will send the forms directly to you.

When can I start with my studies at BMT College?

You can start your studies anytime. Once we have received and verified your first payment you will have access to the Virtual Campus to download your first study material and the first parcel will be prepared and dispatched within 14 days.

How long do I have to complete my studies?

To ensure that the qualification you enrol for remains current and valid, it must be completed within a specific time frame. Different *types* of qualifications have different rules. It is therefore very important to familiarise yourself with the duration and rules of the programme you choose to study.

You will have 24 months to complete a year of studies. One extension of 12 months can be applied for per academic year.

Please refer to the specific qualification or short course for the total (maximum) study duration, including all allowable extensions.

How do I submit assignments?

The easiest way to submit an assignment is online. For some programmes you may also choose to complete an assignment directly on the Virtual Campus.

Alternatively you can post an assignment or deliver it to our campus in Johannesburg.

When do I submit assignments?

There are no specific due dates to submit your assignments. The Virtual Campus displays recommended due dates for each assignment.

NOTE: There are however specific due dates for Final Integrated Summative Assignments (FISA). These assignments are unique with specific due dates and will only be assessed after the due date.

What is the difference between the types of assignments?

Formative assignments are completed after each module. These assignments *monitor* your progress. It carries a weight of 25% towards your final results.

Summative assignments are completed after each component or subject and measure your competence thereof. It carries a weight of 75% towards the component or subject. You have *four attempts* on each summative assignment.

An additional assessment cost will be charged for the third and fourth attempt. *Please refer to the fee schedule for more information.*

A compulsory contact session with a lecturer is required before submitting the fourth attempt.

The formative (25%) and the summative (75%) together count 40 % towards your final mark for the programme.

Final Integrated Summative Assignment (FISA) is completed at the end of the programme. The FISA is an assignment that combines all your studies for the programme in one assignment. The FISA carries a weight of 60% towards your final mark. If you do not pass the first FISA a final second FISA will be issued to you.

Work Integrated Learning (WIL) is practical projects or assignments. Not all programmes have a WIL component. It carries a weight of 20% towards your qualification mark.

All assignments (except the FISA assignment) have an average turn-around time of 14 days for assessment from the day that the College receives it. Please note that the turn-around time may be affected by the number of assignments received.

More information regarding the studies for each specific programme is provided in the first module of that programme.

What happens if I get retrenched or are unable to pay my study fees?

You will have to submit an official letter to the College that explains your situation in detail. Documentary proof also needs to be submitted. The Academic Council will evaluate each situation on merit and students will be informed accordingly.

Will I be able to get a refund on study fees paid?

If you have overpaid your account a refund will be issued.

If your employer or a sponsor pays your study fees in full at a later stage, a refund will be issued on the amount that is in credit.

If you cancel your studies within 14 days of enrolment, a full refund will be issued excluding the registration fee.

The registration fee is non-refundable irrespective of cancellation or any other situation.

Upon completion and submission of the enrolment form you will be held liable for the full registration fee, irrespective of cancellation or any other situation.

Are there any hidden costs?

The specific items not covered in the study fee are listed in the Fee Schedule (DOC5010_03), such as textbooks, re-issue of certificates, the graduation, financing charges and extension fees, etc.

If I finance the study fees or pay my studies in full, will I receive all my study material at once?

No, the College releases one study module at a time. Once completed you continue with the next module. If you have outstanding study fees, it may delay the marking of assignments or the dispatch of next modules.

Policies and Procedures

Assessment policy

This policy is guided by the principles of the National Qualification Framework.

Assessment can be described as the process by which a learner is declared competent or not yet competent against identified unit standards or exit level outcomes. BMT College defines competence as the ability of a learner to integrate a number of tasks in a particular setting (aptitude) or context and to attain certain standards. Competence integrates knowledge, skill and attitude. This policy is also guided by SAQA requirements, thus ensuring high standards of good practice.

Assessment appeals procedure:

Students will be permitted to submit an assessment outcomes appeal under the following circumstances: against unfair assessment; invalid assessment; unreliable assessments; where the assessors' judgment is considered biased; inadequate expertise and experience of an assessor and/or unethical practices on the part of the assessor. Learners wanting to appeal, must refer to the appeal procedure as outlined in the study guides. Complete an assessment appeals form and submit it to the Academic department.

Grievance Policy

Students have the right to lodge a grievance against the College or College personnel. Grievances must be submitted by completing Form FRM5051_01, and forwarding it for the attention of the Principal, Mrs. B.A. van der Linde or Vice-Principal, Mr. J.J.J. Poolman.

Guarantee policy:

BMT College guarantees the learner quality assurance on all study material and support. Should BMT College be unable to deliver stated services, excluding unreasonable circumstances or circumstances that are not within the control of the College, the learner will be refunded. BMT College will provide training material to the learner for a period not exceeding 24 months from commencement of studies.

Language policy:

Delivery and assessments will be conducted in English. Where language poses a potential barrier to fair assessment, it is the responsibility of the learner to arrange for a competent interpreter to be present during the assessment process.

Open access and non-discrimination policy:

The open access policy ensures all learners who comply with admission requirements will be accepted. Discrimination on any basis will not be tolerated.

Quality assurance policy:

BMT College has a Quality Management System (QMS) in place that ensures:

- Stringent and standard procedures for all policies.
- Continuous professional development of staff and assessors.
- Internal audits in respect of quality assurance in the recording, monitoring and review of all BMT College processes.
- Development of resources and research.

Record keeping policy:

BMT College records and maintains all learner related information for a period of 5 years

Refund and cancellation policy:

The student will have an opportunity to cancel his/her registration with BMT College within 14 days of registration but will remain liable for the full registration fee. One calendar month notice must be given to cancel studies after 14 days and will be subject to a penalty charge.

Studies can be placed on hold for a limited period of 6 months without additional charges. No refunds will be granted for failure of delivery due to a third party.

Student obligations:

The student has an obligation to submit the last assignment before the study period expires.

The student must complete an academic year within 24 months. A student can apply for one final extension of 12 months charged at a fee equal to the registration fee applicable for the programme at that time.

The student has an obligation to repay the study fee in full, irrespective of whether he/she completes the qualification or not. Monthly payments to BMT College must be up to date at all times.

Student selection and intake policy:

No unfair barriers with regards to enrolment and admission requirements exist. Programme requirements are clearly defined and students who comply with the admission requirements are accepted for studies with BMT College.

Study Loans and Bursaries

Study Loans:

Achieve your dreams with a BMT College study loan. By financing your studies directly with us you can avoid paying initiation fees and exorbitant interest charges. Our easy payments allow you to continue with your studies while controlling your cash flow. Refer to our latest fee schedule to view the *Classic* and *Executive* repayment options for either a full qualification or a short course.

Simply complete section F (Financing Agreement) in the enrolment contract and select the repayment option that suits you best to apply for the study loan. We highly recommend that you complete the debit order authorisation to streamline the administration of your study loan. **Please Note:** We give preference to study loan applications that have signed valid debit order authorisations. Your studies will commence once we have received your first installment.

BMT study loans are only available for studies with BMT College. BMT College is a registered Credit Provider, registration number: NCRCP473.

Bursaries:

At BMT College we will award you for your effort. We have three categories of part bursaries that any student can apply for upon enrolment. You can apply for all the bursaries categories that you may qualify for and it will be allocated to your student account automatically. Refer to the latest enrolment contract for the total award for each bursary category.

We only award bursaries for full qualifications. Short courses and skills programmes are therefore excluded from bursaries.

There are three bursary categories:

1. **Merit Bursary:** These bursaries are awarded based on exceptional achievements. This may include academic achievements, work or career achievements and sport achievements.

Academic Achievements:

 - National Senior Certificate with exemption for diploma studies and at least 3 distinctions in recognized subjects.
 - Any other accepted entry qualification with a course or qualification average of at least 70%
 - If applying for a second or third year bursary; the previous academic year should have been completed within 24 months with an average of at least 70%.

Work or Career Achievements:

 - Motivational letter from employer
 - Comprehensive CV

Sport Achievements:

 - Minimum of provincial colours
2. **Leadership Bursary:** These bursaries are awarded based on leadership positions held. This may include positions of leadership in school, church, community or other institutions.

School or Institutional Leadership:

 - Student forum member
 - Council, committee or institutional leader

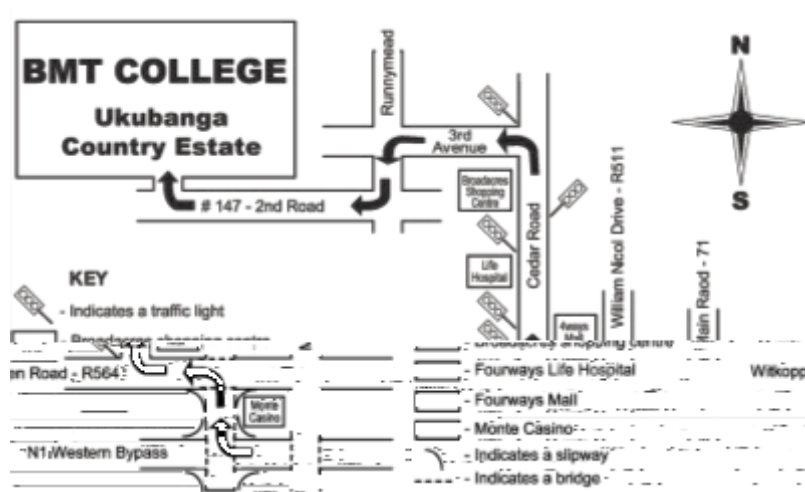
Work or Career Leadership:

 - Managerial and supervisory positions

Community Leadership
3. **Social Responsibility/ Community Development Bursary:** Social responsibility or community development bursaries are awarded based on actual involvement in relevant initiatives. To qualify for this bursary the applicant must have spent at least 40 hours over the past 12 months on the initiative.

For more detailed information on College policies and procedures please refer to the *Study for Success* guide.

Map and Directions



Directions from N1 - Western Bypass

- From the N1 - Western Bypass turn North onto William Nicol drive towards Fourways.
- Left if you are going towards Pretoria
- Right if you are coming from Pretoria
- Keep left on William Nicol Drive.
- After Monte Casino, on your right hand side, turn left onto the slipway for Witkoppen Road.
- Keep on the right hand side of Witkoppen. (Fourways Mall is on your right hand side)
- At the first traffic light turn right into Cedar Road. (Big ABSA building on the corner)
- Keep on Cedar Road until you find Broadacres Shopping Centre on your left hand side.
- At the first left after Broadacres Shopping Centre turn into Third Avenue to enter Chartwell.
- The first four-way stop in Third Avenue turn left into Runnymede road.
- The first four-way stop in Runnymede road turn right into Second road.
- The second last property on the right hand side is 147 Second rd; Ukubanga Country Estate.

BMT College is a private higher distance education provider.

We specialise in **Business Management and Human Resources Management** related Short Courses and Full Programmes.

There are **no exams and no classes** to attend.

You can study with us from **anywhere**
and start your studies **anytime**.

Registered Name:	Business Management Training College (Pty) Ltd		
Trading as:	BMT College	Reg #:	2005/011378/07
DHET HE Reg. No.	2011/HE07/002	NCR #:	NCRCP473
Directors:	Mrs. B.A. van der Linde (Principal) Mr. J.J.J. Poolman (Vice-Principal) Mrs. M. Turner (Financial Director)		
Senior Managers:	Mrs. L. Söderholm Academic Dept Mrs. D. Sithebe Human Resources Mr. J. Meyer IT Mrs. K. Bodibe Logistics Ms. W. Present Student Administration		
BEE Status Level:	Level 4	BEE Cert #:	BMT00167-GREV2
VAT Number:	Exempted	Auditors:	W.K.H.Landgrebe and co.
NEDBANK: Banking Details	ABSA: Banking Details		
Branch :	Randburg	Branch Code	632005
Branch Code :	1984 05	Acc #:	40 7791 4327
Acc #	1984 388 606	Type:	Cheque
Contact Number:	010 010 0936	Fax:	086 639 4687
Contact E-mail:	info@bmtcollege.edu.za		
Website:	www.bmtcollege.edu.za		
Physical Address:	147 - Second Road, Chartwell, Fourways, 2191		
Postal Address:	Private Bag X100, Bryanston, 2021		
Accreditations:	Council for Higher Education (CHE) - <i>Academic Qualifications</i> South African Board for People Practices (SABPP) - <i>Vocational Programmes</i> Education Training and Development Practices SETA (ETDP) - <i>COBA</i>		
Memberships:	Association of Private Providers of Education, Training and Development (APPETD) National Association for Distance Education and Open Learning in South Africa (NADEOSA) Project Management Institute of South Africa (PMISA)		

Business Management Training College (Pty) Ltd is provisionally registered with the Department of Higher Education and Training until 31 December 2016 as a private higher education institution under the Higher Education Act of 1997, Registration No. 2011/HE07/002



to actively pursue and uphold the status of being

South Africa's most

prestigious

Business

College



TEL: 011 708 0159 | FAX: 086 639 4687 | E-MAIL: INFO@BMTCOLLEGE.EDU.ZA
PRIVATE BAG X100; BRYANSTON; 2021 | 147 SECOND ROAD; CHARTWELL; 2191

www.bmtcollege.edu.za



BMT College

Prosperity through Knowledge

FRM5020_01^{2015/02}

Enrolment Contract
2015 Second ed

INSTRUCTIONS:

NEW ENROLMENTS: Complete this contract in full

Include a copy of your Identification Document (Green barcoded ID)

Include a copy of your entry qualification (As required per programme)

Fax, email or post this document with the supporting documents to BMT College

NEW ENROLMENT

SECOND/THIRD YR

STUDENT NUMBER:

Mark selections with an X

1. SURNAME		3. TITLE	MR	MRS	MISS	MS	OTHER:
2. FIRST NAMES		4. ID NR					
5. DATE OF BIRTH		6. GENDER	FEMALE	MALE			
7. HOME LANGUAGE	AFRIKAANS	ENGLISH	ISINDEBELE	ISIXHOSA	ISIZULU	SEPEDI	SESOTHO
	SETSWANA	SISWATI	TSHIVENDA	XITSONGA	OTHER (SPECIFY) :		
8. EQUITY	BLACK	COLOURED	INDIAN	WHITE	OTHER (SPECIFY) :		
9. DISABILITY	NO	YES	COMMUNICATION (talking, listening)	DISABLED (unspecified)	EMOTIONAL (behavioural or psychological)	HEARING (even with a hearing aid)	INTELLECTUAL (difficulties in learning)
			PHYSICAL (moving, standing, grasping)	SIGHT (even with glasses)	MULTIPLE		
10. EMPLOYMENT STATUS	WORKING FULL TIME	WORKING PART TIME	PENSIONER/RETIRED	NOT WORKING			
	COMPANY NAME	JOB TITLE					

A: PERSONAL INFORMATION

1. TELEPHONE NUMBERS	MOBILE		HOME	
	WORK		FAX	
2. E-MAIL ADDRESS				
3. POSTAL ADDRESS				
Study material and College correspondence will be sent to this address				
4. HOME ADDRESS				
POSTAL CODE				
5. NOTIFICATIONS	YES	NO	Do you wish to receive College SMS notifications on your mobile and College information through E-mail?	
6. REFERRAL	FRIEND/COLLEAGUE	INTERNET	PRINT MEDIA	OTHER:
7. STUDENT TYPE	E-STUDENT	TRADITIONAL	If you prefer to download and upload your study material and assignments through the virtual campus, select "E-STUDENT".	

B: CONTACT INFORMATION

Please select the qualification/short course and the academic year you are enrolling for as indicated in the latest prospectus.

C: PROGRAMME AND PAYMENT INFORMATION

FIRST YEAR	SECOND YEAR	THIRD YEAR	
DIPLOMA IN BUSINESS MANAGEMENT (NQF 6)	☐	DIPLOMA IN HUMAN RESOURCES MANAGEMENT (NQF 6)	☐
DIPLOMA IN HUMAN RESOURCES MANAGEMENT AND PRACTICES (NQF 5)	☐	DIPLOMA IN PRODUCTIVITY (NQF 5)	☐
CERTIFICATE IN GENERIC MANAGEMENT (NQF 5)	☐	FETC: BUSINESS ADMINISTRATION SERVICES (NQF 4)	☐
FETC: HUMAN RESOURCES MANAGEMENT AND PRACTICES SUPPORT (NQF 4)	☐		
NAME OF SHORT COURSE:			

BUSINESS MANAGEMENT TRAINING COLLEGE

TEL: 011 708 0159 | FAX: 086 639 4687 | E-MAIL: INFO@BMTCOLLEGE.EDU.ZA
PRIVATE BAG X100; BRYANSTON; 2021 | 147 SECOND RD; CHARTWELL; 2191

www.bmtcollege.edu.za

Provisionally registered with the Department of Higher Education and Training until 31 December 2016 as private higher education institution under the Higher Education Act, 1997, Registration No. 2011/HE07/002 Registered Credit Provider: NCRCP473
Business Management Training College (Pty) Ltd 2005/011378/07
Directors: B.A. van der Linde, J.J.J. Poolman, M. Turner

OFFICE USE ONLY

Student Number	
Financing Approved	YES NO
Start Date	
Registration Fee	RCVD DIA FDOP

2. PAYMENT SELECTION

Please refer to the latest fee schedule for more information.

PLATINUM

CLASSIC

EXECUTIVE

FULL QUALIFICATION (one year)

R12,850 ONCE-OFF FULL PAYMENT ☐R770 X 20 (R12850 + R2550 = R15400) ☐R1,180 X 12 (R12850 + R1310 = R14160) ☐

Registration Fee of R2,450 is included in all payment options
Payment option is for one level or academic year only.

FIRST YEAR

SECOND YEAR

THIRD YEAR

SHORT COURSE

R4,850 ONCE-OFF FULL PAYMENT ☐R535 X 10 (R4850 + R500 = R5350) ☐R1050 X 5 (R4850 + R400 = R5250) ☐

ADVANCED SHORT COURSE

R7,485 ONCE-OFF FULL PAYMENT ☐R480 X 18 (R7485 + R1155 = R8640) ☐R920 X 9 (R7485 + R795 = R8280) ☐

3. WHO WILL BE RESPONSIBLE FOR THE PAYMENT OF YOUR STUDY FEE

MYSELF (As in A above): ☐

SPONSOR OR COMPANY:

SPONSOR OR COMPANY CONTACT:

D: DEBIT ORDER AUTHORISATION

- The information below should be completed and signed by the account holder of the bank account against which this debit order will be lodged
- This debit order authorisation instruct BMT College to deduct payments towards the financing of the study fees as indicated in C above for the student as indicated in A above on a monthly basis until the study fee has been paid back in full, including finance charges if applicable.

1. SURNAME

2. TITLE

MR

MRS

MISS

MS

OTHER:

3. FIRST NAMES

5. ACCOUNT NUMBER

6. BRANCH

7. BANK NAME

8. BRANCH NAME

9. ACCOUNT TYPE

10. CALL DATE

LAST WORKING DAY

15TH OF EVERY MONTH

25TH OF EVERY MONTH

Debit Order agreement, conditions and declaration

- By signing this Debit Order Authorisation I agree that BMT College may start deductions from my account as selected in C above
- I agree that the first deduction will be on the first occurrence of the day selected in D(10). Subsequent deductions will continue in terms of this agreement until the obligations in terms of this contract has been paid.
- I agree that BMT College may start with the deductions, irrespective of whether I have paid the registration fee or not.
- If the 15th or 25th falls on a weekend, the debit order will be effected on the Friday before the selected date.
- I acknowledge that all payment instruction issued by Business Management Training College (Pty) Ltd shall be treated by my abovementioned bank as if the instructions has been issued by me personally.

SIGNATURE:

DATE:

E: FINANCING AGREEMENT

1. CREDIT ASSESSMENT

MONTHLY INCOME:

2. CAN YOU AFFORD THE MONTHLY PAYMENTS?

YES

NO

MONTHLY EXPENSES:

3. WILL YOU REPAY THE STUDY FEE IN FULL?

YES

NO

TOTAL AVAILABLE:

Declaration:

I hereby confirm that the credit assessment information I have supplied is correct and that I can afford the monthly repayments.

SIGNATURE:

DATE:

F: BURSARY APPLICATION

Instructions: Choose the criteria that applies to your bursary application. You may choose more than one or all criteria. Remember to send the evidence that supports your application with this enrolment contract. You will be notified of the bursaries awarded to you and it will automatically be loaded onto your student profile.

PLEASE NOTE: Bursaries are only awarded for full qualifications. Short courses and skills programmes will not be considered for bursaries.

1. MERIT BURSARY

OFFICE USE ONLY: TOTAL MERIT BURSARY AWARD R970

☐

Merit bursaries are awarded based on exceptional achievements. This may include academic achievements, work or career achievements and sport achievements.

☐
Academic Achievements:

- National Senior Certificate with exemption for Diploma studies and at least 3 distinctions in recognized subjects.
- Any other accepted entry qualification with a course or qualification average of at least 70%
- If applying for second or third year: BMT College Academic Year must be completed within 24 months and achieve an average of at least 70%

☐

Work or Career Achievements: Motivational letter from employer or comprehensive CV

☐

Sport Achievements: At minimum provincial colours.

Details and motivation:

2. LEADERSHIP BURSARY

OFFICE USE ONLY: TOTAL LEADERSHIP BURSARY AWARD R970

☐

Leadership bursaries are awarded based on leadership positions held. This may include positions of leadership in school, church, community or other institutions.

☐
School or institutional leadership:

- Student Forum Member
- Council, committee or institutional leader

☐

Work or Career Leadership: Managerial or supervisory positions

☐

Community Leadership

Details and motivation:

3. SOCIAL RESPONSIBILITY BURSARY

OFFICE USE ONLY: TOTAL SOCIAL RESPONSIBILITY BURSARY AWARD R970

☐

Social Responsibility bursaries are awarded based on actual involvement in social responsibility initiatives. To qualify for this bursary the applicant must have spent at least 40 hours over the past 12 months on the initiative.

Details and motivation:

Bursary Application Terms and Conditions:

1. Bursary approval is subject to acceptance to the programme.
2. Bursary will be recalled if student is in breach of the terms and conditions of this enrolment contract and the amount of the total awarded bursary will become due immediately.
3. Business Management Training College (Pty) Ltd may require additional information or proof to support the bursary application.
4. Bursary applications are subject to a signed debit order or full payment of the study fee.
5. Business Management Training College hold the right to suspend or withdraw the award of bursaries.

Declaration: I have read and agree to the terms and conditions for bursary applications. The evidence and information provided by me in this bursary application is true and correct.

SIGNATURE:

DATE:

OFFICE USE ONLY

Total Bursary Awarded:

Approved by:

Date:

G: TERMS AND CONDITIONS

I _____ (full names and surname of student) ID Number: _____ herewith apply for admission as a student to Business Management Training College (Pty) Ltd, herein further referred to as the College or BMT College or BMTC, with the following Terms and Conditions:

1. Enrolment requirements and programme information

- 1.1 I confirm that I received a copy of the Prospectus of BMT College and that I have read, understood and agree with all the contents thereof.
- 1.2 I submit to all regulations and conditions for admission and accept all rulings by the Board of the College as final and binding on me as per College policies, procedures and the student code of conduct.
- 1.3 Admission as a learner is upon invitation only and all rights are reserved. I undertake to respect the copyright on all lectures and material received from the College that may include, but not limited to, any printed or electronic media.
- 1.4 I am aware that the onus is on me to determine beforehand if my employer or prospective employer will recognise my intended studies at BMT College and if the curriculum and qualification is applicable to my situation.

2. Programme administration, duration and student obligations

- 2.1 I confirm that I have read and understood the rules of the qualification as set out in the College prospectus.
- 2.2 I understand and agree that my last assignment for the programme must be handed in within the stipulated time frame:
 - i. **Academic Qualifications:** Diploma qualifications must be completed within 9 years (108 months), including all allowable extensions, from commencement subject to each Academic year being completed within 24 months. One (1) extension of 12 months per academic year may be applied for as per 2.3 below.
 - ii. **Vocational Qualifications:**
 - Diploma qualifications must be completed within 6 years (72 months), including all allowable extensions, from commencement subject to each Academic year being completed within 24 months. One (1) extension of 12 months per academic year may be applied for as per 2.3 below.
 - Certificate qualification must be completed within 3 years (36 months), including all allowable extensions, from commencement. One (1) extension of 12 months may be applied for as per 2.3 below.
 - iii. Short Courses: 10 Months
 - iv. Advanced Short Courses: 18 Months
- 2.3 I understand and agree that a fee equal to the registration fee applicable at the time of the extension will be charged for a final extension of 12 months and that I will have to apply for this final extension in writing before my study period expires. I also understand that my application for extension must be approved by the Academic Board and may be rejected. I understand that there are no extensions for short courses or skills programmes.
- 2.4 I understand and agree that if the study period has expired and no further extensions are allowed, that I will remain liable for the full outstanding study fee and will forfeit all monies paid and forfeit all academic credits I may have obtained.
- 2.5 I understand and agree to the module dispatch schedule as explained in the prospectus and that study material may be supplied in either printed or electronic format.
- 2.6 I acknowledge and agree that notwithstanding the existence of an appeal process, the academic judgement of Business Management Training College will be regarded as final.

2.7 I confirm that I have to satisfy the requirements of the programme and due performance as laid down by BMT College.

2.8 I agree that BMT College reserves the right to withhold results, issuing of study material and/or issuing of the certificate or diploma if I fail to fulfil my financial obligations to BMT College.

i. Final assignment will only be marked if study fees are fully paid up.

2.9 I agree and declare that my contributions, including but not limited to, assignments, projects, tasks, photos, stories, correspondence or any other contributions, done during the course of my studies will remain the intellectual property of BMT College and that the College may publish or use such contributions as it sees fit.

2.10 I agree and declare that I will study the relevant lectures and that any assignment that I submit to the College, whatever format it may take, will be a true reflection of my skills and knowledge and that the evidence and work compiled in such assignments will be researched, collected, written and/or presented by me and not be plagiarised or copied in any form whatsoever.

3. Fees and financing

3.1 I confirm that I have read and understood the relevant fee schedule and the corresponding information about the repayment of my study fees in the College prospectus.

3.2 I agree that I will become liable for the full repayment of my study fees including the registration fee and any applicable finance charges, irrespective of whether my employer or sponsor has agreed to pay my study fees, immediately upon signing this contract.

3.3 I agree that I will continue to make monthly payments, by no later date than the last working day of every month, until my obligations in terms of this contract towards the financing of my study fees has been paid in full, which may include finance charges.

3.4 I understand that I may cancel my studies at any time, but will remain liable for the study fees as indicated in this contract.

3.5 I agree that if I should fail to make the agreed payments on time, the full outstanding amount owing will become payable immediately and that a monthly penalty will be charged.

3.6 I agree that Business Management Training College (Pty) Ltd shall be entitled to recover from me all legal costs incurred in order to enforce its rights under this contract, including but not limited to, attorneys, own client fees, collection charges and all tracing charges.

3.7 I declare that I am able to fulfill my financial obligations to Business Management Training College (Pty) Ltd.

3.8 I agree that Business Management Training College (Pty) Ltd may approach credit agencies in order to ascertain my credit record and that in the event of my failure to honor this agreement, Business Management Training College (Pty) Ltd shall have the right to inform credit agencies thereof.

3.9 I acknowledge that this agreement may be ceded or assigned to a third party.

3.10 I understand and agree that if payments for any month is in default, the College will levy a default penalty charge of R75 per occasion.

3.11 I agree that a foreign learner postage levy will be charged if I reside outside South-Africa to the amount of R985.00

4. Cancellation:

4.1 I understand that I will have an opportunity to cancel this enrolment contract with the College within 14 days of admission and will remain liable for the full registration fee of the programme enrolled for until such time that the registration fee has been paid.

4.2 I understand that the registration fee is not refundable irrespective of whether I cancelled this contract within 14 days of admission or not.

4.3 I understand that this contract may be cancelled after 14 days of admission by either BMT College or myself by notice of 1 (one) calendar month.

4.4 A cancellation penalty fee will be charged if this enrolment contract is cancelled after 14 days of admission. The cancellation penalty fee will be calculated based on the period that has expired since admission and the percentage of the programme completed.

5. Declarations and undertakings:

5.1 I agree and undertake that if any of my details as set out in this contract, including but not limited to, my banking details, contact details, address, name or surname are to change, that I will duly notify the College of such changes.

5.2 I understand that this agreement in all its respects are governed by the laws of the Republic of South Africa and agree that any legal proceedings, including arbitration, that may result from this contract must be brought, actioned or argued within the jurisdiction of the Magistrate's court where the Head Office of Business Management Training College is situated.

5.3 The College do not lose any rights in terms of this contract if the College do not immediately and in every instance insist on them.

5.4 I acknowledge that I understand the provisions of the declaration of this Enrolment Contract, and hold myself bound thereby, and all other provisions of this registration, including the rules and procedures of Business Management Training College (Pty) Ltd for the time being in force or as they may be altered, for any period for which I am a registered student.

5.5 I understand that if I am under the age of 18 my parent, custodian or legal guardian should co-sign this document to legalise my enrolment with BMT College.

5.6 I agree that if my study fees are not paid for by myself then the company or sponsor that pays my study fees will have full access to my academic record with BMT College.

5.7 I declare that all particulars furnished by me on this form are true and correct and I undertake to comply with the rules regulations and decisions of BMT College and any amendments thereto and have taken note of advise which may be applicable to students in general and or to the field of study for which I have registered.

5.8 I acknowledge and agree that this form, by signature thereof, becomes a binding contract.

SIGNATURE:

DATE:

SIGNATURE:
Parent/Custodian

DATE:

FEE SCHEDULE

JULY - DECEMBER 2015

DOC 5010_03^{2015_2}

Full Qualifications (per academic year or level)

R770 x 20

Classic

R12850 + R2550(finance charge) = total repayment of R15400

R1,180 x 12

Executive

R12850 + R1310(finance charge) = total repayment of R14160

R12,850

Platinum

once-off full payment

Monthly deposit or EFT payments must be made before the 5th day of every calendar month. Late payments will be subject to a penalty charge of R75 per occasion

- Registration fee of R 2,850 is included in the total study fee
- Enrolments and Fees are per **Academic Year** or level for full qualifications.

Short Courses

R535 x 10

Classic

R4850 + R500(finance charge) = total repayment of R5350

R1050 x 5

Executive

R4850 + R400(finance charge) = total repayment of R5250

R4,850

Platinum

once-off full payment

Monthly deposit or EFT payments must be made before the 5th day of every calendar month. Late payments will be subject to a penalty charge of R75 per occasion

Advanced Short Courses

R480 x 18

Classic

R7485 + R1155(finance charge) = total repayment of R8640

R920 x 9

Executive

R7480 + R795(finance charge) = total repayment of R8280

R7,485

Platinum

once-off full payment

Monthly deposit or EFT payments must be made before the 5th day of every calendar month. Late payments will be subject to a penalty charge of R75 per occasion

Other Charges

Study extensions (Registration fee applicable at time of requested extension)	R2,850
Returned debit order payment (per occasion)	R55
Replacing lost or damaged qualification (certificate)	R485
Priority mail (courier or speed services)	F.O.R.
Foreign student levy	R985
Additional Assessment (after first two attempts on a single assignment)	R485
Textbooks	F.O.R.

F.O.R. : Fee on Request

Prescribed textbooks can be purchased directly from various textbook suppliers.

INCLUDED IN THE STUDY FEE:

- ☒ Study Guides
- ☒ Assessment (Marking of Assignments)
- ☒ Assessment Feedback Reports
- ☒ Internal Student Administration - Management of your student record at BMT College
- ☒ External Student Administration - Management of your student record with external bodies (e.g. SAQA, SABPP, NLRD)
- ☒ SMS notifications
- ☒ Normal Postage
- ☒ Account statements
- ☒ Certification
- ☒ Lecturer/student contact sessions
- ☒ Access to the Online Virtual Campus
- ☒ Student Support Services

DEBIT ORDER PAYMENTS:

- Choose the hassle free **Debit Order** option as payments are automatically allocated to your student account.
- Select your debit order payments for the 15th, 25th or last working day of the month.

DIRECT PAYMENTS:

- Use your student or ID number as a reference when making payments.
- Advise BMT College of any electronic transfer or bank deposits by faxing the payment confirmation to 086 639 4687 or e-mail to info@bmtcollege.edu.za.
- Your student account will be updated 72 hours after clearance.

BANKING DETAILS:

NEDBANK

Acc # 1984 388 606 - Cheque
Branch: 1984 05 - Randburg
Swift: NEDSZAJJ

ABSA

Acc #: 407 791 4327 - Cheque
Branch: 632005

BMT College is duly registered with the National Credit Regulator in terms of Act 34 of 2005 as a Credit Provider. Registration Nr. NCRCP473.



BMT College
FORTUNA PER SCIENTIUM

www.bmtcollege.edu.za

TEL: 011 708 0159 | FAX: 086 639 4687 | E-MAIL: INFO@BMTCOLLEGE.EDU.ZA
PRIVATE BAG X100; BRYANSTON; 2021 | 147 SECOND RD; CHARTWELL; 2191

Business Management Training College (Pty) Ltd 2005/011378/07
Directors: B.A. van der Linde, J.J.J. Poolman, M. Turner

Diploma in Business Management and Diploma Human Resources Management (NQF 6)

1st year Textbooks

Prescribed textbook	ISBN	Publisher
Introduction to Business Management - Ninth Edition	978 0 199 05982 9	Oxford University Press
Management Principles - Fifth Edition	978 0 70217 281 6	JUTA
Administrative Management - Third Edition	978 1 48510 209 0	JUTA
Basics of Entrepreneurship - Third Edition	978 1 48510 2540	JUTA

Diploma in Business Management (NQF 6)

2nd year Textbooks

Prescribed textbook	ISBN	Publisher
South African Human Resource Management - Fifth Edition	978 1 48510 207 6	JUTA
Human Resource Management in South Africa - Fourth Edition	978 1 4080 1951 1	South Western Cengage Learning
Marketing Management - A South African Perspective - Second Edition	978 1 48510 205 2	JUTA
Basic Business Calculations - Fourth Edition	978 0 14 353854 7	Penguin Books (SA)
Operations Management - Third Edition	978 0 19 904956 1	Oxford University Press
Economics for South African Students	978 0 627 02712 3	Van Schaik

Diploma in Human Resources Management (NQF 6)

2nd year Textbooks

Prescribed textbook	ISBN	Publisher
South African Human Resource Management - Fifth Edition	978 1 48510 207 6	JUTA
Human Resource Management in South Africa	978 1 4080 1951 1	South Western Cengage Learning
Organisational Behaviour - Global and South African Perspectives	978 1 86891 853 9	Pearson
South African Employment Relations -Theory and Practice	978 0 627 02944 8	Van Schaik

Diploma in Business Management (NQF 6)

3rd year Textbooks

Prescribed textbook	ISBN	Publisher
South African Human Resource Management - Fifth Edition	978 1 48510 207 6	JUTA
Human Resource Management in South Africa	978 1 4080 1951 1	South Western Cengage Learning
Management Principles - Fifth Edition	978 0 70217 281 6	JUTA
Introduction to Business Management - Ninth Edition	978 0 199 05982 9	Oxford University Press
South African Employment Relations - Theory and Practice	978 0 627 02944 8	Van Schaik
A Practical guide to Disciplinary Hearings	978 0 7021 8631 8	JUTA
Marketing Management - A South African Perspective - Second Edition	978 1 48510 205 2	JUTA
Operations Management -Second edition	978 0 70217 281 6	Oxford University Press
Fundamentals of Cost and Management Accounting - 6th Edition	978 0 19 598447 4	LexisNexis
Economics for South African students - Fourth Edition	978 0 627 0 2712 3	Van Schaik

Diploma in Human Resources Management (NQF 6)

3rd year Textbooks

Prescribed textbook	ISBN	Publisher
South African Human Resource Management - Fifth Edition	978 1 48510 207 6	JUTA
Human Resource Management in South Africa	978 1 4080 1951 1	South Western Cengage Learning
Organisational Behaviour, Global and Southern African Perspective - Second Edition	978 1 86891 853 9	Pearson
Management Principles - Fifth Edition	978 0 70217 281 6	JUTA
Introduction to Business Management - Ninth Edition	978 0 199 05982 9	Oxford University Press

TEXTBOOKS ARE NOT INCLUDED IN THE STUDY FEE



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SEE PAGE 2 FOR RECOMMENDED
TEXTBOOK SUPPLIERS →→→

PRESCRIBED TEXTBOOKS

DOC 5010_03²⁰¹⁴



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