



Business Management Training College

Student Guide

www.bmtcollege.edu.za

Private Bag X100; Bryanston; 2021 | 147 Second Road; Chartwell; 2191 | Tel: 011 708 0159 | Fax: 086 639 4687 | info@bmtcollege.edu.za

Business Management Training College (Pty) Ltd 2005/011378/07 | Registered Credit Provider: NCRCP473 | Level 4 BEE contributor - Cert #: BMT00136-GREV3

ASSIGNMENT COVERS

A horizontal line with a glitch effect, featuring horizontal streaks and a color shift from black to red, passing through the word 'COVERS'.





Business Management Training College

HOW TO COMPLETE AN ASSIGNMENT COVER PAGE

Insert your student
number and course
code name here.



BMTC FRM5060-01S

SUMMATIVE ASSIGNMENT COVER

COMPLETE THE FOLLOWING

STUDENT NUMBER	2	0	1	3	1	0	-	0	1	2	3	4	/	H	R	M	5	0	1
QUALIFICATION														ASSIGNMENT No.					
MODULE NAME & No.														ATTEMPT No.					
NAME AND SURNAME																			
ID NUMBER											TEL No.								

www.bmtcollege.edu.za

Private Bag X100; Bryanston; 2021 | 147 Second Road; Chartwell; 2191 | Tel: 011 708 0159 | Fax: 086 639 4687 | info@bmtcollege.edu.za

Business Management Training College (Pty) Ltd 2005/011378/07 | Registered Credit Provider: NCRCP473 | Level 4 BEE contributor - Cert #: BMT00136-GREV3
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, 1997, Registration No. 2011/HE07/002

Directors : B.A. van der Linde; J.J.J. Poolman; M. Turner



HOW TO COMPLETE AN ASSIGNMENT COVER PAGE CONTINUED



BMTC

Insert name of the qualification you are doing here

SUMMATIVE ASSIGNMENT COVER PAGE

COMPLETE THE FOLLOWING

Assignment number found on the first page of assignment

2 0 1 3 1 0 - 0 1 2 3 4

/ H R M 5 0 1

QUALIFICATION

Diploma in Human Resource Management

ASSIGNMENT No.

HRM5S-34-2

MODULE NAME & No.

Summative Assessment Module 3 and 4

ATTEMPT No.

1

NAME AND SURNAME

ID NUMBER

TEL No.

Module name and number, found on the first page of the assignment

Number of times an assignment was attempted (tried)



HOW TO COMPLETE AN ASSIGNMENT COVER PAGE CONTINUED



BMTC FRM5060-01S

SUMMATIVE ASSIGNMENT COVER

COMPLETE THE FOLLOWING

STUDENT NUMBER	2	0	1	3	1	0	-	0	1	2	3	4	/	H	R	M	5	0	1	
QUALIFICATION	Diploma in Human Resource Management													ASSIGNMENT No.		HRM5S-34-2				
MODULE NAME & No.	Summative Assessment Module 3 and 4													ATTEMPT No.		1				
NAME AND SURNAME	Gretel Bush																			
ID NUMBER	3214567890321													TEL No.		011 708 0159				

Your name and
surname

Your ID or
Passport Number

Your telephone or
cellphone number



Business Management Training College

HOW TO COMPLETE AN ASSIGNMENT COVER PAGE CONTINUED

Please note that if you post an assignment you must get the Commissioner of Oaths Stamp and the signature at the back of your assignment. You can do this at any police station or post office to declare it is your own work. Your assignment will not be marked without it.

If you submit an assignment online or do an online formative assignment you do not have to do this.



www.bmtcollege.edu.za

Private Bag X100; Bryanston; 2021 | 147 Second Road; Chartwell; 2191 | Tel: 011 708 0159 | Fax: 086 639 4687 | info@bmtcollege.edu.za

Business Management Training College (Pty) Ltd 2005/011378/07 | Registered Credit Provider: NCRCP473 | Level 4 BEE contributor - Cert #: BMT00136-GREV3
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, 1997, Registration No. 2011/HE07/002
Directors : B.A. van der Linde; J.J.J. Poolman; M. Turner



Business Management Training College

PREFERRED FORMAT OF ASSIGNMENTS

The following format is required when you type an assignment:

- Font type - Arial
- Font size - 12
- Line spacing - 1.5cm
- Margins - 2cm (normal)



www.bmtcollege.edu.za

Private Bag X100; Bryanston; 2021 | 147 Second Road; Chartwell; 2191 | Tel: 011 708 0159 | Fax: 086 639 4687 | info@bmtcollege.edu.za

Business Management Training College (Pty) Ltd 2005/011378/07 | Registered Credit Provider: NCRCP473 | Level 4 BEE contributor - Cert #: BMT00136-GREV3
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, 1997, Registration No. 2011/HE07/002
Directors : B.A. van der Linde; J.J.J. Poolman; M. Turner

ASSIGNMENTS

- Formative assignments
- Summative assignments
- FISA



WHICH ASSIGNMENT MUST I DO FIRST?

- Your first assignment will be a formative assignment. This assignment resembles the form of a small class test with multiple choice and short questions that you will do in the comfort of your own home.
- Students will receive this assignment after each module.

Note:

- Students can do formative assignments online via the new Virtual Campus if they do not want to wait for postage.
- no assignment can be done online, students can post • Please note that formative assignments cannot be uploaded.
- Formative assignments cannot be uploaded.



WHICH ASSIGNMENT IS NEXT?

- After your formative assignment(s) you will have to complete the **summative assignment**. The summative assignment has various types of questions.
- Students will receive this assignment after each subject.
- Students are welcome to download the assignment via the new Virtual Campus instead of waiting for postage.

Note:

- You must pass with 65% before you can do the next module.



WHAT IS A FISA?

Final Integrated Summative Assignment (FISA)

- **An integrated summative assignment has various types of questions, much like a summative assignment.**
- **Students will receive this assignment after each year on NQF 6, NQF 5 and NQF 4 level qualifications.**
- **Students will receive the FISA via email and it will be available for download on the new Virtual Campus.**



Business Management Training College

WARNING

- BMT College will not be held responsible for any wrong submissions.
- Please make sure that you always submit (hand in) the correct assignments.
- You must always submit your own work because plagiarism will not be tolerated at BMT College.
- If you copy anyone else's work you will be penalized and disciplinary action will be taken against you.

www.bmtcollege.edu.za

Private Bag X100; Bryanston; 2021 | 147 Second Road; Chartwell; 2191 | Tel: 011 708 0159 | Fax: 086 639 4687 | info@bmtcollege.edu.za

Business Management Training College (Pty) Ltd 2005/011378/07 | Registered Credit Provider: NCRCP473 | Level 4 BEE contributor - Cert #: BMT00136-GREV3
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, 1997, Registration No. 2011/HE07/002
Directors : B.A. van der Linde; J.J.J. Poolman; M. Turner

ANSWERING ASSIGNMENTS



HOW DO I ANSWER MULTIPLE CHOICE QUESTIONS?

1. Always complete the multiple choice questions on the multiple choice sheet provided or type them. For example: Question 1.1 A.
2. Remember to do the right questions in the correct sections provided.
3. Read the question before you attempt to answer the question.
4. Try to come up with the correct answer in your head before looking at the possible answers provided.
5. Eliminate answers you know aren't the correct answers.
6. Read all the choices before choosing your answer.

SECTION A: MULTIPLE CHOICE (ONLY COMPLETE IF REQUIRED)		
1	☒ A ☒ B ☒ C ☒ D ☒ E	
2	☒ A ☒ B ☒ C ☒ D ☒ E	
3	☒ A ☒ B ☒ C ☒ D ☒ E	
4	☒ A ☒ B ☒ C ☒ D ☒ E	
5	☒ A ☒ B ☒ C ☒ D ☒ E	
6	☒ A ☒ B ☒ C ☒ D ☒ E	
7	☒ A ☒ B ☒ C ☒ D ☒ E	
8	☒ A ☒ B ☒ C ☒ D ☒ E	
21	☐ A ☐ B ☐ C ☐ D ☐ E	
22	☐ A ☐ B ☐ C ☐ D ☐ E	
23	☐ A ☐ B ☐ C ☐ D ☐ E	
24	☐ A ☐ B ☐ C ☐ D ☐ E	
25	☐ A ☐ B ☐ C ☐ D ☐ E	
26	☐ A ☐ B ☐ C ☐ D ☐ E	
27	☐ A ☐ B ☐ C ☐ D ☐ E	
28	☐ A ☐ B ☐ C ☐ D ☐ E	
41	☐ A ☐ B ☐ C ☐ D ☐ E	
42	☐ A ☐ B ☐ C ☐ D ☐ E	
43	☐ A ☐ B ☐ C ☐ D ☐ E	
44	☐ A ☐ B ☐ C ☐ D ☐ E	
45	☐ A ☐ B ☐ C ☐ D ☐ E	
46	☐ A ☐ B ☐ C ☐ D ☐ E	
47	☐ A ☐ B ☐ C ☐ D ☐ E	
48	☐ A ☐ B ☐ C ☐ D ☐ E	



HOW DO I ANSWER MULTIPLE CHOICE QUESTIONS?

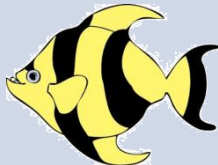


7. If there is no guessing penalty, always take an educated guess before selecting an answer. Never leave out a question!
8. Don't keep changing your answer, usually your first choice is the correct one, unless you misread the question.
9. In "All of the above" and "None of the above" choices, if you are certain one of the statements is true don't choose "None of the above" or one of the statements are false don't choose "All of the above".
10. A positive choice is more likely to be true than a negative choice.
11. Usually the correct answer is the choice with the most information
12. A multiple-choice question, can in some cases have more than one correct answer.
13. Always make sure that the answer is marked clearly on the answer sheet.



MATCHING QUESTIONS

Two columns are provided, one column will provide the questions and the other the correct answers or terms. You have to match the correct answer up with the correct question.

Column A		Column B		Answers	
1.1	A round shaped object that can be used in sports.	A		1.1	B
1.2	A consumable good that can be used to improve different meals	B		1.2	A
1.3	An aquatic creature.	C		1.3	C



HOW DO I ANSWER A CASE STUDY?



1. Read the case study at least twice before answering the questions based on the case study.
2. Remember to use examples found in the case study, when you answer questions.
3. Case studies describe a situation which may arise in a particular profession or social context. Case studies involve a number of people in a complex situation. This is an important part of what should be included in your answer.
4. The situation should be analysed to identify the issues or actions described in the case study which may be problematic.
5. The following questions may help you to do this:
 - What actions were taken in the case?
 - Were these actions the most appropriate and why?
 - Were there any consequences of the taken actions?
 - Were procedures or actions in line with existing codes of practice, policy or theories?



HOW DO I WRITE A FORMAL LETTER OR ANSWER A LONG QUESTION?

Formal Letter

Must consist of :

1. Organisations name
2. Organisations address
3. Date
4. Recipient's name
5. Recipients address
6. Greeting
7. Subject line
8. Body of letter
9. Complimentary close
10. Signature
11. Name in capitals
12. Capacity
13. Enclosure

Long Question

Such as essay type questions, must consist of:

1. Title
2. Subtitles
3. Introduction
4. Body (Content)
5. Recommendation
6. Conclusion





HOW TO NUMBER YOUR QUESTIONS CORRECTLY

1. Make sure that you number the questions according to the numbering system on the question paper. **Example:** Question 1.1, 1.2, 1.3
2. If you attach long questions to the back of your paper in the form of annexures, please remember to number these questions as well.
3. Questions that cannot be found or for some reason is numbered incorrectly, will be marked wrong.





Business Management Training College

ACTION WORDS EXPLAINED:

1. **List:** Provide a series of answers, usually in bullet format.
2. **Explain:** Provide a complete overview of the problem and solution for a particular issue or process by giving an explanation.
3. **Discuss:** Investigate or examine by providing an argument. Examine key points and possible interpretations. Debate, give reasons and draw conclusions.
4. **Define:** Provide a definition/ explanation of key terms.
5. **Compare:** Seek out the difference and/or similarities between two events, processes or theories.
6. **Illustrate:** Use examples to show or explain a topic. Depending on the subject matter, you might use drawings, diagrams, or words to illustrate the topic.
7. **Justify:** You must provide reasons for your opinions or answers. Express valid reasons for accepting a particular interpretation or conclusion.



www.bmtcollege.edu.za

Private Bag X100; Bryanston; 2021 | 147 Second Road; Chartwell; 2191 | Tel: 011 708 0159 | Fax: 086 639 4687 | info@bmtcollege.edu.za

Business Management Training College (Pty) Ltd 2005/011378/07 | Registered Credit Provider: NCRCP473 | Level 4 BEE contributor - Cert #: BMT00136-GREV3
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, 1997, Registration No. 2011/HE07/002
Directors : B.A. van der Linde; J.J.J. Poolman; M. Turner



ACTION WORDS CONTINUED...

- 8. Demonstrate:** If you are asked to demonstrate, you must provide proof of your answer by using an example.
- 9. Interpret:** You will be expected to explain the meaning of an, action, or passage according to your own understanding.
- 10. Relate:** You are asked to show a relationship between two events or items by discussing their similarities.
- 11. Comment:** If a test question prompts you to comment on a fact or statement, you will need to explain the relevance of the fact or statement. Give your own perspective and interpretation by analysing the case/question/situation that you have to give a comment on.
- 12. Prove:** Means you must have evidence to substantiate an answer.
- 13. Outline:** Provide an explanation with titles and subtitles.
- 14. Enumerate:** List some relevant items.
- 15. Analyse:** Take apart a process or a concept, and explain it step by step. Also indicate how the different parts interrelate. An analysis question is usually a long essay question.



HOW DOES MARK ALLOCATION WORK?

Marks are allocated according to the number of facts/reasons/explanations/points you write.

- **For example:** When a question counts 5 marks you are required to provide at least 5 reasonable facts.
- When a questions states that you have to list and discuss your answer, remember to include the terms/key word and also explain what the term/key word means.



ONLINE

**FORMATIVE
ASSIGNMENTS**



WHAT IS AN ONLINE FORMATIVE ASSIGNMENT?

- Please note that the formative online assignments are intended for students who prefer to complete the formative assignment online instead of sending it via post. The new Virtual Campus is intended for online formative assignments only.
- The benefit of doing your formative assignment online is that you can start your assignment today and carry on with the next questions the following day, week or month. You will receive your results instantly after completing it. Thereafter, the lecturer will moderate it and your results will be updated in your gradebook after 14 working days.
- Before you attempt an online assignment, please study and be 100% sure you want to attempt the assignment.

~~two assignment before you have passed it. If you attempt the formative assignment, you do not have to do it again. If you attempt it again, it will be regarded as another attempt.~~

- If you post or upload the formative assignment via the old Virtual Campus, please allow 14 working days for your results to be released. Students are not permitted to do the formative assignment online and upload or post it as well.
- Please note that you only have two attempts that are included in your study fee, the third attempt will incur an additional charge of R485 on your account.



HOW DO I DO AN ONLINE FORMATIVE ASSIGNMENT?

STEP 1



Online Module 1 Formative Assignment



Please note that the formative online assignments are intended for students who prefer to complete the formative assignment online instead of sending it via post.



STEP 2

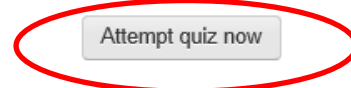
Online Module 1 Formative Assignment

Please note that the formative online assignments are intended for students who prefer to complete the formative assignment online instead uploading or sending it via post. If you want to upload a formative assignment please use the old Virtual Campus. The new Virtual Campus is intended for online formative assignments only.

Attempts allowed: 2

Grading method: Highest grade

Attempt quiz now





HOW DO I DO AN ONLINE FORMATIVE ASSIGNMENT?

STEP 3

The screenshot displays an online formative assignment interface. On the left, a 'QUIZ NAVIGATION' panel shows a grid of question numbers (1-20). Question 14 is highlighted, and a red arrow points from it to the question content area. The question content area shows 'Question 1' with the text 'Please select the appropriate answer for each of the following statements.' and 'I need assistance with an assignment question.' Below this, there are two statements with dropdown menus for answers. A red arrow points from the 'Next' button at the bottom of the question content area to the 'Next' button at the bottom of the entire interface. The 'Next' button is circled in red. There are several red question marks scattered around the interface, indicating areas of interest or confusion.

QUIZ NAVIGATION

1	2	3	4	5	6	7	8	9	
10	11	12	13	14	15	16	17	18	
19	20								

Finish attempt ...

Question 1
Not yet answered
Marked out of 5

Please select the appropriate answer for each of the following statements.

I need assistance with an assignment question.

Choose...

I would like to pay with debit order. Who can arrange that for me? Choose...

I would like to know when my next parcel will be posted. Choose...

Next

QUIZ NAVIGATION

1	2	3	4	5	6	7	8	9	
10	11	12	13	14	15	16	17	18	
19	20								

Finish attempt ...

Question 14
Not yet answered
Marked out of 5
Flag question

How do I know which textbook to use and if I need to purchase a textbook?

Select one:

- ☐ a. I can download the prescribed textbook list online.
- ☐ b. I can check the front of my study guide where it indicates which textbook to use.
- ☐ c. All of the options.

Next



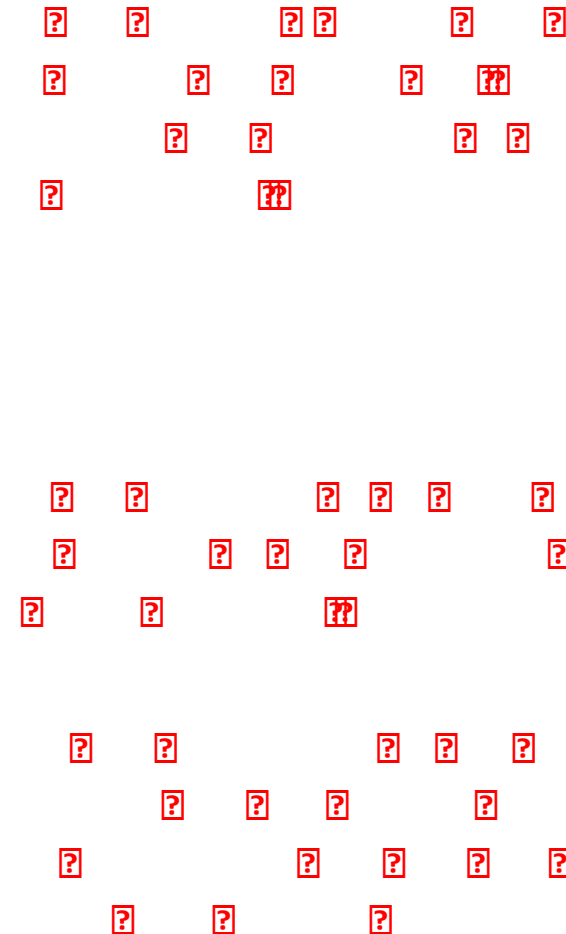
HOW DO I DO AN ONLINE FORMATIVE ASSIGNMENT?

STEP 4

10	Not yet answered
11	Not yet answered
12	Not yet answered
13	Not yet answered
14	Not yet answered
15	Not yet answered
16	Not yet answered
17	Not yet answered
18	Not yet answered
19	Not yet answered
20	Not yet answered

[Return to attempt](#)

[Submit all and finish](#)



UPLOAD

ASSIGNMENTS





HOW DO I SUBMIT AN ASSIGNMENT ELECTRONICALLY?

Assignment Upload Terms and Conditions

- All assignments must be completed in *word* or *pdf* format for upload.
- Assignments must be less than 5MB in size for upload.
- Assignments must be in Arial text, 12 font, with line spacing of 1.5cm, margins of 2cm (normal).
- Assignments must include a cover page. You can download a cover page via the new Virtual Campus.
- Assignments need to be uploaded before 16h00 on a Tuesday to be submitted for marking to the assessor on the Friday of that same week.
Note that assignments received after 16h00 on a Tuesday will only be submitted for marking to the assessor the next Friday.
- Please use the following naming convention when saving your assignment for upload:
Start your file name with your student number followed by the module and then the course name.
Please make sure not to have any spaces in the naming of the assignment.
Example: 77777Module3HRM601