



Prospectus

2016

BMT College
Prosperity through Knowledge

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.
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Introduction

Welcome to Business Management Training College (BMT College), a prestigious distance education college, specialising in business and related studies. We train people to be successful in their careers.

Success starts with desire and a choice. Napoleon Hill said that the starting point of all achievement is desire. You can also achieve success by making the right choices.

Why choose BMT College?

- Our students often become successful managers, business owners and directors.
- Our programmes cater for working professionals and school leavers. Whether you want to start your career or advance your career, you become a success with BMT College.
- Our courses are affordable with easy payment options.
- All our courses are accredited and approved.
- You can start your studies anytime
- You can study with us from anywhere. This means you have access to world-class learning wherever you are.
- Accredited courses that will qualify you for job opportunities and promotions.

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, Vice-Principal, Mr. J. Poolman and a dedicated team, BMT College continuously strives towards academic excellence.

For the past three years, BMT College has won the award for “**Top Distance Education Provider**” from the South African Board for People Practices (SABPP).

So, why wait to change your life? Make a choice, enrol now.

The starting point of all achievement is desire.

Napoleon Hill

Studies made easy

Distance Education

- Start Anytime, study anywhere. You are not bound by class schedules.
- Study at a pace that suits you and your lifestyle.
- Ideal if you are working full time or have other responsibilities.
- Affordable and accessible study options for school leavers.

Virtual Campus

- Access to world-class learning whenever it suits you.
- Access to online chatrooms, forums and additional support material.
- Access to lecturer and peer support.

Assignments

- Assignments can be completed and submitted on the Virtual Campus.
- Choose the due date that suits you.
- Get assistance with assignments and re-attempt the ones you do not pass.

Easy and affordable payments

- Study fees can be financed directly with the College.
- View our latest fee schedule for the registration fees, and other charges.
- There are no hidden costs.

Graduation

- Celebrate your achievements with fellow students.
- Graduate in official academic regalia, as per the qualification or short course completed.

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

Open up the door to more job opportunities and increase your chances for promotions with a higher education qualification. Learn more to earn more.

How to get started:

- Complete the enrolment contract. (This can also be done online at www.bmtcollege.edu.za)
- Your application will be processed within three working days.
- Start with your studies.

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%. (We provide guidance on how to achieve this)
- Complete a Work Integrated Learning project and a panel interview.
- 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.
- Panel Interviews are done at the end of the programme.

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

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

About the Programme:

The BMT College Diploma in Business Management is a sought after qualification, preparing you for virtually any management position, whether in marketing, finances, human resources or general management.

The management principles of this qualification can be applied in any industry, including hospitality, IT, finances, mining, school management, retail or any organisation that has a business foundation.

This programme covers the following 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.

At the end of the programme you will have 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.

**Not currently offered by BMT College*

Qualification Structure:

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) and panel interview

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

Diploma in Human Resources Management

SAQA ID: 83286 - NQF Level 6 - 360 Credits

Quality Council : Council for Higher Education (CHE)
Minimum Duration: 3 Years | Maximum Duration: 9 Years

About the Programme:

There is a critical shortage of competent and qualified Human Resources Managers. This shortage has become more evident since the official professional designations for human resources practitioners has been recognised by SAQA. This programme meets the qualification requirements to register as an HR Professional (HRP) with the SA Board for People Practices (SABPP).

People remain the most important and expensive resource in almost any organisation. Study Human Resources Management and become indispensable.

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.

The qualifying learner will be capable of:

- Conducting human resource planning
- Conducting human resources practices within a workplace.
- Contributing to the improvement of labour and employee relations
- Managing productivity
- Conducting business administration duties

Further Study Options*:

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

*Not currently offered by BMT College

Qualification Structure:

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 Learning Project (WIL) and panel interview

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

“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

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:

- Complete the enrolment contract. (This can also be done online at www.bmtcollege.edu.za)
- Your application will be processed within three working days.
- Start with your studies.

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 three years running in the following categories:

Top Distance Education Provider (2013, 2014, 2015)

External Moderation (2013, 2014)

Diploma in Human Resources Management and Practices

SAQA ID: 49692 - NQF Level 5 - 240 Credits
Quality Assurance: South African Board for People Practices (SABPP)
Recommended Study Duration: 24 - 36 months | Maximum Duration: 6 Years

About the Programme:

Human Resources Management is one of the core management areas of any organisation. The National Diploma in Human Resources Management and Practices presents you with the quickest road to become eligible for a management position in Human Resources by mainly focusing on the related processes and practices involved in successfully managing the human resources (HR) of an organisation.

We have exceptional academic support that goes beyond just covering programme content. The support team also ensures that the latest HR information and practices are incorporated in the study material to better prepare you for the evolving workplace. This programme also meets the qualification requirements to register as an HR Associate (HRA) with the SA Board for People Practices (SABPP), the professional body for human resources with its designations officially recognised by SAQA.

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

Qualification Structure:

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)

EXAM: 1 paper on the outcomes of the qualification

Diploma in Productivity

SAQA ID: 49794 - NQF Level 5 - 240 Credits

Quality Assurance: South African Board for People Practices (SABPP)

Recommended Study Duration: 24 - 36 months | Maximum Duration: 6 Years

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.

The qualification is ideal for students who are already in management or supervisory positions of both profit and non-profit driven organisations or for students who are exploring a career in operations management.

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

Qualification Structure:

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)

EXAM: 1 paper on the outcomes of the qualification

Certificate in Generic Management

SAQA ID: 59201 - NQF Level 5 - 160 Credits

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

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

Qualification Structure

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)

EXAM: 1 paper on the outcomes of the qualification

Certificate in Human Resources Management and Practices Support

SAQA ID: 49691 - NQF Level 4 - 140 Credits

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

About the Programme:

On successful completion of this qualification a learner will be capable of:

- Performing administrative duties related to human resources.
- Strategic planning for human resources.
- Acquisition, developing and utilising people.
- People dynamics and impact thereof in the workplace.
- Establishing and improving labour and employee relations.

Career Path

Students who completed this qualification will be able to perform or assist in the following and other duties of Human Resources Management:

- Human resources administration.
- Perform on-the-job training.
- Recruit and select employees for positions in an organisation.
- Understand and be able to apply relevant Labour Legislation.

Being able to understand the concept of an organisation or business unit and apply that to Human Resources Practices is instrumental for any company that values their employees.

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

Qualification Structure

COMPONENT 1

- Module 1: Introduction to Human Resources
- Module 2: Recruitment

COMPONENT 2

- Module 3: Administration of Human Resources
- Module 4: Training and Development

ASSIGNMENTS:

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

EXAM: 1 paper on the outcomes of the qualification

Certificate in **Business Administration Services**

SAQA ID: 61595 - NQF Level 4 - 140 Credits
Quality Assurance: South African Board for People Practices (SABPP)
Recommended Study Duration: 12 - 24 months | Maximum Duration: 3 Years

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 help you serve a business.



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.*
- 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.



Short courses in business or **SCB™** programmes boost your knowledge in specific learning areas. These courses are ideal for corporate training and to further improve your CV.

Since these courses are credit bearing you can also use them for exemption purposes if you want to further your studies with BMT College.

The quality of the programmes and effectiveness of the training involved make the SCB™ series popular amongst employers and employees.

Look for the SCB™ brand to ensure the quality of the course.

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 discuss 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.



Advanced Office Manager

NQF Level 4 - 78 Credits

Type: Skills Programme

ETQA: South African Board for People Practices (SABPP)

Suggested Duration: 12 months | Maximum Duration: 18 months

The Advanced Office Manager is a combination of the :

- **SCB** Executive Office Assistant
- **SCB** Customer Relations Management
- **SCB** Labour Relations



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.



“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

About the Programme:

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.

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 practices 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.

Project Management

NQF Level 5 - 14 Credits

ETQA: South African Board for People Practices (SABPP)

Suggested Duration: 3 months | Maximum Duration: 10 months

Unit Standard: 10148

About the Programme:

Project management is a skill that can be applied in any aspect of life. From personal, normal office work or large organisational projects, this abridged programme will teach you how to apply the basic principles of successful project management. Project management is an essential skill that will continue to serve you as it can be applied in almost any aspect of life.

You will learn how to plan, run and supervise a project team and how to apply the project management knowledge areas - such as the Critical Path Method (CPM) and Project Feasibility.

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.

Advanced Project Management

NQF Level 5 - 49 Credits

ETQA: South African Board for People Practices (SABPP)

Suggested Duration: 12 months | Maximum Duration: 18 months

The Advanced Project Manager should have a skilled knowledge of:

- **SCB** Project Management
- **SCB** Team Supervision
- **SCB** Leadership

The application of these skills in any project is essential for the advanced project manager.



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

Team Supervisor

NQF Level 4 - 12 Credits

ETQA: South African Board for People Practices (SABPP)

Suggested Duration: 3 months | Maximum Duration: 10 months

Unit Standard: 10981

About the Programme:

The first step to secure a supervisory or management position is good team management skills. Achieve your team's goals through proper planning, good organisational skills, strategic distribution and allocation of tasks. This skills programme teaches you the fundamentals for supervising effective work units.

It is important to be able to develop a work plan that can align with the business plan and the objectives of the organisation. You will also learn how to use and implement different methods of communication. At the end of the course you will understand how to monitor work progress and communicate results in order to set benchmarks and improve productivity.

The programme also focusses on interpersonal team processes and how to manage team members. This skills programme is essential for anyone ready to lead a team.

Advanced Supervisor

NQF Level 5 - 71 Credits

ETQA: South African Board for People Practices (SABPP)

Suggested Duration: 12 months | Maximum Duration: 18 months

The Advanced Supervisor is a combination of three short courses:

- **SCB Team Supervisor**
- **SCB Labour Relations**
- **SCB Performance Management**

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.

Student Support

Our team of student liaison officers are trained to assist you with any query you may have regarding your studies. A student liaison officer will be available to assist you promptly, whether your query is related to your account, assignment schedules, assignment results, operating the Virtual Campus, dispatch dates etc.

Online Support

Without making a call or sending an email, students can log on to the Virtual Campus 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

Please refer to the Fee Financing Schedule for a payment option that will suit you.

Academic Support

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.

Programme Director: Mrs. Z. Auths : M.Comm in Industrial Psychology - NWU (2007)

Faculty coordinators

- Higher Education: Mrs. J.C Brand : B.A. Hons. Psychology - UJ (2003) Registered Psychometrist with the Health Professional Council of South Africa (HPCSA)
- Vocational Studies: Mrs. C van Wyk: BCom Hons. Tourism Management - NWU (2011)

Our team of academics together with carefully selected industry leaders and experts contributes to the development of study material and offer academic support. Please refer to the Virtual Campus or *Study for Success Guide* for more detail on lecturer support.

“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 the College processed your application form and the registration fee was verified, you will have access to the Virtual Campus and be able to start studying.

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.

We do however recommend that you do not spend more than 3 months on a module in order to complete your studies within the specific time period. Please refer to the specific programme for the maximum study duration.

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

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 or academic year. 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.

You have *four attempts* on all assignment. An additional assessment cost will be charged for the third and fourth attempt. *Please refer to the fee schedule for more information.*

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 21 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.

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.

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 faculty head.

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.

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 OR a monthly extension (not exceeding 12 months) until such time that the College received the final assignment.

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 reward excellence. There are three categories of part bursaries that you may apply for:

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.

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

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. Z. Auths Programme Director Mrs. J. Brand Faculty Coordinator (Academic) Mrs. C. van Wyk Faculty Coordinator (Vocational) Mr. J. Meyer IT		
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

★
**Provider
of the Year**
(2013)

★
**Provider
of the Year**
(2014)

★
**Provider
of the Year**
(2015)

BMT College is a distance education provider. You can enrol **anytime** and study **anywhere**.

Easy payment options make high quality private higher education accessible and affordable.

The renowned Virtual Campus makes study support available when it suits you.

Accredited and **approved** qualifications open up job opportunities and promotions.

Learn more to earn more. **Enrol now.**

Business Management Training College (Pty) Ltd

Private Bag X100, Bryanston, 2021

147 Second Road, Chartwell, Johannesburg

Tel: 011 7080 159 Fax: 086 639 4687

www.bmtcollege.edu.za

Fee Schedule

January 2016 - June 2016

Need any assistance with the fee schedule?
call **011 708 0159** Monday to Friday (08:00 - 16:00)
or e-mail info@bmtcollege.edu.za

QUALIFICATIONS

From only
R540 per month
for 24 months

Registration Fee: R2 850**SHORT COURSES**

From only
R430 per month
for 10 months

Registration Fee: R980**ADV. SHORT COURSES**

From only
R460 per month
for 16 months

Registration Fee: R1 450**Easy Payments****Learn more to earn more**

Our accredited courses give you a competitive advantage

Easy Payments**Study Anywhere, anytime**

Our acclaimed Virtual Campus makes your studies quick and easy

Accredited Courses**Service Excellence**

For your convenience study fees are administrated through debit orders. This allows us to effectively allocate payments to your account and avoid unnecessary study delays.

Study Fee Payment Options**Qualifications (per year or level)**

Classic	R540 x 24	R2850 (Registration Fee) + R10450(Study Fee) + R2510(Finance Charge) =R15810 (Total Payment)
Executive	R975 x 12	R2850 (Registration Fee) + R10450(Study Fee) + R1250(Finance Charge) =R14550 (Total Payment)
Platinum	R10 450 x 1	R2850 (Registration Fee) + R10450(Study Fee) = R13300 (Total Payment)

Short Courses

Classic	R430 x 10	R980 (Registration Fee) + R3890(Study Fee) + R410(Finance Charge) =R5280 (Total Payment)
Executive	R820 x 5	R980 (Registration Fee) + R3890(Study Fee) + R210(Finance Charge) =R5080 (Total Payment)
Platinum	R3 890	R980 (Registration Fee) + R3890(Study Fee) = R4870 (Total Payment)

Advanced Short Courses

Classic	R460 x 16	R1450 (Registration Fee) + R6250(Study Fee) + R1110(Finance Charge) =R8810 (Total Payment)
Executive	R840 x 8	R1450 (Registration Fee) + R6250(Study Fee) + R470(Finance Charge) =R8170 (Total Payment)
Platinum	R6 250 x 1	R1450 (Registration Fee) + R6250(Study Fee) = R7700 (Total Payment)

Other Fees

Study extensions	R2,850
Returned debit order payment (<i>per occasion</i>)	R55
Replacing lost or damaged qualification (certificate)	R570
Priority mail (<i>courier or speed services</i>)	F.O.R.
Foreign student levy	R985
Additional assessment (<i>after first two attempts</i>)	R485
Textbooks	F.O.R.
Academic transcript reprint	R185
Statement of results (SOR) reprint	R185
Academic council review	R485

F.O.R. : Fee on Request

Prescribed textbooks can be purchased directly from academic book stores.

BANKING DETAILS**NEDBANK****Account number:** 1984 388 606 (Cheque)**Branch code:** 1984 05**Branch Name:** Randburg

Swift: NEDSZAJJ

ABSA**Account number:** 407 791 4327 (Cheque)**Universal branch code:** 632005

**Diploma in Business Management and Diploma Human Resources Management (NQF 6)
1st year Textbooks**

Prescribed textbook	ISBN	Publisher
Introduction to Business Management - 9th ed	978 0 199 05982 9	Oxford University Press
Management Principles - 5th ed		JUTA
Administrative Management - 3rd ed	978 1 48510 209 0	JUTA
Basics of Entrepreneurship - 3rd ed	978 1 48510 2540	JUTA

Diploma in Human Resources Management and Practices (NQF 5)

M**F 5)**

Instructions:

FRM 5020_01^{2016_1}

- Complete all fields
- Submit this form with a copy of your ID and your highest qualification to:
 - E-mail: info@bmtcollege.edu.za **OR**
 - Fax: 086 639 4687

This form can also be completed directly online at www.bmtcollege.edu.za

☐ New Student	☐ Existing Student	STUDENT NUMBER
☐ First Year	☐ Second Year	☐ Third Year
☐ Short Course		

SECTION A: COURSE SELECTION

QUALIFICATION SELECTION

- ☐ 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)
- ☐ Certificate in Business Administration Services (NQF 4)
- ☐ Certificate in Human Resources Management and Practices Support (NQF 4)
- ☐ Short Course ☐ Advanced Short Course

NAME OF SHORT COURSE OR
ADVANCED SHORT COURSE
(SEE PROSPECTUS)

ALL STUDENTS ARE REQUIRED TO HAVE BASIC COMPUTER LITERACY SKILLS,
HAVE ACCESS TO A COMPUTER AND SUFFICIENT INTERNET ACCESS TO UPLOAD ASSIGNMENTS.

SECTION B: PERSONAL INFORMATION

SURNAME		ID NUMBER			
FIRST NAMES					TITLE
DATE OF BIRTH	HOME LANGUAGE		GENDER		
EQUITY	☐ Black	☐ Coloured	☐ Indian	☐ White	☐ Other
DISABILITY	☐ None	☐ Communication	☐ Disabled	☐ Emotional	☐ Hearing
	☐ Intellectual	☐ Physical	☐ Sight	☐ Multiple	
EMPLOYMENT STATUS	☐ Full Time	☐ Part Time	☐ Not Working	☐ Pensioner/Retired	
CURRENT EMPLOYER	JOB TITLE		DURATION		
REFERRAL	☐ Friend/Colleague	☐ Google	☐ Facebook	☐ Car Advert	☐ Other

SECTION C: CONTACT INFORMATION

MOBILE NUMBER	PHONE NUMBER (WORK)
E-MAIL	DO YOU WANT TO RECEIVE NOTIFICATIONS FROM THE COLLEGE ☐ Yes ☐ No
RESIDENTIAL ADDRESS	PHYSICALL ADDRESS (WHERE STUDY MATERIAL SHOULD BE SENT TO)
POSTAL CODE	POSTAL CODE

SECTION D: PAYMENT INFORMATION

REGISTRATION FEE PAYMENT

☐ Debit Order☐ Company☐ Proof of payment attached

STUDY FEE PAYMENT

☐ Debit Order☐ Company☐ Proof of payment attached**Qualification** (per year or level)**Registration Fee: R2 850**☐ Classic R540 x 24 R2850 (Registration Fee) + R10450(Study Fee) + R2510(Finance Charge) =R15810 (Total Payment)☐ Executive R975 x 12 R2850 (Registration Fee) + R10450(Study Fee) + R1250(Finance Charge) =R14550 (Total Payment)☐ Platinum R10 450 x 1 R2850 (Registration Fee) + R10450(Study Fee) = R13300 (Total Payment)**Short Course****Registration Fee: R980**☐ Classic R430 x 10 R980 (Registration Fee) + R3890(Study Fee) + R410(Finance Charge) =R5280 (Total Payment)☐ Executive R820 x 5 R980 (Registration Fee) + R3890(Study Fee) + R210(Finance Charge) =R5080 (Total Payment)☐ Platinum R3 890 x 1 R980 (Registration Fee) + R3890(Study Fee) = R4870 (Total Payment)**Advanced Short Course****Registration Fee: R1 450**☐ Classic R460 x 16 R1450 (Registration Fee) + R6250(Study Fee) + R1110(Finance Charge) =R8810 (Total Payment)☐ Executive R840 x 8 R1450 (Registration Fee) + R6250(Study Fee) + R470(Finance Charge) =R8170 (Total Payment)☐ Platinum R6 250 x 1 R1450 (Registration Fee) + R6250(Study Fee) = R7700 (Total Payment)

PARTY RESPONSIBLE FOR PAYMENT

☐ Student (As in Section B above)☐ Sponsor or Company

COMPANY OR SPONSOR NAME

CONTACT NAME AND SURNAME

CONTACT MOBILE NUMBER

CONTACT PHONE NUMBER (WORK)

CONTACT E-MAIL

SECTION E: DEBIT ORDER AUTHORISATIONMonthly repayments can only be done by debit order. Please complete this section if your study fee is not yet paid in full (*attach proof of payment if it is*).

Initials and Surname of Account Holder

Title

Bank Name

Branch Name

Account Number

Branch Code

Account Type

Debit Order Date

☐ 15th☐ 25th☐ Last working day**Debit Order Agreement**

1. I agree that BMT College may start deductions from my account as selected in **Section D** above.
2. I agree that the first deduction will be on the first occurrence of the day selected above. (*If the 15th or 25th falls on a weekend, the debit order will be effected on the Friday before the selected date.*)
3. 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

SECTION F: CREDIT ASSESSMENT

BMT College is a registered credit provider: NCRCP473

Description	Monthly Amount	Not Applicable
Nett Income (The amount you take home)	R	☐
Accommodation Expenses	R	☐
Transport Expenses	R	☐
Food Expenses	R	☐
Education Expenses (include the monthly payment you selected in Section D)	R	☐
Medical Expenses	R	☐
Water and Electricity	R	☐
Maintenance	R	☐
Total Expenses	R	☐
Spendable Income (Net Income - Total Expenses)	R	☐

Can you afford the monthly payments? ☐ Yes ☐ NoWill you repay the study fee in full? ☐ Yes ☐ No**Declaration:**

- I hereby confirm that the income and expenses declaration I have supplied is correct and true.
- I can afford the monthly repayments.

PRINT NAME

SIGNATURE

DATE

SECTION G: CHECKLIST BEFORE SUBMITTING THIS FORM

- ☐ Sections A - D and H completed
- ☐ Sections E - F completed if paying by installments
- ☐ Copy of ID and highest qualifications attached
- ☐ Proof of payment for registration fee attached
- ☐ Proof of payment if paying in full attached

Remember to sign the Terms and Condition on page 4 →**REGISTRATION PROCESS**

- Complete and submit the form to info@bmtcollege.edu.za or fax to 086 639 4687
- Remember to include a copy of your ID, highest qualification and proof of payment for the registration fee.
- Use your ID number as a reference when paying your registration fee if not paying by debit order. Existing students please use your registration number.
- Your application should be processed within 3 working days.
- Once your registration is processed the College will send you an e-mail with your student number and your log-in details for the virtual campus to start your studies.

BANKING DETAILS**NEDBANK****Account number:** 1984 388 606 (Cheque)**Branch code:** 1984 05 (Randburg)**Swift:** NEDSZAJJ**ABSA****Account number:** 407 791 4327 - Cheque**Universal branch code:** 632005

SECTION H: TERMS AND CONDITIONS

1. **Enrolment requirements and programme information**
 - 1.1 I confirm that the Prospectus, Policies and Procedure, Student Code of Conduct and Fee Schedule of BMT College, as amended from time to time, form part of this agreement and that I have received copies of such documents. I also confirm that I have read, understood and agree with all the contents of all such documents.
 - 1.2 I confirm that I submit in all respects to all regulations and conditions of BMT College 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 exclusively within the sole discretion of BMT College, all rights of the institution remains strictly reserved.
 - 1.4 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.
 - 1.5 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:
 - 2.2.1 **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.
 - 2.2.2 **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.
 - 2.2.3 **Short Courses:** 10 Months
 - 2.2.4 **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 (as published in the latest fee schedule DOC5010_03) 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.
 - 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 BMT 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.
 - 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.
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, should I elect to pay my study fees over an extended period of time, a credit assessment will be performed by BMT College, in order to determine my affordability and ensure that reckless credit is not extended. For this purpose I agree that the BMT College may use the services of any registered Credit Bureau or other Creditor for information to assist in assessing my credit worthiness, now and at any time in the future. I agree that the BMT College may disclose information regarding my credit worthiness and conduct of the account to any registered Credit Bureau and other Creditors. I further agree that BMT College may list adverse consumer credit information with any registered Credit Bureau should any payment due in terms hereof become 20 (twenty) or more days overdue.
 - 3.3 I further confirm that the cost of, and the terms and conditions applicable to, any credit to be extended in terms hereof have been fully explained to me and that I understand my rights, obligations and the risk and costs thereof.
 - 3.4 I declare that I am able to fulfill my financial obligations to BMT College.
 - 3.5 Should my credit application be declined, I will have the right to request reason for it from BMT College.
 - 3.6 I agree that I will become immediately liable for the full repayment of my study fees, including the registration fee and any applicable finance charges, upon signing of this agreement, irrespective of whether my employer or sponsor has agreed to pay my study fees.
 - 3.7 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.
 - 3.8 I understand and agree that if payment for any month is in default, the College will levy a default penalty charge as per the latest fee schedule DOC5010_03.
 - 3.9 I agree that a foreign learner postage levy will be charged if I reside outside South-Africa as per the latest fee schedule DOC5010_03.
 - 3.10 If credit has been extended for payment of my study fees, BMT College will provide me with quarterly statement of account, clearly indicating the total amount owing as at the statement process date, any amounts being charged in respect of late payments and the minimum amount that must be paid by the stipulated due date.
 - 3.11 I understand that, if credit has been extended for payment of my study fees, I can pay the outstanding amount in full at any stage upon notice to BMT College.
 - 3.12 I understand that I may cancel my studies at any time with 1 (one) months' notice of cancellation to BMT College, but that I will remain liable for the study fees as indicated in this agreement.
 - 3.13 I agree that if I should fail to make the agreed payments on time, the full outstanding amount owing to BMT College in terms hereof will immediately become due for payment, that an additional monthly penalty will be charged and that my studies with BMT College will be suspended until my financial obligation to BMT College has been completely fulfilled, alternatively cancelled.
 - 3.14 I agree that BMT College shall be entitled to recover from me all legal costs incurred in order to enforce its rights under this contract on attorney and own client fees, including but not limited to, collection charges and all tracing charges.
 - 3.15 I acknowledge that only BMT College may be ceded or assigned any right or duty in terms hereof to a third party.
4. **Cancellation:**
 - 4.1 If credit has been extended for payment of my study fees, I understand that, only if this agreement has been signed at any location other than the registered address of BMT College, I have the right to cancel this agreement within 5 (five) business days from signature hereof, without any penalty to myself, by giving BMT College written notice of cancellation.
 - 4.2 I understand that I will have an opportunity to cancel this enrolment agreement with the College within 14 (fourteen) 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.
 - 4.3 I understand that the registration fee is not refundable, irrespective of whether I cancelled this contract within 14 (fourteen) days of admission or not.
 - 4.4 I understand that I can cancel this Enrolment Contract at any stage after the initial 14 days post admission period, by giving BMT College 1 (one) calendar months written notice of cancellation.
 - 4.5 A cancellation penalty fee will be charged if this Enrolment Contract is cancelled after the initial 14 days post admission period. Calculation of the cancellation penalty fee amount is solely with in the discretion of BMT College and 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 that this Enrolment Contract has not resulted from direct marketing.
 - 5.2 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.
 - 5.3 I understand that this Enrolment Contract in all its respects is governed by the laws of the Republic of South Africa and I herewith consent to the jurisdiction of the Magistrates Court in respect of any legal proceedings emanating from this contract.
 - 5.4 BMT College do not lose any rights in terms of this contract if BMT College does not immediately and in every instance insist on them and BMT College may, without notice, insist on punctual and due performance in terms hereof.
 - 5.5 Each paragraph and clause in this Enrolment Contract is separate and severable, the one from the other, irrespective of how they may be linked together or grouped grammatically and, if any paragraph or clause is to be found unenforceable for any reason, the remaining paragraphs or clauses will continue to be of full force and effect.
 - 5.6 Any notice to be given in terms of this agreement or in law, will be given to myself at the physical home address I have completed on the Enrolment Contract and, if to BMT College, at 147 Second Road, Chartwell, Gauteng Province. Either party may change this address by giving the other party written notification of such change.
 - 5.7 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.
 - 5.8 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.
 - 5.9 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 advice which may be applicable to students in general and or to the field of study for which I have registered.
 - 5.10 I acknowledge that I understand the provisions of the declaration of this Enrolment Agreement, and hold myself bound thereby.
 - 5.11 I acknowledge and agree that this form, by signature thereof, becomes a binding contract.

PRINT NAME AND SURNAME (APPLICANT)	SIGNATURE (APPLICANT)
DATE	
PRINT NAME AND SURNAME (PARENT OR LEGAL GUARDIAN)	SIGNATURE (PARENT OR LEGAL GUARDIAN)
DATE	