

Dear Student

Congratulations on your decision to study towards a National N-Diploma in Business Studies at Oxbridge Academy. We trust that you will enjoy your studies and that you will make the most of your time with us.

Before you start your course, we would like to remind you of some key elements pertaining to our N4-N6 Educare courses and examinations.

What do the N4-N6 Educare courses entail?

These courses are accredited by the Quality Council for Trades and Occupations (QCTO) and are designed to prepare you for a career in the field of early childhood development (ECD).

The N4-N6 Educare courses include both a theoretical and a practical component. To complete the practical component, you will be required to spend a certain number of hours at an ECD facility (such as a crèche) and present a certain number of lessons (under supervision of a qualified teacher, childcare worker, or ECD practitioner). The relevant documents for your attention are enclosed in this letter.

How can you benefit by studying towards a national qualification at Oxbridge Academy?

- You can gain industry-relevant knowledge and skills by studying on a part-time basis from home.
- You can complete your course without having to attend any classes.
- You can contact a tutor by sending an email to assessor@oxbridgeacademy.edu.za.
- You can obtain a qualification that is registered on the NQF.
- You will receive a Certificate of Achievement (issued by the DHET in conjunction with the QCTO) after successful completion of each N-level.
- You can apply for a National N-Diploma once you have completed the N6-level course and gained 18 months of relevant practical experience.
- Once you have earned a National N-Diploma, you may be able to apply to study towards a BTech qualification at a university of technology.

Please note: While the N4-N6 Educare courses prepare you to work as an au pair, ECD practitioner, childcare worker, day care assistant, or day care manager, they do not prepare you for a career as a teacher. With an N6 Diploma in Educare, you may be able to work as an assistant teacher at Grade R level, but you will need to study towards a BEd degree at university if you want to work as a teacher.



Oxbridge Academy (Pty) Ltd 2007/032672/07

Registered with the Department of Higher Education and Training as a Private College in terms of Section 31(6)(a) of the Continuing Education and Training Act, 2006 (Act No. 16 of 2006). Registration No. 2009/FE07/070.

Accredited by UMALUSI - Accreditation no. 15 FET02 00031 • Accredited by QCTO - Accreditation no. QCTO NATED/13/005

The Vineyard, Cnr Devon Valley and Adam Tas Road, Stellenbosch, 7600

RSA Tel: 021 110 0200 / 021 200 6236 • **International Tel:** +2721 883 2454 • **Fax:** +2721 883 2378 • **Fees Tel:** 021 110 0201 / 021 200 6237

Directors: BP van den Berg, CA (SA) • EJ Liebenberg, BCom, HED • RJ Douglas, B.Soc.Sci (Economics) (UKZN), MBA (UCT) • DJR Oesch, BCompt (Hons), CA (SA) MD Aitken, BCom (Rhodes), CTA, BCompt (hons) (UNISA), CA(SA) • Company Secretary, DM Dickson

How do you register for the National Examinations?

Oxbridge Academy undertakes to assist you in the registration process for the National Examinations. In this regard, please find Addendum A and Addendum B attached. Please complete these documents, and forward the completed documents to us via:

- E-mail: nated@oxbridgeacademy.edu.za or
- Fax: 086 673 4110

To qualify for the National Examinations, you need to:

- Have successfully completed the assignments for the subjects you want to write.
- Have forwarded the relevant documents (including Addendum A and Addendum B) to the examinations department at Oxbridge Academy.

Please note: Students who did not opt to include their exam fees in their course price at point of registration, need to provide proof of exam payment (R500 per subject). These payments must be clearly marked as "exam fee" on the deposit slip.

Students who opted for the all-inclusive course price at point of registration, have one attempt to pass the exam at no extra cost. Should you not attend the exam, or fail, the exam fee for that subject will be added to your account.

Oxbridge Academy will also:

- Register you with the Department of Higher Education and Training (DHET) for your exams after we have received the following certified copies from you:
 - Your ID document
 - Your highest school qualification
- Forward your year marks to the DHET.
- Inform you of your proof of admission from the DHET after completion of the exam registration process.
- Make the necessary arrangements at the exam venue to accommodate you for the examination.

Practical assessments (Section B): General information

Please take note of the following important guidelines for N4 Educare practical assessments:

- a. A mini-poster must be A4 in size, and it must be sturdy (thicker than normal A4 paper). Mini-posters are required as you won't be able to send larger posters with your assignment.
- b. The writing on practical assignments must be done in black. If the practical component will be used in a learning environment with children, it must be done in Grade 1 writing.



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- c. If a mark is allocated for durability, the assignment must be laminated. This is to preserve the assignment so that it can be used over and over in a learning environment.
- d. All of the practical assignments must be done in colour. Use colour paper, colour pictures and illustrations, and colour markers or highlighters. Colour adds to the creativity of the assignments. Only written tasks, like checklists, do not have to be completed in colour.
- e. If an assignment is not a written assignment, please use blank paper without lines.
- f. Always be aware of the mark allocation awarded for each assignment question. Also be aware of all the criteria that must be met for each question.
- g. All photographs or pictures must be clear and in colour. A mark cannot be awarded for a black and white photograph or picture, as the assessor needs to see the colour in order to assess your creativity.
- h. If you make a small booklet, there must be a front page with the title as well as your name and a relevant picture. Make use of colour and pictures to add as much creativity to your booklet as possible.
- i. All assignment information is available in your textbook. Make sure that you know what the different topics are and make use of the index if you are looking for something specific. If there is not enough information about a certain topic, the instructions will indicate that you need to conduct your own research. However, for most of the assignments this will not be necessary.
- j. The original assignments need to be posted due to the nature of the practical assignments. No photocopied or scanned assignments will be accepted. (Remember to make a copy to keep for your own records).

Teaching practical: Guidelines for N4 Educare

The following important information will guide you through your teaching practical. Please refer to [Assignment 4: Practical Assessment 7](#).

- a. You must be present at the crèche or school for ten (10) school days.
- b. You must be at the crèche or school for at least five (5) hours per a day, for example 08:00 to 13:00.
- c. If possible, you must be placed in a class with children aged 1 to 3.
- d. During your time at the crèche/school, you must present six (6) lessons in total. You must discuss the lessons you are going to present with the teachers, facilitators or supervisors at least two (2) days before the lessons are scheduled to take place.
- e. The lessons must be well-prepared and planned at home, on the prescribed lesson plan.
- f. You are not allowed to present any lesson without the necessary preparation or lesson plan.



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- g. When you are absent, you must contact your teacher, facilitator or supervisor before 08:00 on the same day to inform them of your absence.
- h. You must be part of the class and help where you can. No passive behaviour is allowed.
- i. It is your responsibility to ask the teacher, facilitator or supervisor to sign the register and each of the lesson plans you prepare.
- j. If possible, the teacher, facilitator or supervisor should be present at these lessons and write a comment on each lesson plan.
- k. You should not present any lessons during the first two (2) days of your teaching practical. This time should be used to familiarise yourself with the school and class environment.
- l. You must adhere to the rules and dress code of the crèche/school.

We look forward to sharing this journey with you and trust that you will have a great study experience. If you have any questions, please feel free to contact your Student Advisor on 021 1100 200.

Good luck with your studies!

Kind regards
Oxbridge Academy



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IMPORTANT DATES FOR BUSINESS STUDIES: INTRO N4 – N6

| | Semester 1 | Semester 2 |
|--|------------------|---------------|
| Exam registration opening dates | 14 January 2019 | 16 July 2019 |
| Exam registration closing dates | 22 February 2019 | 1 August 2019 |



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EXAMINATION FORM: BUSINESS STUDIES

| | | | | | | | |
|-------------|-----|--------------------------|----|--------------------------|------------------|--|--|
| Student no: | | | | Date: | | | |
| Name: | | | | Surname: | | | |
| ID no: | | | | Contact no: | | | |
| E-mail: | | | | | | | |
| Address: | | | | | | | |
| Disability: | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> | If yes, explain: | | |

Please complete the entire form and return it via e-mail to nated@oxbridgeacademy.edu.za.
Also take note of the Examination Rules in **Addendum D**.

Addendum A: Examination venue

Please select your preferred examination venue.

| NORTH WEST | | NORTHERN CAPE | |
|---------------------------------|--------------------------|------------------|--------------------------|
| Taletso: Mafikeng | <input type="checkbox"/> | Urban: Kimberley | <input type="checkbox"/> |
| Taletso: Lichtenburg | <input type="checkbox"/> | Rural: Upington | <input type="checkbox"/> |
| Vuselela TVET College: Taung | <input type="checkbox"/> | Rural: Kathu | <input type="checkbox"/> |
| Springfield College: Rustenburg | <input type="checkbox"/> | Rural: Namaqwa | <input type="checkbox"/> |

| KWAZULU NATAL | | LIMPOPO | |
|--|--------------------------|------------------------------------|--------------------------|
| Thekwini City College: Durban Campus 1 | <input type="checkbox"/> | Lephalale FET: Ellisras | <input type="checkbox"/> |
| Mthasana FET: Vryheid | <input type="checkbox"/> | Rostec College: Polokwane | <input type="checkbox"/> |
| Umfolozu Richtek: Richardsbay | <input type="checkbox"/> | Thekwini City College: Thohoyandou | <input type="checkbox"/> |
| Thekwini City College: Jozini | <input type="checkbox"/> | Thekwini City College: Polokwane | <input type="checkbox"/> |
| Innovatus FET College: Newcastle | <input type="checkbox"/> | | |

| FREE STATE | | GAUTENG | |
|---------------------------------|--------------------------|-----------------------------------|--------------------------|
| Flavius Mareka: Sasolburg | <input type="checkbox"/> | Tshwane South FET: Centurion | <input type="checkbox"/> |
| Maluti FET: Bethlehem | <input type="checkbox"/> | Whitestone College Johannesburg | <input type="checkbox"/> |
| Whitestone College Bloemfontein | <input type="checkbox"/> | Springfield College: Kempton Park | <input type="checkbox"/> |

| MPUMALANGA | | EASTERN CAPE | |
|--------------------------|--------------------------|--------------------------------|--------------------------|
| Ehlanzeni FET: Nelspruit | <input type="checkbox"/> | Buffalo City: East London | <input type="checkbox"/> |
| Ehlanzeni FET: Mlupati | <input type="checkbox"/> | Thekwini City College: Mthatha | <input type="checkbox"/> |

| WESTERN CAPE (private college) | |
|--------------------------------|--------------------------|
| Oxbridge Academy: Stellenbosch | <input type="checkbox"/> |

*Please note that venues are subject to change at short notice.

Addendum B: Subjects

Please select the month in which you want to write examinations (only select one):

June

November

Please select the number of subjects for which you want to register:

| | | | |
|---|---|---|---|
| 1 | 2 | 3 | 4 |
|---|---|---|---|

Please select the subject(s) for which you want to register by making a ✓.

You may only select four subjects, and you must have passed all the assignments for the subject before registering for the examination.

| Introductory N4 | | ✓ |
|-----------------|--|---|
| 4010154 | Introductory Accounting N4 | |
| 4030044 | Introductory Marketing N4 | |
| 4090294 | Introductory Entrepreneurship N4 | |
| 4110364 | Introductory Personnel Management N4 | |
| 6030134 | Introductory Computer Practice N4 | |
| 6050014 | Introductory Information Processing N4 | |
| 5140314 | Introductory Communication N4 | |
| 21010014 | Introductory Public Administration N4 | |

| N4 | | ✓ |
|----------|---|---|
| 4010164 | Financial Accounting N4 | |
| 4090304 | Entrepreneurship and Business Management N4 | |
| 6030154 | Computerised Financial Systems N4 | |
| 6030204 | Computer Practice N4 | |
| 13030094 | Mercantile Law | |
| 5140364 | Management Communication N4 | |
| 4021214 | Office Practice N4 | |
| 4110424 | Personnel Management N4 | |
| 6020254 | Information Processing N4 | |
| 21010024 | Public Administration N4 | |
| 4030054 | Marketing Management N4 | |
| 5140184 | Tourism Communication N4 | |
| 22030134 | Travel Services N4 | |
| 4021154 | Travel Office Procedures N4 | |
| 5140344 | Communication N4 | |
| 9090154 | Medical Practice N4 | |
| 22030044 | Tourist Destinations N4 | |
| 7080104 | Educare Didactics N4 | |
| 7080094 | Education N4 | |
| 9070244 | Child Health N4 | |
| 4110384 | Day Care Personnel | |
| 7080104 | Educational Didactics N4 | |

| N4 (continued) | | √ |
|----------------|-----------------------|---|
| 7080094 | Education N4 | |
| 9070244 | Child Health N4 | |
| 4110384 | Day Care Personnel N4 | |

| N5 | | √ |
|----------|---|---|
| 4021225 | Office Practice N5 | |
| 4090315 | Entrepreneurship and Business Management N5 | |
| 4110435 | Personnel Management N5 | |
| 4110445 | Personnel Training N5 | |
| 4110455 | Labour Relations N5 | |
| 6020275 | Information Processing N5 | |
| 13030115 | Legal Practice N5 | |
| 13030105 | Mercantile Law N5 | |
| 21010045 | Public Finance N5 | |
| 4030065 | Marketing Management N5 | |
| 4090325 | Sales Management N5 | |
| 5140195 | Tourism Communication N5 | |
| 6030165 | Computer Practice N5 | |
| 4020025 | Travel Office Procedures N5 | |
| 22030115 | Tourist Destinations N5 | |
| 22030145 | Travel Services N5 | |
| 5140395 | Communication N5 | |
| 9090165 | Medical Practice N5 | |
| 5070035 | Public Relations N5 | |
| 21010035 | Public Administration N5 | |
| 21010055 | Municipal Administration N5 | |
| 4010185 | Cost and Management Accounting N5 | |
| 4010175 | Financial Accounting N5 | |
| 6030175 | Computerised Financial Systems N5 | |
| 7080115 | Educare Didactics N5 | |
| 20060105 | Education Psychology N5 | |
| 5140225 | Day Care Communication N5 | |
| 4090315 | Entrepreneurship and Business Management N5 | |
| 4021225 | Office Practice N5 | |
| 4090315 | Entrepreneurship and Business Management N5 | |
| 4110435 | Personnel Management N5 | |

| N6 | | √ |
|---------|---|---|
| 4090336 | Entrepreneurship and Business Management N6 | |
| 4110466 | Personnel Management N6 | |
| 4110476 | Personnel Training N6 | |
| 6020286 | Information Processing N6 | |

| N6 (continued) | | √ |
|----------------|-----------------------------------|---|
| 4090346 | Sales Management N6 | |
| 4030076 | Marketing Management N6 | |
| 4030086 | Marketing Research N6 | |
| 5140295 | Marketing Communication N6 | |
| 4021236 | Office Practice N6 | |
| 13030126 | Legal Practice N6 | |
| 22030086 | Travel Services N6 | |
| 6030196 | Computer Practice N6 | |
| 4021176 | Travel Office Procedures N6 | |
| 4061066 | Hotel Reception N6 | |
| 22030126 | Tourist Destinations N6 | |
| 4110486 | Labour Relations N6 | |
| 9090176 | Medical Practice N6 | |
| 13030136 | Public Law N6 | |
| 21010066 | Public Administration N6 | |
| 5070046 | Public Relations N6 | |
| 21010086 | Municipal Administration N6 | |
| 4010216 | Financial Accounting N6 | |
| 4010196 | Cost and Management Accounting N6 | |
| 5140346 | Communication N6 | |
| 6030186 | Computerised Financial Systems N6 | |
| 21010046 | Public Finance N6 | |
| 7080126 | Educare Didactics N6 | |
| 20060116 | Educational Psychology N6 | |
| 5140236 | Day Care Communication N6 | |
| 4110396 | Day Care Management N6 | |

I hereby confirm that all the details on this form are correct.

Signed:

Date:

Addendum C: Open and closed book examinations

| No | Subject | Open | Closed | Reference materials allowed |
|----|---|------|--------|---|
| 1 | Communication N4 - Paper 1 | √ | | 2 Dictionaries (bilingual and/or explanatory) and 2 additional reference works |
| 2 | Communication N4 - Paper 2 | | √ | 2 Dictionaries (bilingual and/or explanatory) |
| 3 | Communication N5 - Paper 1 | √ | | 2 Dictionaries (bilingual and/or explanatory) and 2 additional reference works |
| 4 | Communication N5 - Paper 2 | | √ | 2 Dictionaries (bilingual and/or explanatory) |
| 5 | Communication N6 - Paper 1 | √ | | 2 Dictionaries (bilingual and/or explanatory) and 2 additional reference works |
| 6 | Communication N6 (Paper 2) | | √ | 2 Dictionaries (bilingual and/or explanatory) |
| 7 | Daycare Communication N5 - English, Afrikaans and isiXhosa | √ | | 3 References |
| 8 | Daycare Communication N6 - English, Afrikaans and isiXhosa | √ | | 3 References |
| 9 | Entr and Business Management N4 - Paper 1 | | √ | None |
| 10 | Entr and Business Management N4 - Paper 2 | √ | | 5 Reference works, dictionaries, pocket calculator, textbooks, student files containing lesson notes |
| 11 | Entr and Business Management N5 - Paper 1 | | √ | None |
| 12 | Entr and Business Management N5 - Paper 2 | √ | | 5 Reference works, dictionaries, pocket calculator, textbooks, student files containing lesson notes |
| 13 | Entr and Business Management N6 - Paper 1 | | √ | None |
| 14 | Entr and Business Management N6 - Paper 2 | √ | | 5 Reference works, dictionaries, pocket calculator, textbooks, student files containing lesson notes |
| 15 | Interior Styles and Studies N4 | √ | | Class notes and 5 additional resources |
| 16 | Interior Styles and Studies N5 | √ | | Class notes and 5 additional resources |
| 17 | Interior Styles and Studies N6 | √ | | Class notes and 5 additional resources |
| 18 | Introductory Communication N4 | √ | | 2 Dictionaries (bilingual and/or explanatory) and 2 additional reference works |
| 19 | Management Communication N4 - Paper 1 | √ | | 2 Dictionaries (bilingual and/or explanatory) and 2 additional reference works |
| 20 | Management Communication N4 - Paper 2 | | √ | 2 Dictionaries (bilingual and/or explanatory) |
| 21 | Tourism Communication N4 | √ | | Student portfolio containing class notes, textbooks, assignments, GSA magazine, travel brochures, 2 dictionaries |
| 22 | Tourism Communication N5 | √ | | Student portfolio containing class notes, textbooks, assignments, GSA magazine, travel brochures, 2 dictionaries |
| 23 | Tourist Destinations N4 | √ | | Student portfolio containing class notes, textbooks, assignments, GSA magazine, travel brochures, 2 dictionaries |
| 24 | Tourist Destinations N5 | √ | | Student portfolio containing class notes, brochures, guides, case studies, assignments and tests, textbooks, GSA magazine, travel voucher, 2 dictionaries, and an atlas |
| 25 | Tourist Destinations N6 | √ | | Student portfolio containing class notes, maps, brochures guides, case studies, assignments and tests, textbooks, GSA magazine, pocket calculator, and an atlas |
| 26 | Travel Office Procedures N4 | | √ | None |
| 27 | Travel Office Procedures N5 | | √ | None |
| 28 | Travel Office Procedures N6 | | √ | None |
| 29 | Travel Services N4 | | √ | January 2018 GSA magazine, DTT Fares handout, Calendar of the current year |
| 30 | Travel Services N5 | √ | | DTT/DTS Manual, student portfolio containing class notes, maps, brochures guides, case studies, assignments & tests, pocket calculator |
| 31 | Travel Services N6 | | √ | January 2018 GSA magazine, pocket calculator and extracts from websites |

Addendum D: Examination Rules

Instructions to candidates

1. Candidates will not be admitted into the examination room without a valid identity document.
2. Candidates must be in the examination room at least 30 minutes before commencement of the examination session.
3. No candidate will be admitted to the examination room if he/she is more than one hour late and no candidate will be permitted to leave the room before the expiry of the examination session.
4. Candidates will not be allowed to write examination paper 2 if they arrive late for the session.
5. Candidates may not be in possession of any of the following whilst in the examination room: notes, textbooks, documents or any pieces of paper excluding unused paper supplied by the invigilator.
6. No candidate may assist another candidate, or be assisted by a fellow candidate or any other person. Candidates requiring anything during the examination session should raise their hands to attract the attention of the invigilator. (No enquiry about the examination questions will be answered by the invigilator.)
7. Candidates may only write in blue or black ink. No other colour is acceptable.
8. Candidates wishing to cancel an answer to any question must draw diagonal lines boldly across the answer. It is not sufficient to write the word 'omit' or 'cancel' at the end of an answer. No page(s) may be torn out of the script(s).
9. Before leaving the examination room, candidates must hand all answer books, whether used or unused, to the invigilator.
10. Candidates involving themselves in any irregular acts or actions, place all their results of the entire examination in serious jeopardy such as possible cancellation. Such candidates also expose themselves to expulsion from the examination room as well as possible expulsion for a period of time to be determined by the Chief Directorate: Educational Measurement, Assessment and Public Examinations (CD: NEA) from participation in any future examinations.
Said irregular acts or actions include the following (amongst others):
 - 10.1 Unruly, threatening, aggressive or intimidating behaviour
 - 10.2 Misbehaviour which disturbs fellow candidates and invigilators and which consequently disrupts the examination
 - 10.3 Interfering, for whatever reason, with fellow candidates or invigilators
 - 10.4 Involvement in any possible form of irregularity which is contrary to the rules and regulations laid down by the CD: NEA to ensure that everybody is given the opportunity of writing fair, free and honest examinations
 - 10.5 Disobedience of any instruction(s) by the invigilator.
11. No cellular telephones or similar electronic devices (ex. Programmable calculators) may be taken into the examination room.
12. No eating or drinking is allowed in the examination room.

A GUIDE TO NATED QUALIFICATIONS AT OXBRIDGE ACADEMY

• BUSINESS STUDIES •

THE BIG PICTURE

NATED COURSES

Your qualification consists of different levels. After successfully completing all of these levels, as well as 18-months of relevant practical experience, you will be issued with your National Diploma by the Department of Higher Education and Training.



STEP 1

NATED COURSES

Check that you have RECEIVED EVERYTHING needed to study this subject.

- 1 TEXTBOOK
- 2 ASSIGNMENTS 1, 2 & 3
- 3 Other material that is SUBJECT SPECIFIC, for example, some subjects may need a CD.



STEP 2a

NATED COURSES

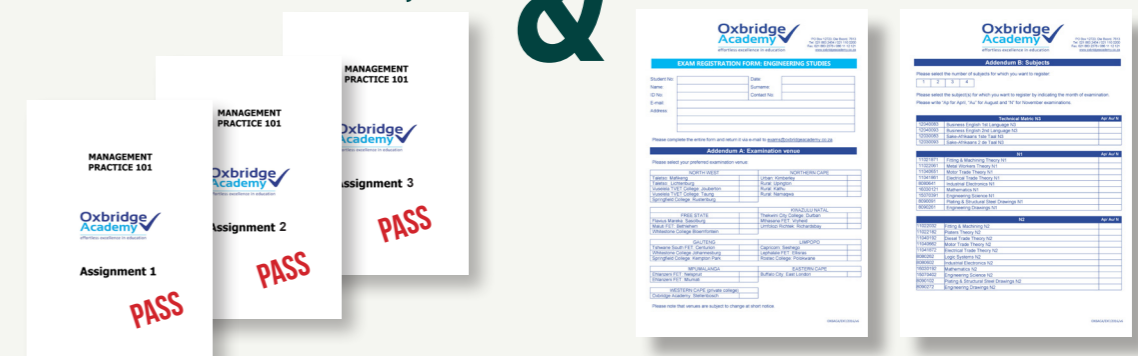
You need to successfully complete your course within a 12-month period.

National exams are written in both JUNE and NOVEMBER every year.



To qualify to write the exam for a particular subject, you need to SUBMIT AND PASS all the ASSIGNMENTS for that subject.

Complete the EXAM REGISTRATION form.



AN EXAMPLE OF A N4 QUALIFICATION

NATED COURSES

Your current level consists of minimum four subjects. This level will be completed after you have passed all the assignments of all subjects that are part of this level. The illustration below is an example of what your level consists of.



STEP 2b HOW to calculate your time

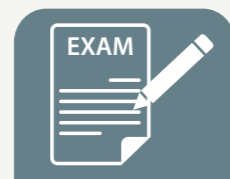
NATED COURSES



Determine when your course will EXPIRE



Use assignment SCHEDULES*
*Available on the student portal under "Helpful links"



Determine when you want to write EXAM

CREATE YOUR STUDY PLAN



CURRENT DATE



DEADLINE for the submission of assignments to qualify for EXAM REGISTRATION

CALCULATE THE NUMBER OF WEEKS

EXAMPLE:

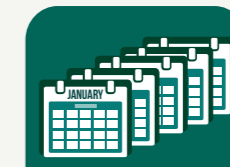
Let's say that you start studying a subject in January, and you want to qualify to write the exam in November in the same year.

You will then have to complete, submit, and pass assignments 1, 2, and 3 by the end of June so that you can register in July for the November exam.

THE NUMBER OF WEEKS available



Count the CHAPTERS in the TEXTBOOK



Count the NUMBER OF WEEKS available (before your exam submission deadline)

DIVIDE the CHAPTERS in the textbook between the WEEKS AVAILABLE

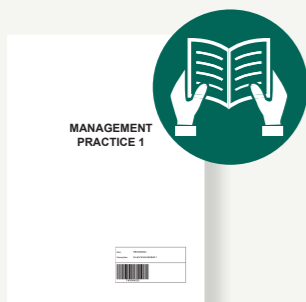


Leave ENOUGH TIME to work on your ASSIGNMENTS

STEP 3

NATED COURSES

STUDY your textbook



WORK THROUGH examples

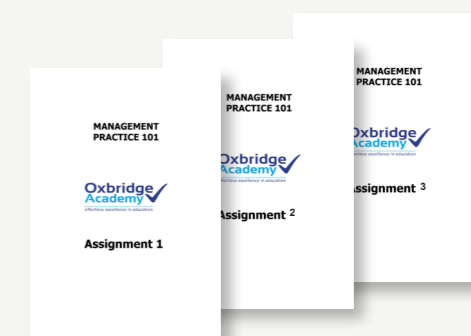


ASK the tutors if you need help



assessor@oxbridgeacademy.edu.za

COMPLETE assignments 1, 2 and 3



STEP 4

NATED COURSES

You can submit your assignments one at a time or all at the same time.

Generally, you may submit your assignment via post, email or you can upload it onto the student portal.

(Please refer to the subject material to determine if there are special requirements in this regard, as only posted assignments may be accepted in certain subjects).

*** NOTE:** Assessor, Moderator and Educare students must send the original documents via post to Oxbridge Academy.



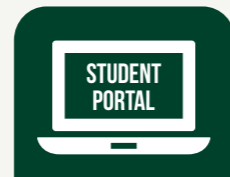
POST TO:

PO Box 12723
Die Boord
7613



EMAIL TO:

assessment@oxbridgeacademy.edu.za



UPLOAD ONTO THE STUDENT PORTAL



If you have **HANDWRITTEN** the answers to your assignment questions, or if you have completed an answer book by hand:

Complete the cover sheet, declaration and feedback form provided by hand.

Use a scanner to scan the completed cover sheet, declaration and feedback form and your answers as one document.

Email the scanned document to assessment@oxbridgeacademy.edu.za*



If you have **TYPED** the answers to your assignment questions in a Word or Excel file:

Complete the cover sheet, declaration and feedback form provided by hand.

Use a scanner to scan the completed cover sheet, declaration and feedback form.

Email both the scanned document and the Word or Excel file with your answers to assessment@oxbridgeacademy.edu.za*

OR
You can upload the scanned document onto the STUDENT PORTAL.*

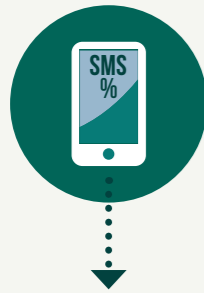


You will receive an SMS as soon as Oxbridge Academy has received your assignment.

STEP 5

NATED COURSES

You will receive the mark obtained for your assignment via SMS as soon as the marking process has been completed.



You will receive the MARK OBTAINED FOR YOUR ASSIGNMENT via SMS as soon as the marking process has been completed.



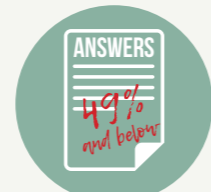
The marked assignment will then be available on the student portal.



PASS ✓

Generally, an assignment is passed if you have received a mark of 50% or more for it.

(please refer to the subject material to determine if the subject has any special pass requirement).



REWRITE ✎

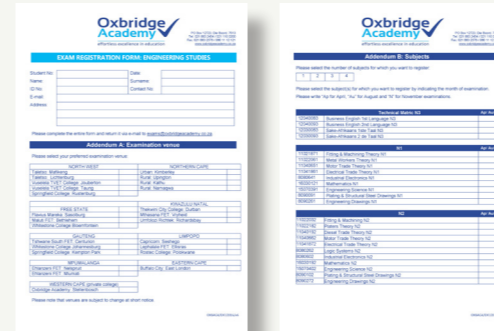
If you obtained a mark of lower than 50% for an assignment you will be given the opportunity to rewrite the assignment to improve your mark.

STEP 6

NATED COURSES

After submitting and passing your assignments for a particular subject, you will be able to register to write the exam for that subject. The reason why you need to pass your assignments before you register for the exams is because a term mark needs to be submitted to the Department of Higher Education and Training (DHET) for each subject for which you want to write an exam. You will need to register to write the exam for these subjects during the REGISTRATION PERIOD as communicated by the Exams department. Oxbridge Academy will register you to write your exam at the exam centre you have selected from the exam centres on our list. Oxbridge Academy will also register you with the Department of Higher Education and Training.

1 Complete the **EXAM REGISTRATION** form



2



EMAIL TO:

exams@oxbridgeacademy.edu.za

3



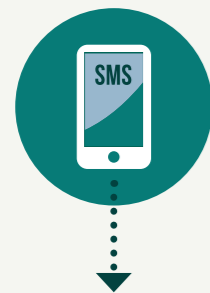
Receive CONFIRMATION

You will be notified by the Exams department once you have been successfully registered.

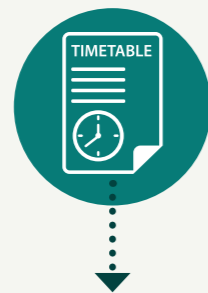
STEP 7

NATED COURSES

Check the **NATIONAL TIMETABLE** for exam dates



You will be notified as soon as the NATIONAL TIMETABLE is available.



This is a general timetable that lists all the subjects, the days on which they are written, and whether the subjects will be written during the morning or the afternoon sessions.

STEP 8

NATED COURSES

Write your **EXAM**



Your individual TIMETABLE

DHET

Your individual timetable and exam permit will be sent by the DHET to the exam venue that you selected on your registration form.



EXAM PERMIT

EXAM CENTRE

You will be NOTIFIED when your individual timetable and exam permit can be collected from the exam venue. If you are not able to collect the document from the chosen exam venue beforehand, you can collect it the morning of your exam at the exam venue.



EXAM RULES

- Remember to take a valid identity document with you. 🕒 30 MIN BEFORE
- You must be in the examination room at least 30 minutes before the session starts.
- You shall not be allowed in the examination room if you are an hour or more late.
- If you are late for Exam paper 1, you will not be allowed to write Exam Paper 2.
- You shall also not be allowed to leave the examination room before the end of the examination session.
- You are not allowed to have notes, textbooks or any other pieces of paper with you in the examination room, excluding unused paper supplied by the invigilator. This does not apply to the specified open book examinations.
- You are not allowed to help or assist any other candidate or any other person in the examination room.
- If you need help, raise your hand to attract the attention of the invigilator.
- You may only write in black or blue ink. No other colour ink will be accepted.
- If you want to omit or delete an answer to any question, draw diagonal lines across the answer. You are not allowed to tear out a page from the scripts.
- You must hand in all answer books, whether used or unused, to the invigilator when you leave the room.
- You are not allowed to take your cellular phone or other electronic devices (for example programmable calculators) into the examination room.
- No irregular acts or actions are allowed and may jeopardise your entire examination.
- No eating or drinking allowed.

STEP 9

NATED COURSES

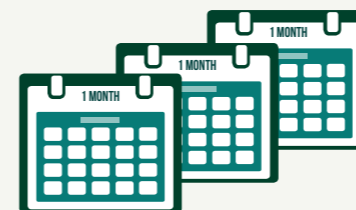
Receive your **EXAM RESULTS**

Exam results are released by the Department of Higher Education and Training. Oxbridge Academy has no control over the date on which the results are released.



DHET

In general, exam results will take at least 3 MONTHS to be released by the Department.



YOU

