

CERTIFICATE IN BUSINESS AND MANAGEMENT: MATRIC EQUIVALENCE (NQF 4) FACT SHEET

1. OVERVIEW

The Certificate in Business and Management is a 120-credit qualification equivalent to two A-Levels (UK) or NQF 4 (Matric Equivalence) in South Africa. This certificate is aimed at students who want to progress to a university degree in business management or any business function-related field of study.

- Internationally recognised qualification, accredited by ATHE.
- Delivered through a face-to-face, blended or distance learning approach, part-time or full-time.
- Prepares students for a career in business or university study.
- Study at your own pace and convenience.



3. ADMISSION REQUIREMENTS

- Students should be age 15 or above, and meet at least one of the following criteria:
- Have 5 or more IGCSEs at an appropriate grade level or equivalent school level or qualifications.

4. DURATION

The programme is designed to be completed in one academic year.

2. OBJECTIVE

The objective of this certificate is to provide participants with:

- An understanding of how businesses are organised and managed;
- An introduction to key business concepts and functions;
- Practical experience in managing people and resources;
- A foundation for further study in business or related disciplines at a degree level.

5. COURSE STRUCTURE

The programme consists of six (6) modules:

1. Managing Business Operations;
2. Maximising Resources to Achieve Business Success;
3. The Business Environment;
4. Effective Business Communication;
5. Managing People in Organisations;
6. Working in Teams.

6. ASSESSMENT

This programme is assessed through graded assignments, including continuous theory and practical application assessments.