

# NATIONAL N DIPLOMA IN BUSINESS MANAGEMENT

Programme Title	LEVEL	SAQA ID	NQF
National N Diploma in Business Management (SAQA ID: 90674)	N4	66871	Level 5
	N5	66929	Level 5
	N6	66995	Level 5

## DESCRIPTION

This qualification is aimed primarily at giving the learner technical, theoretical knowledge, practical knowledge and workplace knowledge and skills required in the management discipline for their chosen sector. The design of the qualification is such that if taken sequentially with related N courses i.e. N4+N5+N6, it enables learners to progressively obtain the National N Diploma once the required practical work component is completed.

## CAREER FIELDS

With this qualification, successful learners could pursue a career in:

- General Management
- Economics
- Small Business Management
- Entrepreneurship

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## PROGRAMME OUTLINE

### Full-Time

1 <sup>ST</sup> YEAR	
Semester 1	Semester 2
Management Communication N4	Sales Management N5
Entrepreneurship and Business Management N4	Labour Relations N5
Introductory Accounting N4	Entrepreneurship and Business Management N5
Introductory Computer Practice N4	Public Relations N5

2 <sup>ND</sup> YEAR
Semester 1
Marketing Management N4
Sales Management N6
Entrepreneurship and Business Management N6
Labour Relations N6

## TYPE OF PROGRAMME

- Full Time: Minimum 2 Years
- In-Service Training 24 Months

## ADMISSION REQUIREMENTS

Senior Certificate or National Senior Certificate or relevant NATED N3 qualification.

## LEARNER SUPPORT

YANDESI TRAINING will support students through its blended learning approach using various digital tools such as: access to online resources, virtual classes and various other digital platforms, in combination with face-to-face classroom teaching and facilitator support.

## LEARNER MATERIAL

Prescribed textbook lists will be provided by the academic department at your nearest YANDESI TRAINING campus. Students will receive electronic versions of the study guides for this programme. All textbooks and printed versions of the study guides are excluded from the tuition fee.

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## PRICING

Enquire at the nearest YANDESI TRAINING campus for a current programme pricelist.

## ADDITIONAL COSTS

Students must make provision for additional costs such as textbooks and stationery.

## EXAMINATION AUTHORITY

All examinations are National Examinations, set and administered by the Department of Higher Education and Training (DHET).

## RESULTS AND CERTIFICATION

Upon successful completion of this programme, learners will receive a:

- National Certificate at each Level N4, N5, N6
- National N Diploma in Business Management (on completion of N4-N6 and 18 months in-service training)
- Certificates and diplomas are issued by the DHET
- All qualifications are nationally recognised
- Statement of Results will *only* be issued by the DHET
- Release of Statements of Results and Certificates are dependent on national timelines set by DHET.

## ARTICULATION

A candidate who has successfully completed the N4, N5 and N6 Certificates, may pursue the following path in order to obtain the National-N Diploma, as per Report 191 from the DHET. The candidate must:

- Fulfil the minimum requirements for the issuing of a certificate on each of the following levels: N4, N5 and N6.
- Complete a minimum of two instructional offerings which must be relevant to the candidate's career-path.
- Upon completion of the N6 certificate, the candidate must obtain work experience over a period of 18 months in the field related to his/her studies.

At the end of this period, an application form and a logbook must be completed and submitted to YANDESI TRAINING for the evaluation of qualifications and experience to comply with the requirements of the National N Diploma. The following certified copies must be attached:

- ID Document
- National N Certificates (N4, N5 and N6)
- Letter from employer confirming position held, KPA's, appointment start date and end date, and main responsibilities

YANDESI TRAINING will evaluate the application form as well as the documentary proof and submit the application to the DHET.

The DHET will then evaluate the application and, if successful, certify the learner against the National N Diploma.



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## DISCLAIMER

*The information contained in this fact sheet is accurate at the time of printing. However, factors beyond the control of YANDESI Training (such as environmental, regulatory or technical changes) may cause the contents of this factsheet or of the programme to change. In the event of any such change, YANDESI Training will notify current students. All possible measures will be taken to minimise inconvenience to students.*

Name of Learner: I ....., hereby acknowledge that I understand the information stated in this document and fully comprehend the specifics explained above pertaining to this programme.

Signature of Learner:

.....

Name of Legal Guardian:

Signature: .....

.....

*(if applicable)*

Name of Sales Consultant:

Signature: .....

.....

Name of Programme Coordinator.....

Signature: .....

Name of Academic Manager.....

Signature: .....

Date.....

### **Please note:**

*All contents of this template must be included and is non-negotiable. The original signed copy should be kept in the learner record file.*

*All pages must be initialled by the Learner and Sales Consultant.*