National N Diploma: Business Management

Damelin
Correspondence
The Career Development College

Enrol • Qualify • Achieve
With one of the most employer-recognised colleges
Programme Types offered at Damelin Correspondence College (DCC)

1. National Qualifications are credit-bearing qualifications registered on the NQF (National Qualifications Framework) and accredited by a Quality Assurance Body, such as a SETA (Sector Education and Training Authority). A skills programme is an accredited component of a National qualification.

2. Agent Programmes are programmes for which Damelin Correspondence College offers tuition, but where DCC does not issue the final certificate. The Agent Body issues the final certificate and manages the final examinations.

3. Damelin Correspondence College Programmes are DCC’s own programmes that are not linked to the NQF and are not credit-bearing. However, they are in high demand and carry the approval of the Damelin Correspondence College Academic Board.

Damelin Correspondence College Programmes fall into four categories:

- **Damelin Correspondence College Career Programmes** are DCC’s own programmes that are designed to teach you the skills and knowledge to succeed in a particular career.

- **Damelin Correspondence College Continuous Professional Development (CPD) Short Courses** are courses that help you add to your current professional knowledge in a particular field, and hence boost your abilities within your career.

- **Damelin Correspondence College Orientation Programmes** are short courses that introduce you to a particular field or career and that offer you the opportunity to explore an interest or skills set without having to enrol on a full programme.

- **Damelin Correspondence College Self-Employment Programmes** are designed to refine your skills in a particular field of interest; to teach you how to make a living from a particular skill, interest or hobby, and to help you start your own business.
Assessment and Exam Information

The closing date for the submission of assignments for a semester will be sent to the student by the college. This date is based on the exam date provided by the DBE.

It is compulsory for the Damelin Correspondence College student to submit all assignments per subject by the closing date as determined by the Damelin Correspondence College Formative Assessment Tutorial Support Department, which is then marked by a tutor. The student must pass all the assignments in order to obtain a term mark for that technical subject. A student cannot register for the exam without a term mark.

Closing Dates for Exam Registration

The college will notify the student of these dates once these have been received.

Exam Registration Fees

Fees paid to Damelin Correspondence College are for tuition only. In addition to these tuition fees, it is necessary for you to pay examination fees directly to the Public Further Education and Training College where you will be registering. The cost of exam registration is determined by the relevant Public Further Education and Training College.

Notification of Exam Registration

The Notification of Exam Registration form must be completed by the student after they have registered with the relevant Public Further Education and Training College, and returned to Damelin Correspondence College. A copy of this form is available on the following website: http://www.dcc.edu.za/technical/national-technical-certificate

Contact Details of FET College

A list of contact details of Public Further Education and Training Colleges that might be offering the National Technical Certificate exams may be obtained from Damelin Correspondence College, but it is a student’s responsibility to acquire a venue.
The timetable has been issued by the Department of Higher Education and Training to the relevant Public Further Education and Training Colleges who are authorised to manage the exams. Please note that this is subject to change. Damelin Correspondence College Students must be sure that they are aware of the examination dates, and any changes made. The timetable is available on the following website: http://www.dcc.edu.za/technical/national-technical-certificate

The exemption process is determined by the Department of Higher Education and Training. It is the responsibility of the student to apply for subject exemption. The application form is available on the following website: http://www.dcc.edu.za/technical/national-technical-certificate

It is the responsibility of the student to apply for any credits on a subject level.

Exemption Application Forms are available on the following site: http://www.dcc.edu.za/technical/national-technical-certificate
Once you have filled in this form it must be sent to the following official from the Department of Higher Education and Training:

Mr. Gerald Moremi
222 Struben Street
Pretoria
0001

Please include the following documentation:
• A certified copy of your ID
• Results of the subjects that you have passed
National N Diploma: Business Management

Course Overview
Business Management is an essential function in running any business and involves organising people and motivating them to achieve the organisation's goals. This qualification will empower any individual in pursuing a career in this field.

Programme Type
The National Certificate: N4 Business Management, N5 Business Management and N6 Business Management programmes are National Qualifications. The N4-N6: Business Management qualifications are registered on the NQF as follows:
- N4: SAQA ID 66871
- N5: SAQA ID 66929
- N6: SAQA ID 66995

Entrance Requirements
- A Senior Certificate or an appropriate National Certificate (N3), or a National Senior Certificate, or an equivalent qualification.
- N4 to register for the N5
- N5 to register for the N6

Course Duration
You should be able to complete each National Certificate Level within 6 to 12 months.

Course Content
National Certificate: N4 Business Management
- Entrepreneurship & Business Management N4
- Management Communication N4
- Computer Practice N4
- Introductory Financial Accounting N4

National Certificate: N5 Business Management
- Entrepreneurship & Business Management N5
- Computer Practice N5
- Sales Management N5
- Labour Relations N5
National N Diploma: Business Management

National Certificate: N6 Business Management
• Entrepreneurship & Business Management N6
• Marketing Communication N6
• Personnel Management N4
• Public Relations N5

Assessment and Exam Information
The Department of Higher Education and Training is the examining body for these courses. At the end of your studies, you will have to write an external examination set by the DHET. To qualify to write the exam, you must submit all of your assignments to Damelin Correspondence College before the closing dates, so that we can generate a predicate mark for you.

You will have to register and write your exams at a Public FET College Exam Centre. You will have to pay an exam fee at the specific FET College, which is not included in your course fee. You are responsible for registering for your exams and for securing your exam venue at a FET College. You are also responsible for confirming the dates of your exams with the FET College BEFORE the registration cut off dates for the exams.

Award
Upon successful completion of your required exams for each level, you will be awarded your National Certificate: Business Management by the Department of Higher Education and Training. In order to qualify for a National Diploma, you have to work 18 months in the field after achieving your N6.

Possible Career Options:
Entrepreneur, Office Administrator
Take your next step now!
Follow through on your decision to enhance your life and your future prospects by enrolling for a National Certificate: N4, N5 & N6 Business Management course today!

Why study with Damelin Correspondence College?
- Quality study material designed specifically for home study.
- The freedom to study at YOUR own pace, where and when it suits YOU.
- The widest range of courses for today’s world.
- Free consultations with Damelin Correspondence College’s career counselling and development specialists.
- Free study choice advice from Damelin Correspondence College’s Student Consultants.
- The convenience of online enrolment, contact and advice.
- Affordable, easy payment options.
- Ongoing study support and attention from qualified tutors.

Umalusi Accreditation
Damelin Correspondence College (Pty) Ltd has been awarded provisional accreditation by Umalusi. Umalusi is the Council for Quality Assurance in General and Further Education and Training in South Africa—see www.umalusi.org.za
Umalusi Provisional Accreditation No: FET 00475 PA

DHET Registration
Damelin Correspondence College (Pty) Ltd has been granted provisional registration by the Department of Higher Education and Training as a private FET College, until 31 December 2014. Provisional Registration No. 2008/FE07/037 - see www.dhet.gov.za. For further information please refer to our website: www.dcc.edu.za. Damelin Correspondence College (Pty) Ltd is committed to meeting legislative requirements regarding accreditation and registration of private education and training providers in South Africa.

Wishing you every success in your studies and your future!

Ajanth Choudhree
Damelin Correspondence College General Manager
Register Today!

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