



**DURATION:**

9 - 36 months

**ENTRY REQUIREMENTS:**

Grade 11 (Std 9), NQF 3 or equivalent

**ICB FEES:**

From: R1050 per subject + annual registration

**ACCREDITATION:**

NQF 4 – 6 or IQB Professional International Certificate.



# Business Management Qualification

## FOUNDATION LEVEL



## INTERMEDIATE LEVEL



## ADVANCED LEVEL

### Business Administrator

### Senior Business Administrator

### Business Accountant

#### 9 MONTHS

#### SUBJECTS

- Business Management 1 (BMT1)
- Bookkeeping to Trial Balance (BKTB)
- Business Literacy (BUSL)

#### Accreditation

\*National Certificate: Small Business Financial Management NQF L4 (SAQA ID: 48736)

or

IQB Professional International Certificate

#### + 15 MONTHS

#### SUBJECTS

- Office and Legal Practice (OLRP)
- Business Management 2 (BMT2)
- Marketing Management and Public Relations (MMPR)
- Financial Statements (FNST)
- Human Resource Management and Labour Relations (HRLR)

#### Accreditation

\*Higher Certificate: Office Administration NQF L5 (SAQA ID: 23619)

or

IQB Professional International Certificate

#### + 12 MONTHS

#### SUBJECTS

- Business Management 3 (BMT3)
- Financial Management and Control (FMCL)
- Financial Reporting and Regulatory Frameworks (FRRF)
- Research Theory and Practice (RTAP)

#### Accreditation

\*National Diploma: Financial Accounting NQF L6 (SAQA ID: 20366)

or

IQB Professional International Certificate



\*NQF only applicable to students who enrol prior to 30 June 2026

