



**Growth Institute**  
 Workplace Integrated Training Solutions  
*An approved private college*

## WORK READY IN ONE YEAR<sup>1</sup>

### Program Details: Business Management<sup>2</sup>

Program level	Foundation Level (NQF 4)	Intermediate Level (NQF 5)	Advanced Level (NQF 6)
Entry requirements	Grade 11 or equivalent. No prior accounting knowledge needed	Completion of the Foundation Level Program	Completion of Intermediate Level Program
Number of subjects per program	4	5	4
Program cost for self-funded private students	Prices available on request. Subsidies offered for high performing students		
Corporate learnership/apprenticeship pricing	Available on request	Available on request	Available on request
“Pay as you go” option available (VAT Included)	YES		
Program duration	9 months	15 Months	12 Months
Subjects	<ul style="list-style-type: none"> <li>• Bookkeeping to Trial Balance</li> <li>• Business Management I</li> <li>• Business Literacy A &amp; B<sup>3</sup></li> </ul>	<ul style="list-style-type: none"> <li>• Office and Legal Practice</li> <li>• Business Management II</li> <li>• Marketing Management and Public Relations</li> <li>• Financial Statements</li> <li>• Human Resources Management and Labour Relations</li> </ul>	<ul style="list-style-type: none"> <li>• Business Management III</li> <li>• Financial Management and Control</li> <li>• Financial Reporting and Regulatory Frameworks</li> <li>• Research Theory and Practice</li> <li>• Short Dissertation</li> </ul>

<sup>1</sup> Growth Institute embraces a philosophy of innopreneurship and creating one’s own work instead of search for jobs. Students are provided with all the skills to become independent service providers within the economy.

<sup>2</sup> The accredited provider for this program in the Growth Group is Workplace Integrated Training Solutions.

<sup>3</sup> Students are encouraged to pass this exam at Level 5, otherwise they have to repeat the subject every year

Program level	Foundation Level (NQF 4)	Intermediate Level (NQF 5)	Advanced Level (NQF 6)
<b>Qualification details</b>	National Certificate: Small Business Financial Management SAQA ID 48736 120 credits	Higher Certificate: Office Administration SAQA ID 23619 240 credits	National Diploma Financial Accounting (Business Management Major) SAQA ID 20366 280 credits
<b>Professional body memberships</b>	<a href="#">Institute of Certified Bookkeepers &amp; Accountants</a>	<a href="#">Institute of Certified Bookkeepers &amp; Accountants</a>	<a href="#">Institute of Certified Bookkeepers &amp; Accountants</a>
<b>Professional body designations<sup>4</sup></b>	<b>YES</b>	<b>YES</b>	<b>YES</b>
<b>Can i start my own business after i completed the program?</b>	As long as your professional body designation has not expired, you should be able to practice at the level that the professional body allows you to do <sup>5</sup>		
<b>Further study options</b>	Yes, get more details from our <a href="#">Dean</a>	Yes, get more details from our <a href="#">Dean</a>	Yes, get more details from our <a href="#">Dean</a>
<b>Is program flexible to suit the needs of people already in the workplace?</b>	Yes	Yes	Yes
<b>Do students have access to an online learning platform?</b>	Yes	Yes	Yes

<sup>4</sup> Subject to the requirements of the relevant professional body

<sup>5</sup> Students must familiarise themselves the practice rules of each professional body

Program level	Foundation Level (NQF 4)	Intermediate Level (NQF 5)	Advanced Level (NQF 6)
<b>What can i do on completion of the program?</b>	<ul style="list-style-type: none"> <li>• Understand how a business works</li> <li>• Understand the financial transactions in a business</li> <li>• Understand the profit/loss situation of a business</li> <li>• Communicate with business stakeholders</li> <li>• Understand the basics of cost, capital, income, expense, assets and liability</li> </ul>	<ul style="list-style-type: none"> <li>• Manage your own business more effectively</li> <li>• Direct marketing and sales</li> <li>• Direct staff in the business</li> <li>• Handle staff-related issued</li> <li>• Understand basic law principles</li> <li>• Draw up and interpret internal financial statements</li> <li>• Understand how to grow a business</li> </ul>	<ul style="list-style-type: none"> <li>• Work with basic MIS systems</li> <li>• Prepare a business for audits</li> <li>• Work our basic strategies</li> <li>• Apply sound financial management and cost management principles</li> <li>• Fulfil senior role in a business</li> </ul>
<b>Is this program internationally accredited?</b>	All programs are recognised by local and international professional bodies that are in partnership with the ICB who is the independent examining body for all qualifications associated with this program		
<b>Can these programs be linked to learnerships?</b>	Yes		
<b>How much study must be undertaken?</b>	<p style="text-align: center;">Each program requires a <b>minimum</b> of:</p> <ul style="list-style-type: none"> <li>• 40 hours per subject in terms of class work <ul style="list-style-type: none"> <li>• 40 hours per subject self-study</li> </ul> </li> </ul> <p style="text-align: center;">Learnership programs require an additional minimum of 20 hours workplace experience per subject</p>		

Program level	Foundation Level (NQF 4)	Intermediate Level (NQF 5)	Advanced Level (NQF 6)
<b>Besides the institute of certified bookkeepers and accountants (icba), which other professional bodies recognise the qualification associated with the program?</b>	A number of professional bodies will consider your membership application. You may have to comply with specific terms and conditions at each professional body.		