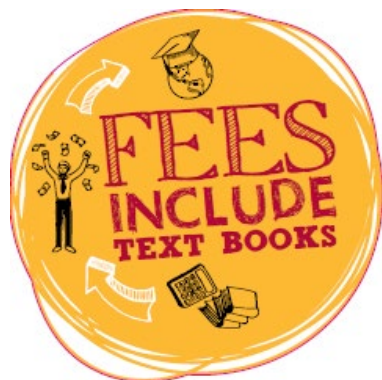


# FACT SHEET: Higher Certificate in Accounting Practice



## Qualification

- **Higher Certificate in Accounting Practice**  
(Qualification code: HHCACP1)
- **H.Cert. (Accounting Practice)**
- Prospectus 2019 Programme Category: **Boston Higher Education Programme**
- SAQA ID 102038, NQF (HEQSF) Level 5, minimum Credits 122
- This unique higher education qualification provides graduates with endorsement for admission to Bachelor's degree study from the South African Matriculation Board, subject to their rules.



**Benefit from no hidden cost!**



**Benefit from International Recognition. Boston is accredited with the British Accreditation Council!**

## Minimum Entry Requirements

A minimum requirement for admission into the higher certificate is a:

- National Senior Certificate (NSC), with English as one of the subjects passed and with endorsement for admission to Higher Certificate studies; or
- National Certificate (Vocational) (NC(V)), with English as one of the subjects passed and with endorsement for admission to Higher Certificate studies; or
- Prior to 2009, Senior Certificate with English as one of the subjects passed.

## Alternative Entry Pathways

A number of qualifications may meet the requirements for admission or advanced placement into the certificate:

- Certificate, NQF (OQSF) Level 4/5, minimum Credits 120; or
- Higher Certificate, NQF (HEQSF) Level 5, minimum Credits 120; or
- Advanced Certificate, NQF (HEQSF) Level 6, minimum Credits 120; or
- Diploma, NQF (OQSF/HEQSF) Level 5 or 6, minimum Credits 240 or 360; or
- Equivalent qualification from a foreign higher education institution, see section on Foreign Applicants below.

## Important Notes for Foreign Applicants

See sections on *Minimum Entry Requirements for Foreign Applicants* and *Alternative Entry Pathways for Foreign Applicants* on page 8 of the Fact Sheet. Irrespective of meeting the *Minimum Entry Requirements for Foreign Applicants*, foreign students who do not hold a South African school leaving certificate must present a Grade 12 equivalence verification with endorsement for admission to Higher Certificate study from the South African Matriculation Board. The Board can be contacted on +27-(0)10-591-4401/2 or [applications@usaf.ac.za](mailto:applications@usaf.ac.za) or visit [he-enrol.ac.za](http://he-enrol.ac.za). Also, foreign applicants may be required to provide proof of proficiency in English (TOEFL score of 550, or IELTS overall band score of 6.0.) prior to admission to the qualification. Students who have qualifications from foreign higher education institutions must present an equivalence certificate from the South African Qualifications Authority (SAQA) who can be contacted on +27-(0)12-431-5070 or [customercare@saqa.org.za](mailto:customercare@saqa.org.za) or visit <http://www.saqa.org.za/index.php>

### **Applying to Transfer-in Credits**

Boston allows students with completed credits from recognised education institutions to apply for credit accumulation and transfer (CAT). In the case of complete qualifications, a maximum of 50% of the credits of a completed qualification may be transferred-in. Credit transfers will only be considered if accompanied by full academic records with a statement of satisfactory or good conduct. Students interested in applying will be considered individually by the Academic Committee based at Head Office; see relevant section in the Prospectus and the 'Application for Admission Form' online.

### **RPL Applicants**

Boston admits a small number of students through Recognition of Prior Learning (RPL). Applicants interested in applying through RPL will be considered individually by the Academic Committee based at Head Office; see relevant section in the Prospectus and the 'Application for Admission Form' online.

### **What is the Duration of Study?**

Based on the credits and notional hours of this qualification, the minimum duration is two (2) semesters over a period of one (1) year, and the maximum duration is three (3) years. For more information see, Table overleaf.

### **What is the Purpose of the Qualification?**

The qualification is designed to ensure that graduates are equipped with the entry-level theoretical knowledge, methodology and practical competence of the important disciplines in accounting and related services. It enables students to demonstrate initiative, accountability and responsibility in a professional and or academic context where application of the principles and theory are emphasised as a basis for entry into the labour market, professional training, graduate study, or professional practice in a wide range of careers within the civil society, public or private sectors. The programme is developed in an increasingly applied manner covering the major functional specialisations and culminating into an integrated fashion, which provides broad strategic context for entry graduates on interrelated issues in business, commerce and accounting.

The qualification also provides exciting career opportunities in the fields of bookkeeping and accounting, allowing graduates to demonstrate initiative, accountability and responsibility in a professional and or academic context where application of the principles and theory are emphasised. It forms the basis for entry into the labour market, professional training, undergraduate study, or professional practice in a wide range of careers within the civil society, public or private sectors in various capacities for example:

- Assistant Accountant
- Auditing Assistant
- Accounts Receivable and Payable Administrator
- Accounts Administrator
- Bookkeeper to Trial Balance
- Computerised Bookkeeper
- Payroll & Monthly SARS Returns Administrator
- Junior Cost Accountant
- Junior Credit Analyst
- Junior Tax Accountant
- Internal Auditor
- Inventory and Materials Controller

### **What are the Programme Outcomes?**

On completion of the programme, graduates will have the necessary knowledge and practical skills required to:

- Apply an informed understanding of bookkeeping functions, make numerous daily computations, update accounting records and maintain the entire company's books.
- Demonstrate an awareness of the operation of the Income Tax Act and South Africa's taxation system.
- Demonstrate an informed understanding and competence in Pastel language and navigation.
- Implement basic audit and internal controls in an entity to ensure that the records are accurate and conforms to set standards.
- Understand how functional departments operate and understand how actions in one area affects other areas within the same system.

### What do I require to Pass a Module?

Students will need an overall mark of fifty percent (50%) to pass a module. Students who do not achieve a pass mark in a summative assessment (SA1 and/or SA2) may be provided one (1) further opportunity to retake (supplement) the summative assessment at an additional re-assessment fee.

### How is the Overall Mark Calculated?

The overall mark will be calculated from the student's performance on formative assessments (FA's) and summative assessments (SA's).

### What is the Curriculum and Fee?

The Boston Higher Certificate in Business Management Practice programme consists of nine (9) compulsory modules. See Table below.

Please note that *Module Fees* listed in the Table are for the 2019 academic year.

Prescribed textbooks are included in the fees, however this is not guaranteed in future.

Higher Certificate in Accounting Practice (HHCACP1)								
Semester	Module Name	Code	NQF Level	Credits	Compulsory	Academic Year / Assessment	Pre-requisite	Module Fees (Cash Fees including Textbooks)
1	Annual Registration Fee							R650
1	Annual Library Fee 1	HALIBF1						R250
1	Computer Literacy (Intro to PC, Windows, Word, Outlook)	HCLT101-1	5	16	Yes	1-ASC		R3,825
1	Academic Literacy	HALP1181	5	14	Yes	1-AS2		R3,230
1	Bookkeeping to Trial Balance	HBTB1181	5	16	Yes	1-AS2		R3,825
1	Business Management 1	HBMN1181	5	16	Yes	1-AS2		R3,295
	Total Credits: Academic Year 1, Semester 1			62				
2	Computerised Accounting (Pastel)	HCLT103-1	5	10	Yes	1-AS2	HBTB1181	R3,205
2	Introduction to Taxation	HIT1181	5	12	Yes	1-AS2		R3,040
2	Introduction to Auditing and Internal Control	HIAI1181	5	12	Yes	1-AS2		R3,040
2	Introduction to Cost and Management Accounting	HICMA1181	5	12	Yes	1-AS2		R3,040
2	Work Integrated Learning	HWCHAP1181	5	14	Yes	1-ASW	HBTB1181	R2,535
	Total Credits: Academic Year 1, Semester 2			60				
	Total Credits/Modules			122	9			R29,935

**Assessment Strategy C (ASC):** Formative assessments (FA1 and FA2), also known as quizzes, will count fifty percent (50%) – twenty five percent (25%) each - towards the overall mark. A summative assessment in the form of a final exam (SA1), will count fifty percent (50%) towards the overall mark.

**Assessment Strategy 2 (AS2):** The formative assessment (FA1), also known as an assignment or test, will count fifty percent (50%) towards the overall mark. The summative assessment in the form of a final exam or capstone project (SA1), will count fifty percent (50%).

**Assessment Strategy 3 (AS3):** The formative assessment (FA1), also known as an assignment or test, will count forty percent (40%) towards the overall mark. Summative assessments in the form of a final exam or capstone project (SA1), will count fifty percent (50%), and a research or reflective essay (SA2) will count ten percent (10%) towards the overall mark.

**Assessment Strategy 4 (AS4):** Formative assessments (FA1 and FA2), also known as assignments or tests, will count forty percent (40%) - twenty percent (20%) each - towards the overall mark. Summative assessments in the form of a final exam or capstone project (SA1), will count fifty percent (50%), and a research or reflective essay (SA2) will count ten percent (10%) towards the overall mark.

**Assessment Strategy 5 (AS5):** Formative assessments (FA1 and FA2), also known as assignments or tests, will count thirty percent (30%) - fifteen percent (15%) each - towards the overall mark. Summative assessments in the form of a final exam or capstone project (SA1), will count sixty percent (60%), and a research or reflective essay (SA2) will count ten percent (10%) towards the overall mark.

**Assessment Strategy W (ASW):** Formative assessments (FA1 and FA2), also known as assignments, will count forty percent (40%) - twenty percent (20%) each - towards the overall mark. Summative assessments in the form of a practicum, will count forty percent (40%), and a research or reflective essay (SA2) will count twenty percent (20%) towards the overall mark.

**How many modules can I take each semester?**

Minimum is one (1) module per semester; this will ensure students remain academically active. The maximum number of modules you can take in any one (1) semester is dependent on the number of credits per module. It is recommended for full-time working adults to consider completing the programme in a duration exceeding the minimum period of twelve (12) months, which implies electing to take fewer modules per semester.

<p><b>Courseware designed to engage students and support learning</b></p>	<p><b>Proven Teaching and Learning Strategies</b></p>	<p><b>Flexible payment plans</b></p> <ul style="list-style-type: none"> <li>• Cash</li> <li>• 4 months</li> <li>• 8 months</li> <li>• 10 months</li> <li>• 18 months</li> </ul>
<p><b>Benefit from high quality, innovative study materials with interactive learning experiences!</b></p>	<p><b>Benefit by following tried and tested week-by-week activity schedules leading to high pass rates and success!</b></p>	<p><b>Benefit from a plan that suits your budget!</b></p>

<p><b>Convenient Locations Nationwide</b></p>	<p><b>What do Boston students and graduates say?</b></p> <p>'Much needed inspiration for exams! Congratulations to all who graduated, it really motivates me as I'm looking forward to be next on stage. All thanks to Boston City Campus keep on keeping on!' #whynotBostonCityCampus</p>	<p><b>Customer Centred Service and Support Culture</b></p> <p>'To those who haven't yet graduated, educate yourselves to be powerful. The difficult journey that is education leads to beautiful destinations. Keep working hard guys. Thank you Boston City Campus.' #whynotBostonCityCampus</p>
<p><b>Benefit from no need to spend time and money on Transport - study close to home!</b></p>	<p><b>Benefit from joining an ever growing alumni body!</b></p>	<p><b>Benefit from Accessible Educators, Administrators and Support Staff you can contact with ease!</b></p>

### **What is the language of teaching and learning?**

English is the language of communication, instruction and assessment at Boston.

### **What is the mode of provision?**

Distance Learning supported with rich-media courseware. For every module, this includes:

- Comprehensive information which consists of:
  - Overview of the qualification, exit level and critical cross field outcomes
  - Overview of the teaching, learning and assessment strategies
  - Module specific information i.e. overview, credits, notional hours, assessment specifics, etc.
  - Tuition plan and academic calendar
- Boston study guide and/or prescribed texts (whichever is applicable)
- The following is hosted/facilitated on our Learning Management System (LMS), *ColCampus*, which is available online and/or at the Support Centre
  - Filmed lectures
  - Teaching and Learning activities
  - Formal assessment and support
  - Electronic library and other resources
  - Student wellness@boston
- *ColCampus* promotes anytime, anywhere learning while connecting students to Educators and learning resources in a safe, secure online environment.

### **What materials/resources will I require in order to Study?**

It is compulsory that students have access to a computer and internet. Certain course material and/or notes and assessments will only be accessible online or electronically.

Boston will provide all study guides and/or prescribed texts, module information, timetables, and access to *ColCampus* for filmed lectures, formal assessments, as well as teaching and learning support for each module. Therefore, there will be no requirement to purchase any additional prescribed materials.

### **What is a Support Centre?**

Boston's network of Support Centres grants our students access to computers and *ColCampus* for assessments, filmed lectures, electronic library facilities, as well as examination venues and administrative services. Students must select a single Support Centre and may make use of the facilities for the duration of their studies; see attached list.

### **Where do I complete my Assessments?**

Students must select the same Support Centre for assessment purposes. The venue for formative and summative assessments will depend on the specific assessment formats of each module.

- Assignments, research reports, essays, etc. will be uploaded into our online LMS *ColCampus*, which can be done from home, or at the selected Support Centre.
- Invigilated tests and examination sittings will be conducted at Support Centres or designated exam venues.
- Research presentations and orals will be conducted via Skype at Support Centres or designated proctored venues.

### **Who will provide me with Academic and Tuition Support?**

Boston has appointed qualified and experienced Educators to provide support to learners. Students can contact Educators any time via *ColCampus*, through e-mail, or alternatively book a telephonic, or Skype appointment. Face-to-face appointments can also be arranged but these will be by appointment only and will take place exclusively at Boston's Head Office.

### **Can I further my studies when I graduate?**

The qualification is registered at NQF (HEQSF) Level 5 and will provide for articulation options into NQF (HEQSF) Levels 6 or 7 qualifications. Graduates may proceed to Advanced Certificates, Diplomas or Degree programmes in a variety of disciplines at any number of public universities, private or foreign higher education institutions. In order to gain entry into these programmes students will have to meet the admission and selection criteria of the receiving institution.

### **Certification**

Prospectus 2019 Programme Category: **Boston Higher Education Programme.**

Upon successful completion of the qualification, students will receive a Higher Certificate in Accounting Practice (SAQA ID 102038), NQF (HEQSF) Level 5 (minimum Credits 122) from Boston.

### **Important dates!**

The *Academic Calendar 2019* outlines the most important dates for the Boston higher education offerings and will assist students to plan for success. For more information see Tables appended.

### **When can I apply and how much are the Application Fees?**

Applications are open all year round. There are no application fees payable. Please visit the website <http://www.boston.co.za/> for regular updates.

- ***The closing date for applications for Semester 1 is at 13h00 on Saturday 9 February 2019.***
- ***The closing date for applications for Semester 2 is at 17h00 on Wednesday 24 July 2019.***

### **How do I Apply?**

There are two options available for applications, for more information see Diagram overleaf.

#### *Option 1*

Visit the website and follow the links provided. Complete the online 'Application for Admission Form' and upload all the necessary supporting documentation.

#### *Option 2*

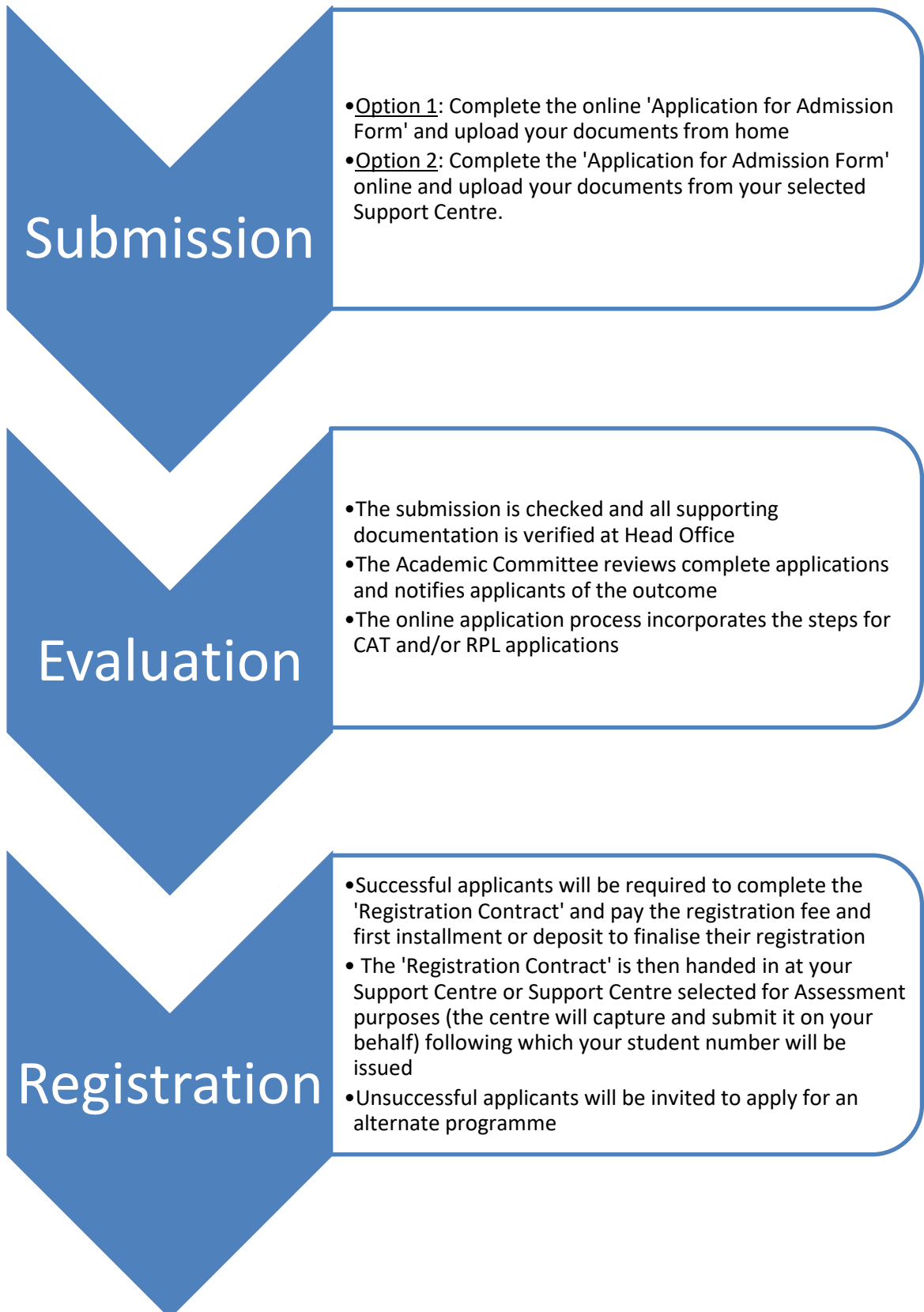
Visit a Support Centre to complete the form online and upload all necessary supporting documentation.

### **What do I do if I am accepted?**

When you are accepted you will be required to register. In order to register you will need to complete the 'Registration Contract' and pay the registration fee and first instalment or deposit. Once you have paid and completed the *Registration Contract* you must return the contract and proof of payment to your selected Support Centre or Support Centre selected for Assessment purposes. Contracts handed in at a Support Centre will be captured and submitted online on your behalf to Head Office for confirmation of your registration and student number.

- ***The closing date for registrations for Semester 1 is at 17h00 on Monday 11 February 2019.***
- ***The closing date for registrations for Semester 2 is at 13h00 on Saturday 27 July 2019.***

## Admissions Process



### Minimum Entry Requirements for Foreign Applicants

A minimum requirement for admission into a higher education programme is as follows:

- Obtained a pass in a minimum of five (5) subjects, at least two (2) shall be Advanced Level and remainder Ordinary Level; or
- Obtained a pass in a minimum of four (4) subjects, at least three (3) shall be Advanced Level subjects and the remainder Ordinary Level; and
- Included in the five (5) or four (4) subjects at least one (1) subject selected from each of the following groups:
  - Group I: English Language;
  - Group II: a first Language other than Group I;
  - Group III: a first Language other than Group I or II, Biology, Botany, Chemistry, General Science, Geology, Mathematics, Physics, Physics-with-Chemistry, Zoology.

**OR**

- Obtained a pass in a minimum of five (5) different subjects on the Advanced Subsidiary Level and/or Higher International General Certificate of Education and/or Ordinary Level including one (1) selected from each of Groups I and II and two (2) from Groups III, IV and V:
  - Group I: English Language;
  - Group II: a second Language other than Group I,
  - Group III: a third Language other than Group I and II, Biology, Chemistry, Mathematics or Physics;
  - Group IV: Art, Biology (if not offered under Group III), Chemistry (if not offered under Group III), Economics, Geography, History, Mathematics (if not offered under Group III), Music, or Physics (if not offered under Group III)
  - Group V: Accounting, Business Studies, Computing, Design & Technology, Information Technology or Further Mathematics
- Obtained a pass in four (4) Advanced Subsidiary Level and/or Higher International General Certificate of Education subjects, of which at least one (1) shall be from Group I or II and at least two (2) shall be selected from Groups III, IV or V above, provided that any language subject from Group III may be recognised as a Group II subject satisfying the grouping requirements of that group only.

**OR**

- Advanced International Certificate of Education included in the subjects passed are:
  - five (5) full credit pass marks; or
  - four (4) full credit pass marks and two half (2,5) credit pass marks; and
  - satisfied the following subject requirements:
    - (i) a full credit pass mark in English; and
    - (ii) a full credit pass mark in a second language; and
    - (iii) a full credit pass mark in one (1) of Biology, Mathematics, Physics, Chemistry, History, Economics or Geography.

Symbols A, B, C and D will be regarded as pass marks only.

### Alternative Entry Pathways for Foreign Applicants

A number of other certificates and/or qualifications may meet the requirements for admission or advanced placement into the higher certificate:

- One year postsecondary certificate or diploma after passing five (5) Ordinary Level subject credits including English Language (pass marks symbol A, B or C); or
- Five (5) approved Ordinary Level subject passes including English Language as well as completion of the first year of a three year postsecondary diploma or a four year Bachelor's degree.



## Boston Support Centres 2019

• Alberton	• Krugersdorp	• Queenstown
• Bedfordview	• Ladysmith	• Randburg
• Bellville	• Mthatha	• Richards Bay
• Benoni	• Nelspruit	• Roodepoort
• Bloemfontein	• Newcastle	• Rosebank
• Braamfontein	• Orange Grove	• Rustenburg
• Cape Town	• Paarl	• Somerset West
• Durban City	• Pietermaritzburg	• Soweto
• East London	• Polokwane	• Springs
• George	• Port Elizabeth	• Stanger
• Germiston	• Port Shepstone	• Tzaneen
• Johannesburg	• Potchefstroom	• Umhlanga
• Kempton Park	• Pretoria Arcadia	• Vereeniging
• Kimberley	• Pretoria Lynnwood Glen	• Welkom
• Klerksdorp	• Pretoria North	• Witbank

Higher Certificate Programmes: Academic Calendar 2019				
SEMESTER: JANUARY - JUNE				
Week	Month	Date	Time	Activity
	February	9	13:00	Applications Close
	February	11	17:00	Registrations Close
<b>1</b>	February	11		Studies Commence - Week 1
<b>6</b>	March	22	23:59	<b>FA 1 – Assignment Due</b> <b>Submit online via ColCampus no later than 22 March 23:59</b>
				HALP1181, HADV1181, HBRD1181, HENT1181, HINT1181, HAPS1181, HEVM1181, HMLW1181, HMKT1181, HSPS1181, HBMN1181, HSEC1181, HLWC1181, HIND1181, HCOU1181, HHIVC1181, HSHE1181, HCNM1181, HHWPT1181, HHMP1181, HHS1181, HLWH1181, HHM1181, HHRF1181, HODV1181, HHTD1181, HSEM1181, HSMS1181, HSOS1181, HCBB1181, HMKR1181, HTDP1181, HTTM1181, HTOP1181, HCML1181, HBBF1181, HSMB1181, HSAP1181, HSDJ1181, HEMK1181, HECM1181, HYFT1181, HPRM1181, HIAP1181, HBTB1181, HIT1181, HIAI1181, HICMA1181, HWCACP1171, HWCMP1171, HWCBMP1171, HWCHCM1171, HWCHRP1181, HWCMSM1181, HWCMTM1181, HWCHRM1171, HWCMDM1181, HWCMSM1181, HWCGMT1181, HWCHMP1181, HWCHAP1181
<b>6</b>	March	22	23:59	<b>FA 1 – Online Quiz Due</b> <b>Complete online via ColCampus no later than 22 March 23:59</b>
				HCLT101-1, HCLT103-1
<b>10</b>	April	15	17:00	FA 1 - Results Release
<b>10</b>	April	18	17:00	FA 1 - Results Appeal Close
<b>11</b>	April	26	13:00	FA 1 - Results Appeal Release
<b>12</b>	May	3	23:59	<b>FA 2 - Assignment Due</b> <b>Submit online via ColCampus no later than 3 May 23:59</b>
				HWCACP1171, HWCMP1171, HWCBMP1171, HWCHCM1171, HWCHRP1181, HWCMSM1181, HWCMTM1181, HWCHRM1171, HWCMDM1181, HWCMSM1181, HWCGMT1181, HWCHMP1181, HWCHAP1181
<b>12</b>	May	3	23:59	<b>FA 2 – Online Quiz Due</b> <b>Complete online via ColCampus no later than 3 May 23:59</b>
				HCLT101-1, HCLT103-1
<b>13</b>	May	10	13:00	FA 2 - Results Release
<b>14</b>	May	14	17:00	FA 2 - Results Appeal Close
<b>14</b>	May	17	13:00	FA 2 - Results Appeal Release
<b>15 to 17</b>	May/June	20-3		<b>SA 1 Time Table for online exams only.</b> <b>Please book to sit for these online exams as soon as you are ready. These exams must be completed within the exam period.</b>

Higher Certificate Programmes: Academic Calendar 2019				
SEMESTER: JANUARY - JUNE				
Week	Month	Date	Time	Activity
15 to 17	May/June	20-3		HALP1181, HADV1181, HBRD1181, HENT1181, HINT1181, HAPS1181, HEVM1181, HMLW1181, HMKT1181, HSPS1181, HBMN1181, HSEC1181, HLWC1181, HIND1181, HCOU1181, HHIVC1181, HSHE1181, HCNM1181, HHWPT1181, HHMP1181, HHS1181, HLWH1181, HHM1181, HHRF1181, HODV1181, HHTD1181, HSEM1181, HSMS1181, HSOS1181, HCBB1181, HMKR1181, HTDP1181, HTTM1181, HTOP1181, HCML1181, HBFB1181, HSMB1181, HSAP1181, HSDJ1181, HEMK1181, HECM1181, HYFT1181, HPRM1181, HIAP1181, HBTB1181, HIT1181, HIAI1181, HICMA1181, HCLT101-1, HCLT103-1
17	June	3	23:59	<b>SA 1 &amp; SA2 Time Table for projects/internship/assignments only. Submit online via ColCampus no later than 3 June 23:59</b>
19	June	19	17:00	HWCACP1171, HWCMP1171, HWCBMP1171, HWCHCM1171, HWCHRP1181, HWCMS1181, HWCMTM1181, HWCHRM1171, HWCMDM1181, HWCMSM1181, HWCGMT1181, HWCHMP1181, HWCHAP1181 SA 1 & 2 Results Release
19	June	22	13:00	SA 1 & 2 Results Appeal Close
20	June	27	17:00	SA 1 & 2 Results Appeal Release
21	July	1-5		<b>Supplementary SA 1 Time Table for online exams only. Please book to sit for these online exams as soon as you are ready. These exams must be completed within the exam period.</b>
21	July	1-5		HALP1181, HADV1181, HBRD1181, HENT1181, HINT1181, HAPS1181, HEVM1181, HMLW1181, HMKT1181, HSPS1181, HBMN1181, HSEC1181, HLWC1181, HIND1181, HCOU1181, HHIVC1181, HSHE1181, HCNM1181, HHWPT1181, HHMP1181, HHS1181, HLWH1181, HHM1181, HHRF1181, HODV1181, HHTD1181, HSEM1181, HSMS1181, HSOS1181, HCBB1181, HMKR1181, HTDP1181, HTTM1181, HTOP1181, HCML1181, HBFB1181, HSMB1181, HSAP1181, HSDJ1181, HEMK1181, HECM1181, HYFT1181, HPRM1181, HIAP1181, HBTB1181, HIT1181, HIAI1181, HICMA1181, HCLT101-1, HCLT103-1
21	July	1-5		<b>Supplementary SA 1 &amp; Supplementary SA2 Time Table for projects/internship/assignments only. Submit online via ColCampus no later than 5 July 23:59</b>
				HWCACP1171, HWCMP1171, HWCBMP1171, HWCHCM1171, HWCHRP1181, HWCMS1181, HWCMTM1181, HWCHRM1171,

Higher Certificate Programmes: Academic Calendar 2019				
SEMESTER: JANUARY - JUNE				
Week	Month	Date	Time	Activity
				HWCMDM1181, HWCMSM1181, HWCGMT1181, HWCHMP1181, HWCHAP1181
<b>23</b>	July	15	17:00	Supplementary SA 1 & 2 Results Release
<b>23</b>	July	18	17:00	Supplementary SA 1 & 2 Results Appeal Close
<b>24</b>	July	22	17:00	Supplementary SA 1 & 2 Results Appeal Release

Higher Certificate Programmes: Academic Calendar 2019				
SEMESTER: JULY - DECEMBER				
Week	Month	Date	Time	Activity
	July	24	17:00	Applications Close
	July	27	13:00	Registrations Close
<b>1</b>	July	29		Studies Commence - Week 1
<b>6</b>	September	6	23:59	<b>FA 1 – Assignment Due</b> <b>Submit online via ColCampus no later than 6 September 23:59</b>
				HALP1181, HADV1181, HBRD1181, HENT1181, HINT1181, HAPS1181, HEVM1181, HMLW1181, HMKT1181, HSPS1181, HBMN1181, HSEC1181, HLWC1181, HIND1181, HCOU1181, HHIVC1181, HSHE1181, HCNM1181, HHWPT1181, HHMP1181, HHS1181, HLWH1181, HHM1181, HHRF1181, HODV1181, HHTD1181, HSEM1181, HSMS1181, HSOS1181, HCBB1181, HMKR1181, HTDP1181, HTTM1181, HTOP1181, HTDS1181, HTDSA1181, HCML1181, HBFB1181, HSMB1181, HSAP1181, HSDJ1181, HEMK1181, HECM1181, HYFT1181, HPRM1181, HIAP1181, HBTB1181, HIT1181, HIAI1181, HICMA1181, HWCACP1171, HWCMP1171, HWCBMP1171, HWCHCM1171, HWCHRP1181, HWCMS1181, HWCMTM1181, HWCHRM1171, HWCMDM1181, HWCMSM1181, HWCGMT1181, HWCHMP1181, HWCHAP1181, HWCTTMP1181
<b>6</b>	September	6	23:59	<b>FA 1 – Online Quiz Due</b> <b>Complete online via ColCampus no later than 6 September 23:59</b>
				HCLT101-1, HCLT103-1
<b>9</b>	September	27	13:00	FA 1 - Results Release
<b>10</b>	October	3	17:00	FA 1 - Results Appeal Close
<b>11</b>	October	10	17:00	FA 1 - Results Appeal Release
<b>12</b>	October	18	23:59	<b>FA 2 - Assignment Due</b> <b>Submit online via ColCampus no later than 18 October 23:59</b>
				HWCACP1171, HWCMP1171, HWCBMP1171, HWCHCM1171, HWCHRP1181, HWCMS1181, HWCMTM1181, HWCHRM1171, HWCMDM1181, HWCMSM1181, HWCGMT1181, HWCHMP1181, HWCHAP1181, HWCTTMP1181
<b>12</b>	October	18	23:59	<b>FA 2 – Online Quiz Due</b> <b>Complete online via ColCampus no later than 18 October 23:59</b>
				HCLT101-1, HCLT103-1
<b>13</b>	October	25	13:00	FA 2 - Results Release
<b>14</b>	October	29	17:00	FA 2 - Results Appeal Close
<b>14</b>	October	31	17:00	FA 2 - Results Appeal Release
<b>15 to 17</b>	November	4-18		<b>SA 1 Time Table for online exams only.</b>

Higher Certificate Programmes: Academic Calendar 2019				
SEMESTER: JULY - DECEMBER				
Week	Month	Date	Time	Activity
				<b>Please book to sit for these online exams as soon as you are ready. These exams must be completed within the exam period.</b>
<b>15 to 17</b>	November	4-18		HALP1181, HADV1181, HBRD1181, HENT1181, HINT1181, HAPS1181, HEVM1181, HMLW1181, HMKT1181, HSPS1181, HBMN1181, HSEC1181, HLWC1181, HIND1181, HCOU1181, HHIVC1181, HSHE1181, HCNM1181, HHWPT1181, HHMP1181, HHS1181, HLWH1181, HHM1181, HHRF1181, HODV1181, HHTD1181, HSEM1181, HSMS1181, HSOS1181, HCBB1181, HMKR1181, HTDP1181, HTTP1181, HTOP1181, HTDS1181, HTDSA1181, HCML1181, HBFB1181, HSMB1181, HSAP1181, HSDJ1181, HEMK1181, HECM1181, HYFT1181, HPRM1181, HIAP1181, HBTB1181, HIT1181, HIAI1181, HICMA1181, HCLT101-1, HCLT103-1
<b>17</b>	November	18	23:59	<b>SA 1 &amp; SA2 Time Table for projects/internship/assignments only. Submit online via ColCampus no later than 18 November 23:59</b>
				HWCACP1171, HWCMP1171, HWCBMP1171, HWCHCM1171, HWCHRP1181, HWCMS1181, HWCMTM1181, HWCHRM1171, HWCMDM1181, HWCMSM1181, HWCGMT1181, HWCHMP1181, HWCHAP1181, HWCTTMP1181
<b>19</b>	December	6	13:00	SA 1 & 2 Results Release
<b>20</b>	December	11	17:00	SA 1 & 2 Results Appeal Close
<b>20</b>	December	18	17:00	SA 1 & 2 Results Appeal Release
				<b>Supplementary SA 1 Time Table for online exams only. Please book to sit for these online exams as soon as you are ready. These exams must be completed within the exam period.</b>
<b>22</b>	January 2020	6-10		HALP1181, HADV1181, HBRD1181, HENT1181, HINT1181, HAPS1181, HEVM1181, HMLW1181, HMKT1181, HSPS1181, HBMN1181, HSEC1181, HLWC1181, HIND1181, HCOU1181, HHIVC1181, HSHE1181, HCNM1181, HHWPT1181, HHMP1181, HHS1181, HLWH1181, HHM1181, HHRF1181, HODV1181, HHTD1181, HSEM1181, HSMS1181, HSOS1181, HCBB1181, HMKR1181, HTDP1181, HTTP1181, HTOP1181, HTDS1181, HTDS1181, HCML1181, HBFB1181, HSMB1181, HSAP1181, HSDJ1181, HEMK1181, HECM1181, HYFT1181, HPRM1181, HIAP1181, HBTB1181, HIT1181, HIAI1181, HICMA1181, HCLT101-1, HCLT103-1
<b>22</b>	January 2020	6-10		HALP1181, HADV1181, HBRD1181, HENT1181, HINT1181, HAPS1181, HEVM1181, HMLW1181, HMKT1181, HSPS1181, HBMN1181, HSEC1181, HLWC1181, HIND1181, HCOU1181, HHIVC1181, HSHE1181, HCNM1181, HHWPT1181, HHMP1181, HHS1181, HLWH1181, HHM1181, HHRF1181, HODV1181, HHTD1181, HSEM1181, HSMS1181, HSOS1181, HCBB1181, HMKR1181, HTDP1181, HTTP1181, HTOP1181, HTDS1181, HTDS1181, HCML1181, HBFB1181, HSMB1181, HSAP1181, HSDJ1181, HEMK1181, HECM1181, HYFT1181, HPRM1181, HIAP1181, HBTB1181, HIT1181, HIAI1181, HICMA1181, HCLT101-1, HCLT103-1

Higher Certificate Programmes: Academic Calendar 2019				
SEMESTER: JULY - DECEMBER				
Week	Month	Date	Time	Activity
22	January 2020	10		Supplementary SA 1 & Supplementary SA2 Time Table for projects/internship/assignments only. Submit online via <i>ColCampus</i> no later than 10 January 2020 at 23:59
				HWCACP1171, HWCMP1171, HWCBMP1171, HWCHCM1171, HWCHRP1181, HWCMSP1181, HWCMTM1181, HWCHRM1171, HWCMDM1181, HWCMSM1181, HWCGMT1181, HWCHMP1181, HWCHAP1181, HWCTTMP1181
24	January 2020	21	17:00	Supplementary SA 1 & 2 Results Release
24	January 2020	24	13:00	Supplementary SA 1 & 2 Results Appeal Close
25	January 2020	29	17:00	Supplementary SA 1 & 2 Results Appeal Release

### **About the Institution**

The Boston City Campus & Business College (Pty) Ltd (Boston) Higher Certificate in Accounting Practice is accredited by the Higher Education Quality Committee (HEQC) of the Council on Higher Education (CHE). Boston is registered with the Department of Higher Education and Training (DHET), as a private higher education institution, No. 2003/HE07/002, in terms of Section 54(1)(c) of the Higher Education Act, 1997 (Act No 101 of 1997), and Regulation 14(4)(a) of the Regulations for the Registration of Private Higher Education Institutions, 2016.

### **International Recognition**

Boston is accredited as an independent higher education institution with the British Accreditation Council (BAC). This qualification is accredited by the Council on Higher Education (CHE), is registered on the NQF (HEQSF) by the South African Qualifications Authority (SAQA) and the institution is registered by the Department of Higher Education and Training (DHET) as a Private Higher Education Institution (PHEI) to offer the qualification.

The DHET is a department of National Government, and both the CHE and SAQA are statutory bodies, as such these entities are recognised globally. Therefore the qualifications/institutions that are accredited/licensed by them are accepted/recognised throughout the world by other government departments and by their respective agencies such as World Educational Services (WES) and other prominent authorities for purposes of equivalence/articulation i.e. employment/labour certification or further studies. This is a *quid pro quo* arrangement amongst United Nations Member States; as the DHET, CHE and SAQA similarly recognises other nation/states' qualifications/institutions for equivalence/transferring to South Africa i.e. a United Kingdom or Zambian Bachelor of Arts awarded by a public university or private degree granting college which is accredited/licensed in accordance with the United Kingdom or Zambian legislative and statutory requirements, will be equivalated/recognised as such in South Africa.

Similarly the *SADC Protocol on Education and Training*, which is a legal framework for regional cooperation, provides for the recognition of the equality of all Member States. It must be noted that qualifications will be recognised and that curricula specific evaluations may lead to additional requirements for students to meet in order to gain entry into foreign programmes or professions, which is the prerogative of the receiving institution/body. For more information pertaining to direct international linkages/relationships visit the websites of the DHET, CHE, SAQA, CHEA and WES.

### **Disclaimer**

This Fact Sheet together with the Prospectus and Student Rulebook are accurate at the time of publication. Boston City Campus & Business College (Pty) Ltd reserves the right to alter any of the content due to changes in regulations, market requirements and other reasons. Please note that meeting any of the admission requirements does not necessarily guarantee entry into the qualification. All applications will be evaluated on an individual basis and acceptance will depend on the decision of the Academic Committee at Head Office.

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