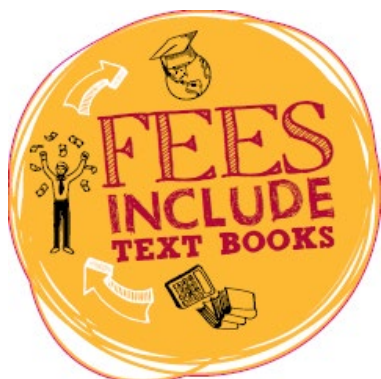


FACT SHEET: Higher Certificate in Commerce in Human Resource Management



Qualification

- **Higher Certificate in Commerce in Human Resource Management** (Qualification code: HHCHRM2)
- **H.Cert. (Commerce) (Human Resource Management)**
- Prospectus 2019 Programme Category: **Occupational Qualification**
- SAQA ID 21081, NQF (OQSF) Level 5, minimum Credits 160
- This unique occupational qualification provides graduates with admission and advanced placement to an accredited Boston Higher Education Programme.



Accredited by



Benefit from no hidden cost!

Benefit from professional body recognition!

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

Minimum Entry Requirements

A minimum requirement for admission into the diploma is a:

- National Senior Certificate (NSC); or
- National Certificate (Vocational) (NC(V)) Level 4; or
- Prior to 2009, Senior Certificate; or
- Further Education and Training (FET) Certificate.

Alternative Entry Pathways

A number of occupational or higher education qualifications may meet the requirements for admission or advanced placement into the diploma:

- Certificate programme, NQF Level 4 (OQSF), minimum Credits 120; or
- Certificate programme, NQF Level 5 (OQSF/HEQSF), minimum Credits 120; or
- Diploma programme, NQF Level 5/6 (OQSF/HEQSF), minimum Credits 240 or 360; or
- an Advanced Certificate, NQF (HEQSF) Level 6, minimum Credits 120; 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 or South African equivalent qualification must present a Grade 12 equivalence verification certificate from the South African Qualifications Authority (SAQA) who can be contacted on +27-(0)12-431-5070 or customer care@saqa.org.za or visit <http://www.saqa.org.za/index.php>. 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.

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 three (3) semesters over a period of eighteen (18) months, and the maximum duration is three (3) years. For more information see, Table overleaf.

What is the Purpose of the Qualification?

The purpose of this programme is to ensure that individuals are equipped with the foundational knowledge, theory and methodology of the important disciplines associated with human resource practices, computer literacy and orientation to the world of work. This enables certificated students to demonstrate initiative and responsibility in an academic context where application of principles and theory are emphasised as a basis for further undergraduate studies and/or access to a wide range of careers within civil society, the public or private sectors.

The skills, knowledge, attitudes and values required by Human Resource Practitioners are captured in this qualification which is a specialist programme in this field. Thereby offering good breadth on the important topics combined with appropriate occupational and professional depth for its intended purpose. The qualification provides exciting career opportunities in the fields, for example:

- Recruiting and Placement Officers/Assistants
- Compensation Specialists/Data Capturer/Payroll Clerk
- Benefit Specialists/Advisor
- Employee and Labour Relations Supervisor/Coordinator/Junior Representative
- Health, Safety, and Security Representative/Junior Consultant
- Human Resource Information System Specialist
- Employee Assistance Counsellor
- Employee Assistance Programme Officer
- Employee Communications Officer
- Equal Employment Opportunity Representative
- Affirmative Action Coordinator
- Outplacement Consultant

What are the Programme Outcomes?

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

- Operate effectively in the workplace using a number of Windows-based end-user applications
- Apply principles of human resource management and business communication to real life situations
- Manage financial information, analyse legal and economic data
- Demonstrate business management and entrepreneurial skills cultural sensitivity within organisations

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 SABPP Higher Certificate in Commerce in Human Resource Management programme offered by Boston consists of eleven (11) 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 Commerce in Human Resource Management (HHCHRM2)								
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	Human Resource Functions	HHRF1181	5	20	Yes	1-AS2		R3,425
1	Commercial Law 1	HLWC1181	5	8	Yes	1-AS2		R3,040
	Total Credits: Academic Year 1, Semester 1			58				
2	Business Management 1	HBMN1181	5	16	Yes	1-AS2		R3,295
2	Introduction to Industrial Psychology	HIND1181	5	8	Yes	1-AS2		R3,040
2	Entrepreneurship 1	HENT1181	5	16	Yes	1-AS2		R3,295
2	Introduction to Accounting Practice	HIAP1181	5	14	Yes	1-AS2		R3,295
	Total Credits: Academic Year 1, Semester 2			58				
	Total Credits: Academic Year 1			112	8			R27,345
3	Annual Registration Fee							R650
3	Annual Library Fee 1	HALIBF1						R250
3	SABPP Learner Fee							R210
3	SABPP Student Member Fee							R200
3	Occupational Programme External Assessment Fee							R2,550
3	Introduction to Socioeconomics	HSEC1181	5	14	Yes	2-AS2		R3,230
3	Basic Finance and Budgeting	HBFB1181	5	14	Yes	2-AS2	HIAP1181	R3,105
3	Work Integrated Learning	HWCHRM1171	5	20	Yes	2-ASW	HHRF1181	R2,790
	Total Credits: Academic Year 2, Semester 1			48	3			R12,685
	Total Credits/Modules			160	11			

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 eighteen (18) months, which implies electing to take fewer modules per semester.

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

<p>Convenient Locations Nationwide</p>	<p>What do Boston students and graduates say?</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>Customer Centred Service and Support Culture</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>Benefit from no need to spend time and money on Transport - study close to home!</p>	<p>Benefit from joining an ever growing alumni body!</p>	<p>Benefit from Accessible Educators, Administrators and Support Staff you can contact with ease!</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 (OQSF) Level 5 and will provide for articulation options into NQF (OQSF) Levels 6 or 7 qualifications. In order to gain entry into these programmes students will have to meet the admission and selection criteria of the receiving institution. However, graduates may proceed with advanced placement to Diploma or Degree programmes in a variety of disciplines with Boston City Campus & Business College.

Certification

Prospectus 2019 Programme Category: **Occupational Qualification.**

Upon successful completion of the occupational qualification, students will receive a Higher Certificate in Commerce in Human Resource Management (SAQA ID 21081), NQF (OQSF) Level 6 (minimum credits 160) from the South African Board of People Practices (SABPP).

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

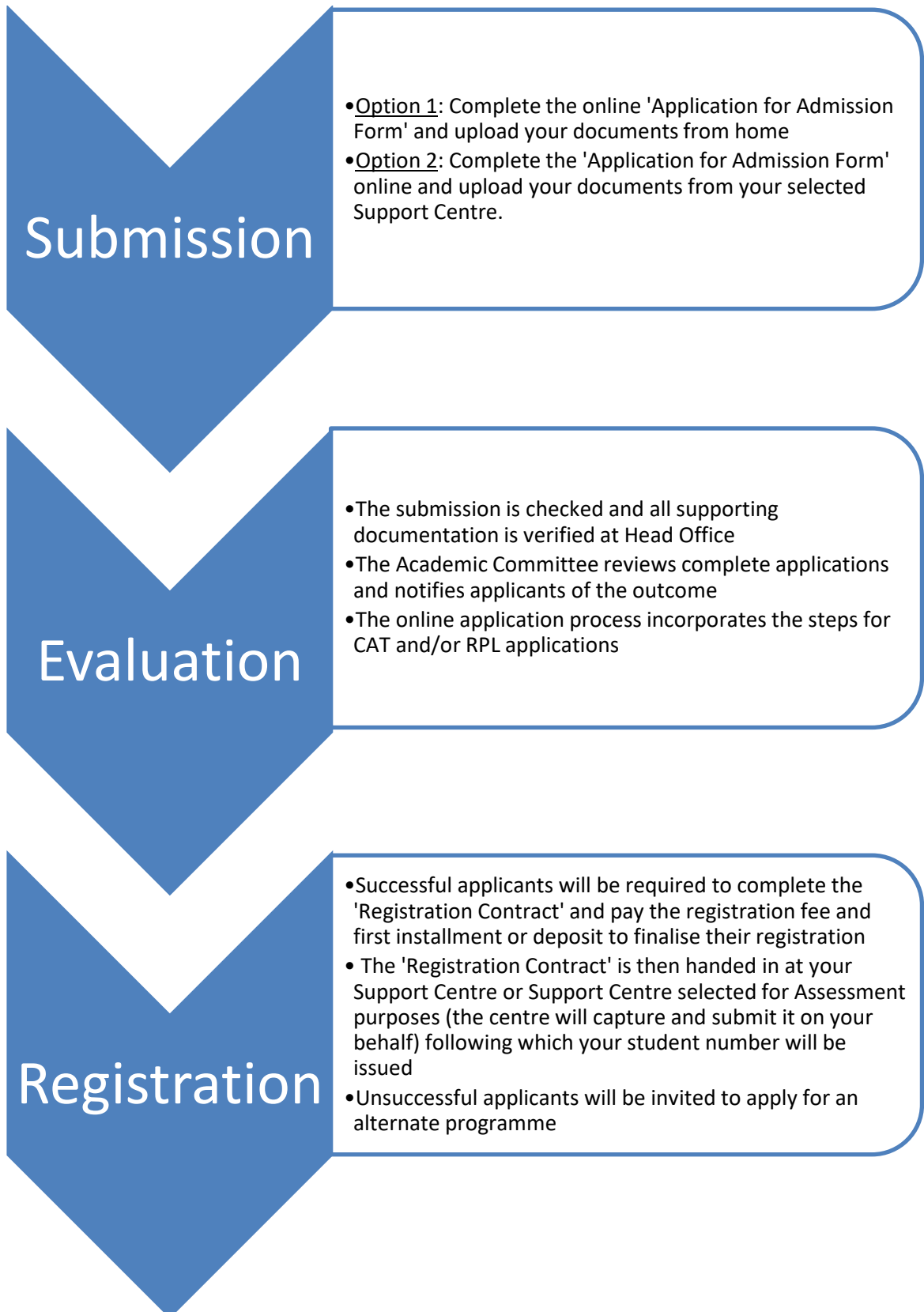
Visit a Support Centre to complete the form online and upload all necessary supporting documentation.

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
1	February	11		Studies Commence - Week 1
6	March	22	23:59	FA 1 – Assignment Due Submit online via ColCampus no later than 22 March 23:59
				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
6	March	22	23:59	FA 1 – Online Quiz Due Complete online via ColCampus no later than 22 March 23:59
				HCLT101-1, HCLT103-1
10	April	15	17:00	FA 1 - Results Release
10	April	18	17:00	FA 1 - Results Appeal Close
11	April	26	13:00	FA 1 - Results Appeal Release
12	May	3	23:59	FA 2 - Assignment Due Submit online via ColCampus no later than 3 May 23:59
				HWCACP1171, HWCMP1171, HWCBMP1171, HWCHCM1171, HWCHRP1181, HWCMSM1181, HWCMTM1181, HWCHRM1171, HWCMDM1181, HWCMSM1181, HWCGMT1181, HWCHMP1181, HWCHAP1181
12	May	3	23:59	FA 2 – Online Quiz Due Complete online via ColCampus no later than 3 May 23:59
				HCLT101-1, HCLT103-1
13	May	10	13:00	FA 2 - Results Release
14	May	14	17:00	FA 2 - Results Appeal Close
14	May	17	13:00	FA 2 - Results Appeal Release
15 to 17	May/June	20-3		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.

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	SA 1 & SA2 Time Table for projects/internship/assignments only. Submit online via ColCampus no later than 3 June 23:59
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		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.
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		Supplementary SA 1 & Supplementary SA2 Time Table for projects/internship/assignments only. Submit online via ColCampus no later than 5 July 23:59
				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
23	July	15	17:00	Supplementary SA 1 & 2 Results Release
23	July	18	17:00	Supplementary SA 1 & 2 Results Appeal Close
24	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
1	July	29		Studies Commence - Week 1
6	September	6	23:59	FA 1 – Assignment Due Submit online via ColCampus no later than 6 September 23:59
				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, HBF1181, HSMB1181, HSAP1181, HSDJ1181, HEMK1181, HECM1181, HYFT1181, HPRM1181, HIAP1181, HBTB1181, HIT1181, HIAI1181, HICMA1181, HWCACP1171, HWCMP1171, HWCMBMP1171, HWCHCM1171, HWCHRP1181, HWCMS1181, HWCMTM1181, HWCHRM1171, HWCMDM1181, HWCMSM1181, HWCGMT1181, HWCHMP1181, HWCHAP1181, HWCTTMP1181
6	September	6	23:59	FA 1 – Online Quiz Due Complete online via ColCampus no later than 6 September 23:59
				HCLT101-1, HCLT103-1
9	September	27	13:00	FA 1 - Results Release
10	October	3	17:00	FA 1 - Results Appeal Close
11	October	10	17:00	FA 1 - Results Appeal Release
12	October	18	23:59	FA 2 - Assignment Due Submit online via ColCampus no later than 18 October 23:59
				HWCACP1171, HWCMP1171, HWCMBMP1171, HWCHCM1171, HWCHRP1181, HWCMS1181, HWCMTM1181, HWCHRM1171, HWCMDM1181, HWCMSM1181, HWCGMT1181, HWCHMP1181, HWCHAP1181, HWCTTMP1181
12	October	18	23:59	FA 2 – Online Quiz Due Complete online via ColCampus no later than 18 October 23:59
				HCLT101-1, HCLT103-1
13	October	25	13:00	FA 2 - Results Release
14	October	29	17:00	FA 2 - Results Appeal Close
14	October	31	17:00	FA 2 - Results Appeal Release
15 to 17	November	4-18		SA 1 Time Table for online exams only.

Higher Certificate Programmes: Academic Calendar 2019				
SEMESTER: JULY - DECEMBER				
Week	Month	Date	Time	Activity
				Please book to sit for these online exams as soon as you are ready. These exams must be completed within the exam period.
15 to 17	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, HTTPM1181, HTOP1181, HTDS1181, HTDSA1181, HCML1181, HBFB1181, HSMB1181, HSAP1181, HSDJ1181, HEMK1181, HECM1181, HYFT1181, HPRM1181, HIAP1181, HBTB1181, HIT1181, HIAI1181, HICMA1181, HCLT101-1, HCLT103-1
17	November	18	23:59	SA 1 & SA2 Time Table for projects/internship/assignments only. Submit online via ColCampus no later than 18 November 23:59
				HWCACP1171, HWCMP1171, HWCBMP1171, HWCHCM1171, HWCHRP1181, HWCMSM1181, HWCMTM1181, HWCHRM1171, HWCMDM1181, HWCMSM1181, HWCGMT1181, HWCHMP1181, HWCHAP1181, HWCTTMP1181
19	December	6	13:00	SA 1 & 2 Results Release
20	December	11	17:00	SA 1 & 2 Results Appeal Close
20	December	18	17:00	SA 1 & 2 Results Appeal Release
				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.
22	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, HTTPM1181, HTOP1181, HTDS1181, HTDS1181, HCML1181, HBFB1181, HSMB1181, HSAP1181, HSDJ1181, HEMK1181, HECM1181, HYFT1181, HPRM1181, HIAP1181, HBTB1181, HIT1181, HIAI1181, HICMA1181, HCLT101-1, HCLT103-1
22	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, HTTPM1181, 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

Boston City Campus & Business College (Pty) Ltd (Boston) is accredited for the occupational qualification Higher Certificate in Commerce in Human Resource Management by the South African Board of People Practices (SABPP), which is a Quality Assurance Partner (QAP) of the Quality Council for Trades and Occupations (QCTO) and is registered as a Professional Body by the South African Qualifications Authority (SAQA). Boston applied for registration with the Department of Higher Education and Training (DHET) as a private college in terms of the Continuing Education and Training Colleges Act, 2006 (Act No 16 of 20016) as amended, and is awaiting the outcome hereof. *“In the meantime applicants must continue to operate offering qualifications and part-qualifications for which they have valid accreditation from the Quality Council for Trades and Occupations (QCTO) or any delegated relevant quality assurance body until such that determination on their applications for registration as private colleges is made and the outcome thereon is communicated to them” (Mr FY Patel Registrar: Private Colleges, 23 October 2017).*

International Recognition

Boston is accredited as an independent higher education institution with the British Accreditation Council (BAC). This occupational qualification is accredited by the Quality Council for Trades and Occupations (QCTO) (*through the delegated arrangement with their appointed QAP/LQA, the SABPP*), is registered on the NQF (OQSF) by the South African Qualifications Authority (SAQA). Separately, Boston is registered by the Department of Higher Education and Training (DHET) as a Private Higher Education Institution (PHEI) for a variety of higher education qualifications.

The DHET is a department of National Government, whereas the CHE, QCTO, UMALUSI 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, QCTO, UMALUSI 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 college or private degree granting institution 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, QCTO, UMALUSI, 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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