



Non-Subsidised Programmes 2 0 2 6

RULES AND REGULATIONS

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College of Business and Economics



UNIVERSITY
OF
JOHANNESBURG

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School of Accounting

6.	Department of Accountancy	CONTACT	DISTANCE	6.1 – 6.65
6.1	Bridging Programmes			
6.1.1	Bridging Programme in Accountancy	X		6.2
6.1.2	Bridging Programme in Financial Management	X		6.5
6.1.3	Bridging Programme in Theory of Accounting	X		6.9
6.2	Whole Programmes			
6.2.1	Bachelor of Commerce in Accounting		X	6.15
6.3	Credit-bearing Short Learning Programmes			
6.3.1	Corporate Governance		X	6.33
6.3.2	Introduction to Taxation		X	6.35
6.3.3	Taxation 1		X	6.37
6.3.4	Taxation 2		X	6.39
6.4	Non-credit-bearing Short Learning Programmes			
6.4.1	4IR Ethics for Accountants		X	6.41
6.4.2	4IR Ethics for Professionals in Business		X	6.42
6.4.3	4IR Perspectives for Accountants		X	6.44
6.4.4	4IR Perspectives for Professionals in Business		X	6.45
6.4.5	An Introduction to Blockchain Technology for Accountants		X	6.47
6.4.6	An Introduction to Blockchain Technology for Professionals in Business		X	6.48
6.4.7	Artificial Intelligence: Perspectives for Accountants		X	6.50
6.4.8	Artificial Intelligence: Perspectives for Professionals in Business		X	6.51
6.4.9	Enhancing Audit Committee Effectiveness	X		6.53
6.4.10	Integrated Reporting for Professionals in Business		X	6.54
6.4.11	CIMA Management Level Financial Leadership Programme (FLP™)		X	6.56
6.4.12	CIMA Operational Level Financial Leadership Programme (FLP™)		X	6.58
6.4.13	CIMA Strategic Level Financial Leadership Programme (FLP™)		X	6.60
6.4.14	Corporate Governance		X	6.63
7.	Department of Commercial Accounting	CONTACT	DISTANCE	7.1 – 7.48
7.1	Bridging programmes			
7.1.1	Bridging programme in Commercial Accounting	X		7.2
7.1.2	Bridging programme for Tax Technician	X		7.6
7.2	Whole programmes - NONE			
7.3	Credit-bearing Short Learning Programmes - NONE			
7.4	Non-credit bearing Short Learning Programmes			
7.4.1	Preparation for ACCA Advanced Audit and Assurance	X		7.7
7.4.2	Preparation for ACCA Advanced Financial Management	X		7.9
7.4.3	Preparation for ACCA Advanced Performance Management	X		7.10
7.4.4	Preparation for ACCA Advanced Taxation	X		7.12
7.4.5	Preparation for ACCA Taxation Applied Skills	X		7.13
7.4.6	Preparation for ACCA Audit and Assurance	X		7.15
7.4.7	Preparation for ACCA Audit and Assurance		X	7.16

7.4.8	Preparation for ACCA Business and Technology	X		7.18
7.4.9	Preparation for ACCA Business and Technology		X	7.19
7.4.10	Preparation for ACCA Certificate in Financial Management	X		7.21
7.4.11	Preparation for ACCA Certificate in Financial Management		X	7.22
7.4.12	Preparation for ACCA Financial Accounting	X		7.24
7.4.13	Preparation for ACCA Financial Accounting		X	7.25
7.4.14	Preparation for ACCA Financial Management	X		7.27
7.4.15	Preparation for ACCA Financial Management		X	7.28
7.4.16	Preparation for ACCA Financial Reporting	X		7.30
7.4.17	Preparation for ACCA Financial Reporting		X	7.31
7.4.18	Preparation for ACCA Foundations in Auditing	X		7.32
7.4.19	Preparation for ACCA Foundations in Auditing		X	7.34
7.4.20	Preparation for ACCA Management Accounting	X		7.36
7.4.21	Preparation for ACCA Management Accounting		X	7.37
7.4.22	Preparation for ACCA Performance Management	X		7.39
7.4.23	Preparation for ACCA Performance Management		X	7.40
7.4.24	Preparation for ACCA Strategic Business Leader	X		7.42
7.4.25	Preparation for ACCA Strategic Business Reporting	X		7.44
7.4.26	Training for Accounting Technicians	X		7.45

School of Consumer Intelligence and Information Systems

8. Department of Applied Information Systems CONTACT DISTANCE 8.1 – 8.12

8.1 Bridging Programmes - NONE

8.2 Whole Programmes - NONE

8.3 Credit-bearing Short Learning Programmes

8.3.1	End-user Computing	X		8.2

8.4 Non-credit-bearing Short Learning Programmes

8.4.1	Basics of Data in Programming and Application Business	X		8.4
8.4.2	Big Data Analytics and Application in Business	X		8.6
8.4.3	Enterprise Architecture: Principles and Practices	X		8.7
8.4.4	Internet of Things and Consumer Applications	X		8.9
8.4.5	Virtual Reality and Applications in Business	X		8.10

9. Department of Knowledge and Information Systems CONTACT DISTANCE 9.1 – 9.13

9.1 Bridging Programmes - NONE

9.2 Whole Programmes - NONE

9.3 Credit-bearing Short Learning Programmes - NONE

9.4 Non-credit-bearing Short Learning Programmes

9.4.1	Competitive Intelligence: Tools and Analysis		X	9.2
9.4.2	Contemporary Knowledge Management Techniques		X	9.3
9.4.3	Information Management Fundamentals		X	9.5
9.4.4	Knowledge Management	X		9.6
9.4.5	Personal Information and Data Protection Training		X	9.7
9.4.6	Social Media Management		X	9.9
9.4.7	Strategic Competitive Analysis	X		9.11
9.4.8	The Knowledge Economy in the 4IR		X	9.12

10.	Department of Marketing Management	CONTACT	DISTANCE	10.1 – 10.8
10.1	Bridging Programmes - NONE			
10.2	Whole Programmes - NONE			
10.3	Credit-bearing Short Learning Programmes			
10.3.1	Marketing 101		X	10.2
10.3.2	Marketing Research		X	10.4
10.3.3	Strategic Marketing Management		X	10.5
10.4	Non-credit-bearing Short Learning Programmes			
10.4.1	Digital Marketing Practices		X	10.7
11.	School of Economics			11.1 – 11.15
11.1	Bridging Programmes			
11.1.1	Bridging Programme in Economics	X		11.2
11.2	Whole Programmes -NONE			
11.3	Credit-bearing Short Learning Programmes - NONE			
11.4	Non-credit-bearing Short Learning Programmes			
11.4.1	Applied Economics Analysis and Forecasting	X		11.4
11.4.2	Applied Spatial Econometrics and Related Techniques	X		11.6
11.4.3	Applied Spatial Econometrics and Related Techniques		X	11.8
11.4.4	Industrial Policy	X		11.10
11.4.5	Panel Data Analysis	X		11.11
11.4.6	Survey Data Analysis	X		11.13
12.	Centre for Competition, Regulation and Economic Development	CONTACT	DISTANCE	12.1 – 12.7
12.1	Bridging Programmes - NONE			
12.2	Whole Programmes - NONE			
12.3	Credit-bearing Short Learning Programmes - NONE			
12.4	Non-credit-bearing Short Learning Programmes			
12.4.1	Advanced Competition Economics	X		12.2
12.4.2	Core Principles in Economic Regulation and Competition Economics	X		12.3
12.4.3	Financial Analysis for Economic Regulation and Competition	X		12.5
12.4.4	Legal Principles for Competition and Economic Regulation	X		12.6
13.	Centre for Local Economic Development	CONTACT	DISTANCE	13.1 – 13.44
13.1	Bridging Programmes - NONE			
13.2	Whole Programmes			
	Higher Certificate in Local Economic Development		X	13.2
13.3	Credit-bearing Short Learning Programmes			
13.3.1	Applied Entrepreneurship	X		13.8
13.3.2	Applied Entrepreneurship		X	13.10
13.3.3	Introduction to Local Economic Development	X		13.12
13.3.4	Introduction to Local Economic Development		X	13.13
13.4	Non-credit-bearing Short Learning Programmes			
13.4.1	Analysing Industrial Clustering for Economic Development	X		13.15
13.4.2	Applied Project Management for Local Economic Development	X		13.17

13.4.3	Applied Public-Private Partnerships for Local Economic Development	X	13.19
13.4.4	Applied Strategic Planning for Local Economic Development	X	13.21
13.4.5	Applied Trade and Industrial Policy for Local Economic Development	X	13.22
13.4.6	Business Retention and Expansion for Local Economic Development	X	13.24
13.4.7	Enabling Mechanisms for Local Economic Development	X	13.26
13.4.8	Establishing Cluster Initiatives	X	13.27
13.4.9	Introduction to Industrial Clustering	X	13.29
13.4.10	Investment Promotion for Local Economic Development	X	13.31
13.4.11	Leadership in Sustainable Local Economic Development	X	13.32
13.4.12	Managing a Local Economic Development Unit in South Africa	X	13.34
13.4.13	Mentorship in Local Economic Development	X	13.36
13.4.14	Quantitative Analysis: Compiling a Local Development Profile	X	13.38
13.4.15	Quantitative Analysis: Strategies from Statistics	X	13.39
13.4.16	Research for Local Economic Development Practitioners	X	13.41
13.4.17	Workforce Development in Local Economic Development	X	13.42

School of Management

14.	Department of Business Management	CONTACT	DISTANCE	14.1 – 14.67
14.1	Bridging Programmes - NONE			
14.2	Whole Programmes			
14.1	Advanced Certificate in Business Management	X		14.2
14.2	Higher Certificate in Business Management	X		14.10
14.3	Credit-bearing Short Learning Programmes			
14.3.1	Accounting Aspects	X		14.24
14.3.2	Accounting Aspects		X	14.25
14.3.3	Business Decision Making	X		14.27
14.3.4	Business Decision Making		X	14.28
14.3.5	Business Management A	X		14.30
14.3.6	Business Management B	X		14.33
14.3.7	Business Writing and Communication		X	14.36
14.3.8	Corporate Governance and Compliance Management	X		14.37
14.3.9	Corporate Governance and Compliance Management		X	14.39
14.3.10	Financial Risk	X		14.40
14.3.11	Financial Risk		X	14.42
14.3.12	Fundamentals of Financial Services		X	14.43
14.3.13	Human Resource Management	X		14.45
14.3.14	Human Resource Management		X	14.46
14.3.15	Introduction to Business Law	X		14.48
14.3.16	Introduction to Business Law		X	14.50
14.3.17	Labour Relations	X		14.51
14.3.18	Labour Relations		X	14.53
14.3.19	Management Principles	X		14.55
14.3.20	Management Principles		X	14.56
14.3.21	Marketing Management	X		14.58
14.3.22	Marketing Management		X	14.59
14.3.23	Research Methodology for Business Management	X		14.61
14.3.24	Sustainability Management	X		14.64
14.4	Non-credit-bearing Short Learning Programmes			
14.4.1	ESG (Environmental, Social and Governance)	X		14.65

15.	Department of Finance and Investment Management	CONTACT	DISTANCE	15.1 – 15.49
15.1	Bridging Programmes - NONE			
15.2	Whole Programmes			
15.2.1	Advanced Diploma in Financial Markets		X	15.2
15.2.2	Advanced Diploma in Real Estate		X	15.6
15.3	Credit-bearing Short Learning Programmes			
15.3.1	Property Management	X		15.9
15.3.2	Property Valuation		X	15.11
15.3.3	Public Sector Property	X		15.12
15.4	Non-credit-bearing Short Learning Programmes			
15.4.1	Advanced Property Financial Concepts	X		15.14
15.4.2	Basic Property Financial Concepts	X		15.15
15.4.3	Financial Literacy: "Be Money Wise"	X		15.17
15.4.4	Financial Literacy: "Be Money Wise"		X	15.18
15.4.5	Individual Investment Management		X	15.20
15.4.6	Intermediate Property Financial Concepts	X		15.22
15.4.7	Introduction to the Property Valuation Process	X		15.23
15.4.8	Property Valuation: A Guide to Building Construction	X		15.24
15.4.9	Property Valuation: A Guide to Replacement Cost	X		15.26
15.4.10	Property Valuation: A Guide to the Municipal Property Rates Act	X		15.27
15.4.11	Property Valuation and the Council for the Built Environment	X		15.29
15.4.12	Quantitative Finance	X		15.30
15.4.13	Residential Valuations	X		15.34
16.	Department of Industrial Psychology and People Management	CONTACT	DISTANCE	16.1 – 16.63
16.1	Bridging Programmes - NONE			
16.2	Whole Programmes			
16.2.1	Bachelor of Human Resource Management		X	16.2
16.2.2	Diploma in Human Resource Development	X		16.19
16.2.3	Higher Certificate in Human Resource Development	X		16.30
16.3	Credit-bearing Short Learning Programmes			
16.3.1	Research Methodology		X	16.34
16.4	Non-credit bearing Short Learning Programmes			
16.4.1	Emerging Leader Leadership Development	X		16.35
16.4.2	Emerging Leader Leadership Development		X	16.38
16.4.3	Practical Psychometry	X		16.41
16.4.4	The Best Practice Programme for Human Resource Professionals	X		16.43
16.4.5	The Human Resource Business Partner	X		16.46
16.4.6	Trade Union Learning Practitioner	X		16.49
17.	Department of Transport and Supply Chain Management	CONTACT	DISTANCE	17.1 – 17.58
17.1	Bridging Programmes			
17.1.1	Bridging Programme for Advanced Diploma (Logistics)		X	17.2
17.1.2	Bridging Programme for Advanced Diploma (Transportation Management)		X	17.4
17.1.3	Transport and Supply Chain Management Bridging Programme	X		17.7
17.2	Whole Programmes			
17.2.1	Advanced Diploma in Logistics		X	17.9
17.2.2	Advanced Diploma in Transportation		X	17.13
17.2.3	Diploma in Logistics Management	X		17.17
17.2.4	Diploma in Logistics Management		X	17.25
17.2.5	Diploma in Transportation Management	X		17.34

17.2.6	Diploma in Road Transport Management (Freight)	X	17.43
17.2.7	Diploma in Road Transport Management (Passengers)	X	17.50

17.3 Credit-bearing Short Learning Programmes - NONE

17.4 Non-credit-bearing Short Learning Programmes

17.4.1	Introduction to Quantitative Techniques in Logistics	X	17.57

18. School of Public Management, Governance and Public Policy CONTACT DISTANCE 18.1 – 18.11

18.1 Bridging Programmes - NONE

18.2 Whole Programmes

18.2.1	Advanced Certificate in Local Governance and Management	X	18.2
18.2.2	Higher Certificate in Local Governance and Management	X	18.7

18.3 Credit-bearing Short Learning Programmes - NONE

18.4 Non-credit-bearing Short Learning Programmes - NONE

19. School of Tourism and Hospitality Management CONTACT DISTANCE 19.1 – 19.25

19.1 Bridging Programmes - NONE

19.2 Whole Programmes - NONE

19.3 Credit-bearing Short Learning Programmes

19.3.1	Hospitality Management I	X	19.2
19.3.2	Hospitality Management II	X	19.5
19.3.3	Hospitality Management III	X	19.8
19.3.4	Introduction to Tourism	X	19.10
19.3.5	Introduction to Tourism Management and Development	X	19.14
19.3.6	Introduction to Tourism Management and Functions	X	19.16
19.3.7	Revenue Management in Hospitality	X	19.19

19.4 Non-credit-bearing Short Learning Programmes

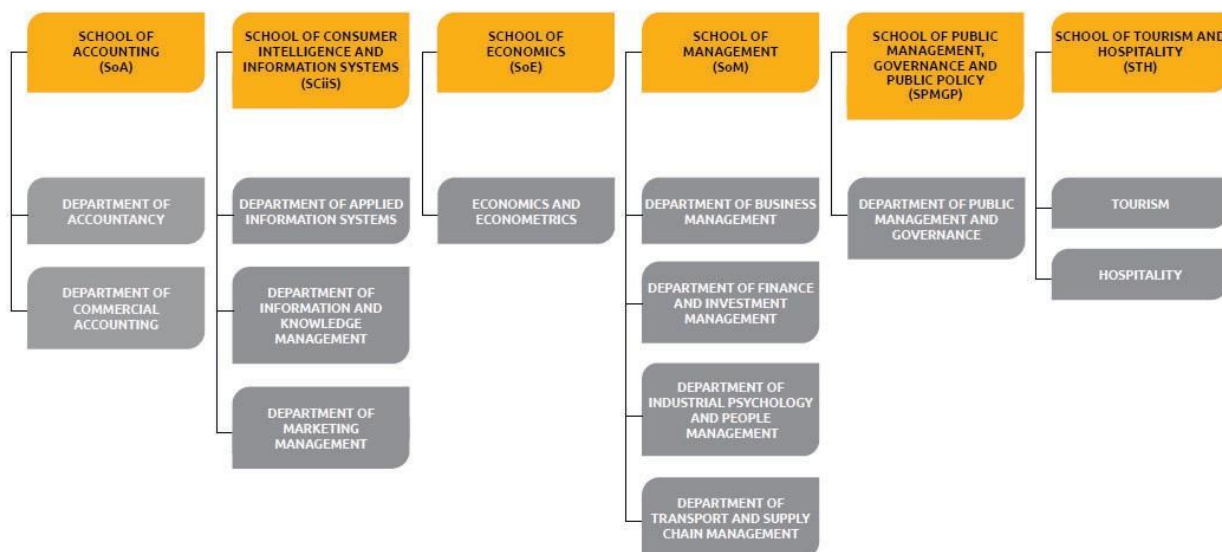
19.4.1	Basic Barista Skills	X	19.21
19.4.2	Healthy Cooking Operations	X	19.22
19.4.3	Preserving Food in the Hospitality Industry	X	19.24

1. INTRODUCTION TO THE COLLEGE OF BUSINESS AND ECONOMICS

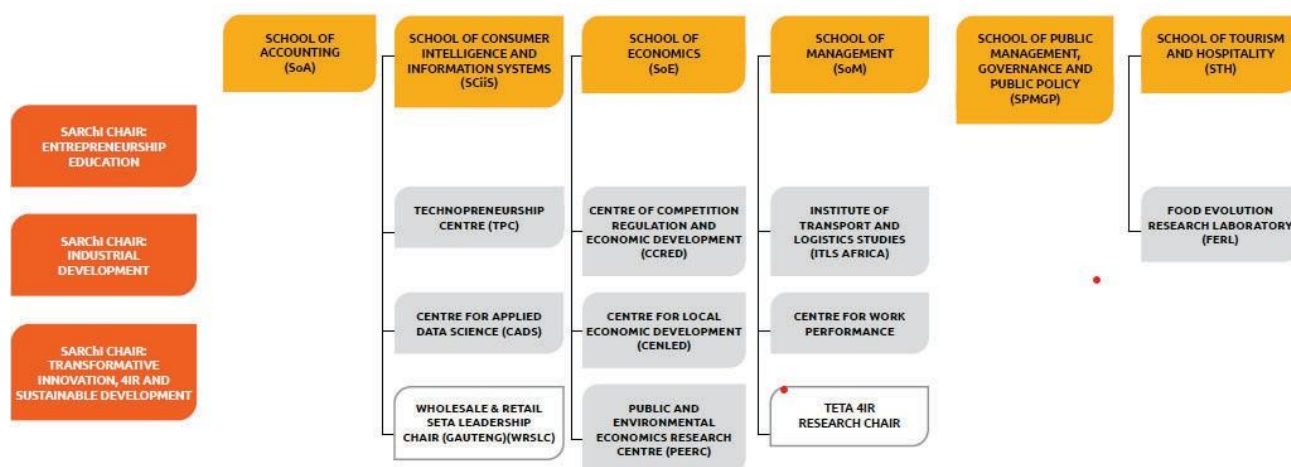
The College of Business and Economics, or CBE, is the largest faculty at the University of Johannesburg. The CBE houses six schools, ten departments, three academic entities, six research centres, one institute, one research lab, and three SARChI Chairs. The CBE qualifications range from diplomas to postgraduate diplomas, as well as undergraduate to postgraduate degrees. Our continuous education programmes (non-subsidised programmes) include short learning programmes, bridging programmes and whole programmes. This yearbook contains only the information regarding the **non-subsidised programmes**. To get more information on the other formal CBE qualifications, please visit the CBE website <https://www.uj.ac.za/faculties/college-of-business-and-economics/>

Academic Departments @ a Glance

6 Schools ➡ 10 Departments ➡ 3 Academic Entities



➡ 3 SARChI Chairs ➡ 6 Schools ➡ 6 Research Centres ➡ 2 Research Chairs ➡ 1 Institute ➡ 1 Research Laboratory



The purpose of CBE is to develop critical thinkers and problem solvers who address business, economics and societal challenges.

Our mission is to transform the business landscape by offering cutting-edge business solutions through exploring the intersection between cutting-edge theory (innovative developments) and practical guided application.

Our vision is to be a reliable and trusted supplier of (in-demand) skills, knowledge, and advice to Africa's leading businesses, governments, and institutions.

Our goals are to:

- streamline teaching and learning excellence and improve student success;
- increase people's excellence through attracting, developing and promoting the right talents and people's well-being;
- increase research excellence in output, impact and National Research Fund-related researchers;
- increase and improve sustainable relations, collaborations and partnerships; and
- achieve financial sustainability.

2. WHAT IS A NON-SUBSIDISED PROGRAMME?

Non-Subsidised Programme (NSP) means an approved short learning programme, bridging or whole programme. These programmes receive no state funding. In all other respects, they are the same as funded programmes. Upon successful completion, they lead to the awarding of a qualification in the case of a whole programme or a UJ certificate in the case of a bridging or short learning programme.

The provision of NSPs is particularly responsive to the mission of the University, which is *to transform and serve humanity through innovation and the collective and collaborative pursuit of knowledge*. This requires quality and a commitment to offering NSPs that have national legitimacy, credibility and well-understood academic, professional and career-oriented outcomes.

A **short learning programme (SLP)** is a specialised course that targets the learning of knowledge, skills and values in a focused area. SLPs are typically short (a few weeks to a few months, typically not longer than a year) and are ideal for skills enhancement and professional and personal development. There are two categories of SLPs – credit-bearing and non-credit-bearing. **Credit-bearing SLPs** do not lead to a qualification registered on the Higher Education Quality Sub-Framework (HEQSF); are less than a year; and correlate directly to an accredited module(s) approved on the UJ PQM (Programme Qualifications Mix). The NQF level will be the same as the accredited qualification. A **non-credit-bearing SLP's** duration is less than a year; no credits of NQF level are assigned to define the kind of learning. After the completion of an SLP, a UJ certificate is issued.

Bridging programmes are approved learning programmes for the purpose of admission to another, subsequent programme for which the candidate does not meet the admission requirements. Successful completion of a bridging programme, or completion at a specific level of competence, makes the candidate eligible for admission to another programme, subject to UJ Faculty Rules and Regulations. All bridging programmes offered in CBE is non-credit bearing.

A **whole programme (WP)** leads to the award of a qualification registered on the National Qualifications Framework, and which adheres to the requirements of the Higher Education Qualification Sub-framework. These programmes comprise a set number of minimum credits as set out in the HEQSF, offered over the specified minimum period and are credit-bearing.

For each NSP in this yearbook you will find information regarding the type of programme, mode of offering, admission requirements, duration of the programme, purpose of the programme, learning activities, programme content, detail on the modules and their outcomes, NQF level and credits (if applicable), the calculation criteria,

relationship with other UJ modules or qualifications and the articulation with subsidised UJ programmes (if applicable).

2.1 Who can enrol for an NSP?

CBE's non-subsidised programmes are open to those who meet the admission requirements for the specific programme they want to enrol in. You can be a full-time student, a working professional, or anyone interested in gaining new skills or knowledge. See the specific admission requirements for the programme you are interested in this yearbook.

2.2 How do you register for an NSP?

NSPs can only be applied for online.

Please note the following:

- No application fee will be charged for online applications.
- If you have previously applied and have a UJ student number, please call the UJ Call Centre (011 559 4555) to ensure that your cell number and email address are captured on our student database.

This will ensure you receive a PIN to complete the online application process.

A first-time applicant must follow the steps below to apply online:

Step 1: Go to www.uj.ac.za/apply.

Step 2: Thereafter, select First-Time Applicant. Read the instructions and scroll down to the online application link.

Step 3: Thereafter, complete your biographical information, which will lead you to receiving a student number.

Please keep an eye on the UJ webpage to see if there are any changes to the instructions for applying online.

The University will inform you, in writing, should your application be successful.

2.3 UJ Digital

The University of Johannesburg officially launched its transformative digital learning initiative – UJ Digital in 2025.

The platform positions the institution as Africa's leader in industry-relevant, flexible, and accessible online education. This strategic initiative aligns with UJ's 2035 Strategic Plan, addressing the growing demand for innovative learning solutions that empower learners across the continent and beyond.

"UJ Digital is not just an alternative; it is an important avenue for anyone seeking accessibility and flexibility. It breaks down barriers, accommodates diverse learners and future-proofs our approach to education. By investing in and promoting online education as a supplement to traditional contact teaching, we are opening the doors to learning opportunities for all and empowering individuals and communities to thrive in the world of tomorrow" (UJ Vice Chancellor Prof Letlhokwa Mpedi).

With universities facing increasing pressure to accommodate a rising number of students, many aspiring learners struggle to secure admissions in formal, subsidised qualifications. UJ Digital presents a timely solution by providing alternative pathways to higher education through Short Learning Programmes (SLPs) and non-subsidised Whole Programmes (WPs). These programmes, offered in high-demand fields such as communications, business, engineering, health, IT, law, and languages, equip graduates with highly sought expertise, enhancing employability and addressing Africa's critical skills gaps. In addition, UJ's free-to-the-public online SLPs offer a range of topics, from upskilling in the workplace to enhancing general knowledge in fields such as financial literacy, the Sustainable Development Goals, and artificial intelligence.

Highlighting the significance of the project, UJ Vice-Chancellor and Principal, Professor Letlhokwa Mpedi, says: *“UJ Digital is a testament to our commitment to delivering inclusive, flexible learning opportunities that equip students with future-ready skills while meeting industry demands. As global demand for online higher education continues to grow, UJ is uniquely positioned to lead this transformation.”* Beyond local impact, UJ Digital leverages the increasing global demand for online education, expected to surge significantly by 2035. By embracing cutting-edge technologies and sustainable practices, UJ aims to establish itself as a key player in the international education market while driving social and economic development across Africa.

Through this initiative, UJ reaffirms its commitment to impact, innovation, inclusivity, and integrity, ensuring that learners from diverse backgrounds can access transformative, high-quality education that aligns with industry needs and global standards.

For more information about the UJ Digital Initiative and its upcoming programmes, please visit: www.ujdigital.uj.ac.za.

3. WHO SHOULD I CONTACT FOR MORE INFORMATION ON A SPECIFIC NSP?

Each of the 13 Departments in CBE offers a combination of bridging programmes, short learning programmes and whole programmes. If you need more information on a specific NSP (other than what is provided in this yearbook), you can visit the department's website (via the UJ website www.uj.ac.za) for more information.

DEPARTMENT	WEBSITE
Accountancy	Email address: accountancy@uj.ac.za
Applied Information Systems	rmabokela@uj.ac.za
Business Management	- General enquiries: bmsshortcourses@uj.ac.za - Webpage shorter version - https://tinyurl.com/DOBMNSP
Centre for Competition, Regulation and Economic Development	Any of the following e-mail addresses: selim@uj.ac.za reenadn@uj.ac.za yolandib@uj.ac.za
Centre for Local Economic Development	Any of the following e-mail addresses: mventer@uj.ac.za carlienr@uj.ac.za yolandib@uj.ac.za
Commercial Accounting	- Marise Mouton mmouton@uj.ac.za - Commercial Accounting email - commercialacc@uj.ac.za
Economics	Any of the following email addresses: bdsimo-kengne@uj.ac.za peterb@uj.ac.za yolandib@uj.ac.za aohonba@uj.ac.za
Finance and Investment Management	https://www.uj.ac.za/faculties/college-of-business-and-economics/schools/school-of-management/departments/department-of-finance-and-investment-management/ dfimcep@uj.ac.za marie@uj.ac.za
Industrial Psychology and People Management	Any of the following email addresses: - Chabalala, Winnen winnenc@uj.ac.za - Maloka, Agnes <agnesma@uj.ac.za> - Da Silva, Natasha <natashad@uj.ac.za>
Information and Knowledge Management	infoknowledge@uj.ac.za
Marketing Management	semonap@uj.ac.za

Public Management, Governance and Public Policy	Any of the following e-mail addresses: - svyas-doorgapersad@uj.ac.za - thabob@uj.ac.za
Tourism and Hospitality	Any of the following: - Rakgadi@uj.ac.za - Nicolaw@uj.ac.za - Ericasj@uj.ac.za https://pure.uj.ac.za/en/persons/nicola-wakelin-theron
Transport and Supply Chain Management	Any of the following: www.uj.ac.za/transport - luciaj@uj.ac.za - tscmonline@uj.ac.za

4. DEFINITIONS AND CONCEPTS RELATED TO NSPs

4.1 UJ approved definitions and concepts

The following section was copied from the approved UJ Academic Regulations 2026 (<https://www.uj.ac.za/wp-content/uploads/2025/12/academic-regulations-2026.pdf>). The definitions and concepts apply to the UJ context and apply to all subsidised and non-subsidised programmes. **The numbering is in accordance with the UJ Academic Regulations.**

- 2.2.1 Unless the context requires otherwise, where acronyms, words and phrases are used in these Academic Regulations, they bear the meanings as assigned below, and other grammatical forms of the words or phrases have corresponding meanings. These definitions should also be read in conjunction with the relevant policies that address similar matters.
- 2.2.2 If any definition contains a substantive provision conferring rights or imposing obligations or duties on the University or any person, notwithstanding that it is only in the definition (or such other clause), effect shall be given to it as if it were a substantive provision in the body of these Academic Regulations.

NOTE: Only the definitions and concepts related to NSPs are highlighted in this section.

- 2.2.3 **Academic Misconduct** (refer also to all the relevant University policies and SOP standard operating procedures (SOP) documents) has the meaning ascribed to it in the Policy on Academic Misconduct, as amended from time to time. Academic misconduct does not include honest errors or differences of opinion. Academic misconduct broadly refers to:
- Cheating**, which means any activity that contravenes or subverts academic rules or regulations with the intention of gaining an unfair academic advantage. For this Policy on Academic Misconduct, the term cheating is used within the context of teaching and learning activities and excludes fabrication, falsification and plagiarism below.
 - Collusion**, which refers to unauthorised collaboration between students and/or staff (sharing or copying of work) or passing of the work of a group as one's own. Collusion includes receiving, providing, or passing of the work of another person, a professional agency or electronically generated content as one's own.
 - Fabrication**, which includes but is not limited to the invention of data or results and the recording or reporting of them.
 - Falsification**, which includes but is not limited to the manipulation of research materials, equipment or processes, or changing or omitting data or results such that the data or results are not accurately represented in the research record.

- (e) Unethical use of **generative artificial intelligence (AI)**, which means AI capable of generating new content (such as text, image or video content) from data it has learned from.
- (f) **Plagiarism**, which is the appropriation of another person's ideas, processes, results, presentations, words or any compilation of such (whether published or unpublished) without appropriate credit through recognised methods of referencing. Plagiarism also includes the use of substantive text, images, or other outputs generated through artificial intelligence applications without declaration. The use of one's own work without appropriate referencing constitutes a form of plagiarism (i.e., self-plagiarism). Plagiarism further includes paraphrasing the work of others by selectively altering words or phrases, changing the order of words, or closely following the structure of one or more arguments, even if the original source is cited through a recognised method of referencing.
Note: where any reference to "plagiarism" is used, it should not be confused with the assignment and transfer of intellectual property rights set out in the Student Agreement and the University's Policy on Intellectual Property. Please refer to those sources for further information.
- (g) Any other act committed with the intention to misrepresent, defraud or subvert the standard academic processes involved in teaching and learning, assessment and research.

2.2.4 **Admission and Selection Policy** means the policy of the University in terms of Section 37 of the Higher Education Act, which creates a legally binding framework for determining admission requirements and selection procedures for holders of qualifications that provide them with entrance to the range of qualifications offered by the University.

2.2.5 **Academic Regulations (AR)** means the regulations contained in this document.

- (a) **Faculty Rules and Regulations** mean the compilation of the specific rules that apply to the faculty and include programme and departmental specific regulations.

2.2.6 **Appeal** in respect of an academic decision by a student means an earnest and formal request made in accordance with the provisions of the Academic Regulations to reconsider such a decision.

2.2.7 **Assessment** means the process by which evidence is gathered, and academic judgments are made about students' performance in relation to agreed and defined criteria.

- (a) **Assessment criteria** mean the clear and transparent expression of requirements against which the student's performance is assessed, as derived from the learning outcomes.
- (b) **Assessment methods** refer to the activities in which an assessor engages to determine student competence, for example, observation (observing students while carrying out a task), document review (evaluating a product submitted by a student, such as an artefact or portfolio of evidence) and the assessment of oral or written questions.
- (c) **Assessment opportunity** refers to an assessment that provides students with the opportunity to provide evidence of their knowledge and skills. The opportunity may be scheduled and supervised or not, and the specific date when the evidence should be submitted is predetermined.
- (d) **Continuous assessment** means assessment conducted continuously throughout the learning experience and includes formative and summative assessment opportunities. It is carried out at any of the predetermined points of the total learning experience. These consecutive assessment opportunities, which include a variety of assessment methods, have predetermined weightings and include the assessment of all the outcomes within the module. All assessments (including the final summative) contribute to the final pass/fail mark of the student. The Learning Guide for

each module contains outcomes and predetermined assessment weightings as approved by the Faculty Board.

- (e) **Formative assessment** means assessment for learning, which is conducted throughout the student's learning journey to give early indications of what and how effectively students are learning, as well as their strengths and weaknesses. Formative assessment, which may or may not carry a mark, is often used as a diagnostic tool, as it provides information to make real-time improvements in teaching methods, learning support materials and activities.
- (f) **Summative assessment** is an assessment that contributes to the final mark of a module. Summative assessments are evaluations of learning and may include a variety of assessment methods as contained in the Learning Guide. The purpose of summative assessment is to evaluate the student's achievement of the outcomes, i.e. establish evidence of learning regardless of the mode of provisioning.
- (g) **Special assessment opportunity** means a further assessment opportunity equivalent to the original assessment opportunity aimed at accommodating students who could not be assessed during the original assessment opportunity.
- (i) **Supplementary assessment opportunity** means an assessment that supplements the original assessment granted to students. Admission to this assessment opportunity is based on the results of the original assessment opportunity, and final marks above 50% are typically capped at a pass mark of 50%.

2.2.8 **Certificate and/or Digital Certificate** means a document that is issued as evidence of compliance with the requirements of subsidised and non-subsidised whole or short learning programmes.

2.2.10 **Department/School** means a substructure that forms part of a faculty.

2.2.12 **External assessor** means an independent expert assessor (examiner), not affiliated in any other way or acting in any other capacity for or at the University.

2.2.13 **Faculty-specific assessment** means opportunities, such as continuous assessments, which are determined by academic departments and approved by the Faculty Board.

2.2.14 **Faculty** means the primary academic structure for a planned cluster of academic learning and research programmes and qualifications, its substructures as approved by Council, and the employees who perform functions in the academic structure. "Faculty" includes the CBE and the JBS.

(a) **College** refers to the College of Business and Economics.

(b) **JBS** refers to the Johannesburg Business School.

2.2.24 **Marks** means the following in the defined contexts:

- (a) **Final mark** means a mark calculated according to a prescribed ratio/proportion and/or weighting per programme of the (1) the final period/semester/year mark and (2) the mark of the last summative assessment opportunity, determined by the Faculty Board.
- (b) **Final period/semester/year mark** means the mark obtained from summative assessments, and, where applicable and communicated as such in learning guides, formative assessments.

2.2.25 **Moderator** means a competent internal or external assessor who is familiar with the module/programme content and who ensures that the assessment standard and practice(s) in a module or academic programme meet national and institutional requirements.

- (a) **Internal Moderator** means an academic employee(s) of the University who is nominated by the University to moderate the assessment of a specific module.
- (b) **External Moderator** means an independent subject-field expert who is not an employee of the University and who is officially appointed by the University to moderate the assessment of a module.

2.2.26 **Modes of delivery at UJ**

- (a) **Contact learning** means learning that takes place when students and lecturers are required to be together in the same place at the same time (for example, in lectures, laboratories, tutorials, practical sessions, etc.). Contact learning may include blended components. Contact learning may be supported or supplemented by methods or technologies that do not require students and lecturers to be in the same place at the same time, such as online learning management systems.
- (c) **Distance learning** is not dependent on the student and the lecturer being in the same place, at the same time, for teaching and learning to take place. Distance learning takes numerous forms, from paper-based correspondence to fully online learning, teaching and assessment. Online Distance Education (ODE) (fully online) learning can be synchronous (lecturer and students present in the same virtual room at a designated time) or asynchronous (meaning that students can access lecture material at any time). At UJ, all distance learning is fully online. ODE programmes must be equivalent to on-campus contact programmes in terms of admission criteria, credits, overall workload, and overall module outcomes (i.e. online modules are of equivalent standard as contact modules). ODE programmes can also be offered in a carousel model. See the UJ Policy on Online Distance Education.
 - i. **The carousel model** allows students multiple registration opportunities for modules during the academic year. The purpose is to allow students to register for a module in the carousel sequence depending on their needs and circumstances. This might result in accelerated completion or could allow a student additional time to complete a qualification.

2.2.27 **Module** is a learning component (building block) within a programme of study towards a qualification, and means the following in the defined context:

- (a) **Compulsory module** is a module that students must register for as part of a particular programme and whose outcomes must be achieved successfully before a qualification can be awarded.
- (b) **Co-requisite module** means a module that a student must enrol in at the same time as, or in some cases before, enrolling in the desired module.
- (c) **Couplet module** is a first-semester module followed by a second-semester module where the content of the second-semester module is dependent on the content of the first-semester module. Passing the second-semester module is subject to a minimum **summative** examination assessment mark, as well as a minimum final mark of at least 40% obtained for the first-semester module. Students will not be permitted to progress to the second-semester module if the requirement of 40% for the first-semester module is not met.

- (d) **An elective module** is any module that can be exchanged for another module as provided for in the programme.
- (e) **Prerequisite module** means a module that a student must pass before continuing with the more advanced module.
- (f) **40% Prerequisite module** is a module where the student must obtain at least 40% to continue with the following module.
- (g) **Semester module** is a module that extends over one semester (approximately 14 academic weeks) as reflected in the academic calendar approved by Senate.
- (h) **Semester module spread over a year** is a module that has half the credits of a year module but is presented over the course of a year. A minimum half-year mark of 40% is required (in June) to continue with the module in the second semester.
- (i) **Term module** is a module that extends over one term (approximately seven academic weeks) within a particular semester, as reflected in the academic calendar as approved by Senate.
- (j) **Year module** is a module that extends over two semesters (approximately 28 academic weeks) as reflected in the academic calendar of a particular calendar year, as approved by Senate.
- (k) **Major module** means a defined set of modules in each year of study that is taken to the third-year level, all relating to a single discipline.
- (l) **Exit-level module** refers to a module in a qualification that is at the same level as the qualification's NQF level (e.g. Business Management 3 is at NQF Level 7 in BCom Marketing Management, which is also at NQF Level 7).

2.2.30 **National Qualifications Framework (NQF)** means the national structure within which all qualifications are registered by the South African Qualifications Authority (SAQA). The first NQF had 8 levels and was replaced by the 10-level NQF in 2008. Higher education qualifications are pegged at Levels 5 to 10.

Table 1: NQF Levels as contained in the HEQSF, apply to qualifications from 2009 onwards

NQF Level	Qualification type/name	Minimum total credits
10	Doctoral Degree Doctoral Degree (Professional)	360 (Min. credits at Level 10 → 360)
9	Master's Degree Master's Degree (Professional)	180 (Min. credits at Level 9 → 120)
8	Bachelor's Honours Degree	120 (Min. credits at Level 8 → 120)
	Postgraduate Diploma	120 (Min. credits at Level 8 → 120)
	Professional Bachelor's Degree	480 (Min. credits at Level 8 → 120)
7	Bachelor's Degree	360 (Min. credits at Level 7 → 120)
	Advanced Diploma	120 (Min. credits at Level 7 → 120)
6	Diploma	360 (Min. credits at Level 6 → 120) 240 (Min. credits at Level 6 → 120)
	Advanced Certificate	120 (Min. credits at Level 6 → 120)
5	Higher Certificate	120 (Min. credits at Level 5 → 120)

2.2.31 **Online invigilation** is used to ensure the integrity of online assessments. Invigilation software is used to authenticate and verify student identity. Electronic invigilation ensures that the student completes an assessment without receiving additional, outside or unauthorised assistance.

2.2.32 **Outcomes** mean demonstrating relevant abilities or competencies (including knowledge, skills, aptitudes and values).

2.2.35 **Programme** means a purposeful and structured set of learning experiences designed to enable the student to achieve a defined set of outcomes

- (a) **Duration of a programme** means the minimum study period for which students must be registered for a particular programme to qualify for the qualification after they have completed all the prescribed modules.
- (b) **Programme group** means several programmes with the same focus or field of specialisation.
- (c) **Programme title** means the name of a qualification with or without a qualifier, for example, Bachelor of Arts in Development Studies or BA (Development Studies), Bachelor of Engineering in Mechanical Engineering or BEng (Mechanical Engineering); and Bachelor of Law or LLB. Note that naming conventions are set by the HEQSF.
- (d) **Purpose of a programme** means the value of a programme to students and society and reflects the outcomes.

2.2.36 **Types of Programmes** offered:

- (a) **Learning programmes** which lead to a qualification comprise a set of credit-bearing modules at NQF levels as prescribed by the HEQSF and can be either subsidised or non-subsidised. These programmes are externally approved, accredited by the HEQC, and registered on the HEQSF by SAQA. Successful completion leads to the award of a formal qualification as set out in the HEQSF.
- (b) **Extended curriculum programme** means an undergraduate diploma or degree incorporating substantial foundational work/provision that is additional to the coursework prescribed for the regular programme. The foundational work/provision is equivalent to one or two semesters of full-time study, designed to articulate effectively with the regular elements of the programme, and planned, scheduled and regulated as an integral part of the programme.
- (c) **Whole programme** means an approved, HEQC-accredited programme registered on the HEQSF by SAQA, comprising at least 120 or more NQF credits and extending over a period of one year or more, as set out in the HEQSF.
- (d) **Short Learning Programme (SLP)** is an institution-approved learning programme, which can be either non-credit-bearing or credit-bearing towards an accredited UJ-qualification. An SLP must comprise fewer than 120 NQF credits and must be less than one year. SLPs are not registered on the NQF and do not lead to a qualification.
 - (i) **Credit-bearing SLP** means the SLP is a module(s) in a HEQC-accredited qualification. On completion of the SLP, the student may apply for and obtain exemption/credit for the specific module in the CHE-accredited qualification, subject to the HEQSF credit accumulation and transfer rules and the University's rules and regulations about the expiry of modules.
 - (ii) **Non-credit bearing SLP** means that the SLP is not linked to a module(s) in a CHE HEQC-accredited qualification. As a result, a non-credit-bearing SLP may not have credits or an NQF level. The certificate issued upon completion will not reflect any credits or NQF level.
- (e) **Bridging Programmes** are learning programmes approved by Senate for admission to another, subsequent programme for which the candidate does not meet the admission

requirements. Successful completion of a bridging programme, or completion at a specified level of competence, makes the candidate eligible for admission to another programme, subject to UJ and Faculty Rules and Regulations.

- 2.2.38 **Qualification** means the formal recognition and certification of learning outcomes by an accredited provider as reflected in the HEQSF. Qualifications are conferred and awarded by the provider and are subsidised or non-subsidised for the whole programme. All qualifications have a nationally prescribed minimum completion time. Maximum completion times are determined by the University. At UJ, qualifications may be offered either part-time or full-time. Part-time study allows for a longer duration to complete the qualification.
- 2.2.40 **Recognition of Prior Learning (RPL)** means the recognition, formal acknowledgement of learning acquired through formal, non-formal and informal education, including work experience, in-service training, self-study or life experience such as voluntary or community work, as further detailed in the Policy on Recognition of Prior Learning.
- 2.3.41 **Rules** refer to institutional rules, policies, disciplinary measures and discipline provisions, and codes of conduct issued by Council, Senate or any other body or functionary authorised to do so by the Council within the University.
- 2.2.42 **Rules of admission** refer to the minimum requirements for access to a module or programme.
- 2.2.43 **Rules of combination** mean the requirements for the combination or succession of modules in a programme (e.g. a student having to pass Chemistry 1A to gain access to Chemistry 1B).
- 2.2.44 **Study year** means the academic level of the year of study; for example, first year, second year or third year of a particular programme.
- 2.2.48 **Student** means a student registered for a qualification or programme, and includes, depending on the context, a former student, international student, or a student who is conditionally registered or pre-registered. For this document, prospective students are referred to as applicants.
- (a) **Full-time student** means a student for whom study is the main activity and who is allowed to register for the total specified credits for a year of study in accordance with the minimum study period for the qualification.
- (b) **Part-time student** means a student who works for more than 20 hours per week, and study is not their main activity. For part-time students, the specified minimum credits for a year of study are spread over more than one year, and the student may register for fewer credits than the full-time minimum. As a result, the part-time student will complete the qualification in a longer period.

15. SPECIFIC ACADEMIC REGULATIONS APPLICABLE TO NON-SUBSIDISED WHOLE PROGRAMMES AND SHORT LEARNING PROGRAMMES

15.1 Application and approval

- 15.1.1 There are specific provisions relating to the offering of non-subsidised whole programmes and short learning programmes. Non-subsidised whole programmes and short learning programmes are institutionally approved by either Senex or Senate, subject to the relevant CHE Communiqué. For non-subsidised whole programmes, CHE accreditation and SAQA registration are a regulatory requirement.
- 15.1.2 The University may only offer non-subsidised whole programmes and short learning programmes on NQF Level 5 and higher. Exceptions to this rule will apply only under exceptional circumstances on NQF Level 4 (in discussion with the Registrar and Executive Dean) and must be approved by Senate or a relevant sub-committee.

- 15.1.3 All non-subsidised programmes are offered subject to adequate:
- (a) academic capacity within the academic department and financial viability;
 - (b) academic quality control by the respective academic department and the Faculty Board;
 - (c) lecturing venue capacity, for contact mode, on the campus where the proposed academic programme is offered; and
 - (d) approval by the Faculty Board on recommendation by the Programme Working Group, via Senex for Senate approval.
- 15.1.4 The process of an application for, and the offering of, a non-subsidised programme is in accordance with:
- (a) the procedure (completion of the approved prescribed form(s)) that has been approved by Senex and Senate; and
 - (b) the Policy on the Regulation of Secondary Income-Generating Activities that Supplement an Employee's Income and the Academic Programme Policy.
- 15.1.5 A non-subsidised whole programme may only be offered in exceptional cases as approved by Senate, subject to CHE accreditation and SAQA registration.

15.2 Accountability

- 15.2.1 The HFA is accountable for the academic administration of all non-subsidised programmes offered by a faculty.
- 15.2.2 The designated Vice-Dean (Teaching and Learning) is accountable for the quality of the academic offering and academic administration of all non-subsidised programmes.

15.3 Admission

- 15.3.1 For admission to non-subsidised whole programmes, applicants must have successfully applied to the relevant faculty according to the Senate-approved admission requirements unique to each approved programme.
- 15.3.2 Students who successfully complete programmes are not entitled to automatic access to any other programme offered by the University. Admission decisions for students are dealt with in accordance with programme requirements and selection criteria as determined by the relevant Faculty Board, approved by Senate and contained in the Faculty Rules and Regulations.

15.4 Registration

- 15.4.1 Students register for a non-subsidised programme in accordance with faculty-specific procedures.
- 15.4.2 The information is captured on the University's student data system.

15.5 Assessment

All credit-bearing programmes are assessed in accordance with the University's Assessment Policy and Procedures. Assessment results must be captured on the University's student data system.

15.6 Graduation and certification

- 15.6.1 Certification of compliance with the requirements of the non-subsidised programme is in accordance with the University's Academic Certification Policy.
- 15.6.2 Only students who have fully met the requirements of the non-subsidised programme may be issued a certificate.

15.6.3 Non-subsidised whole programmes with a credit value of 240 NQF credits or more are conferred at the University's graduation ceremonies in accordance with UJ Graduation Policies and Procedure.

16.6.4 Students who complete non-subsidised whole programmes generating fewer than 240 NQF credits may be invited to a faculty certificate ceremony at the discretion of the faculty concerned.

16. COPYRIGHT

16.1 Generally, all intellectual property is dealt with in terms of the Student Agreement and the Policy on Intellectual Property. This includes, but is not limited to, any copyright created, generated or otherwise produced by a student, or where a student assisted in the creation of any copyright whilst a student at the University.

16.2 Copyright of all programmes vests and is the sole and exclusive property of the University. This includes, but is not limited to, the programme design, curriculum, study material and the assessment material of each programme.

14.2 Unpacking the layout of the NSPs presented in this yearbook

The layout of all the NSPs that are offered by the CBE in 2026 is presented as follows in the yearbook.

1. There is a general introductory section to the NSP yearbook (this is the current section that you are reading).
2. Each Department's NSPs are presented separately.
3. All the NSPs are divided into the following categories (type of NSP):
 - Bridging Programmes
 - Whole Programmes
 - Credit-bearing Short Learning Programmes
 - Non-credit-bearing Short Learning Programmes
4. For each NSP, the following information will be provided:

Code	<i>Each NSP will have its own unique code for internal UJ purposes</i>	NQF level	<i>The level on which the NSP is pitched - it refers to the level of cognitive complexity at which the SLP is offered. – refer to Table 1 on page</i>
Mode of offering	<i>This will either be contact or distance mode</i>	Credits	<i>The agreed estimate of the learning time it will take a student to meet the outcomes identified. 1 Credit is equal to 10 notional hours of study. Credits require that you balance how much with how difficult it is to master. A module with fewer credits usually means less work, while a high-credit module requires more hours—not just because there's more material, but also because it may be more complex.</i>

Site of delivery	If it is contact mode, the site where the NSP will be presented will be provided: • APB: Auckland Park Bunting Road Campus • APK: Auckland Park Kingsway Campus • DFC: Doornfontein Campus • SWC: Soweto Campus • JBS: Johannesburg Business School • Off-site: Not on the UJ campus – normally at a client's premises	Certification	There are three types of NSP certifications: • Attendance-based – normally, these NSPs will be short, and no assessment is required. A certain percentage of attendance time is normally a prerequisite for receiving an attendance-based certificate. • Competency-based credit-bearing certificate – The candidate must demonstrate that certain skills and knowledge have been acquired. The NSP carries credits that are registered on the NQF level, whereby a student can obtain credits for a formal UJ qualification. A document stating that a student has successfully completed the NSP, indicating the number of credits obtained on a specific NQF level. • Competency-based non-credit-bearing certificate – The candidate still needs to demonstrate that certain skills and knowledge have been obtained, but there are no formal credits that will be obtained towards a formal qualification. A document stating that the student has attended or completed an SLP and has met the attendance or other requirements as pre-determined.
Duration	This will give an indication of the time of the NSP, which can range from one day to a full year.		
Relationship with other UJ modules/ qualifications	This refers to how a particular course, module, or qualification connects to, depends on, or builds upon other educational components. It includes e.g. prerequisites or how a qualification or module relates to other programmes, and if credits can be transferred.		
Articulation with subsidised UJ programmes	Articulation refers to the less traditional processes and pathways through which students may move between programmes and qualification types. It is generally associated with the provision of opportunities to bridge the knowledge/skills gap between the level of the programme of origin and the destination programme.		
Admission requirements	The admission requirements mean the specific qualifications and criteria that an applicant must meet to be considered for acceptance into a programme. This is not always a formal qualification, but can also be certain knowledge, understanding and cognitive, professional and general skills required in order to undertake the learning required in the NSP.		

Purpose of the programme

It is a clear, concise declaration that explains the main goal, intent, or reason for the NSP's existence. It describes the rationale of the programme, what knowledge, skills and competencies the student will gain, and for whom the programme is intended. It answers, "Why does this exist?" or "What is this meant to achieve?"

Programme content

Programme content refers to the specific modules, courses, and topics that make up the NSP. It outlines what will be taught and learned throughout the program to achieve the stated learning outcomes and programme requirements.

SEMESTER MODULES			
FIRST SEMESTER		SECOND SEMESTER	
States if the module will be presented in the first or second semester – the first semester is normally from February to June, and the second semester from July to November			
MODULE NAME	MODULE CODE	MODULE NAME	MODULE CODE
The specific module/s that address the content of the NSP.	Internal UJ code for each module		

Learning activities

ACTIVITY	HOURS	CREDITS
Contact time <i>Refers to hours of face-to-face contact time or online distance learning time.</i>		
Work-based learning <i>Practical experience/application in the workplace.</i>		
Independent learning <i>e.g. reading time, interacting with learning material, completing online activities, asynchronous learning activities.</i>		
Preparation for and completion of assessments <i>Time that is allocated to prepare for and complete the various forms of assessment required for the NSP.</i>		
Student support <i>e.g. tutorial, online support, additional learning material, consultations</i>		
Other <i>Any additional learning activities not addressed above</i>		
TOTAL HOURS		
TOTAL NUMBER OF CREDITS		

Assessment

Describe how progress will be monitored during the offering of the NSP (formative assessment) and how competence will be determined at the end of the NSP (summative assessment). It will include a description of the assessment methods that will be used (e.g., tests, written exam, portfolios, assignments, practical work). It can also refer to the weighting of summative assessment (e.g., programme work - 40%, written examination – 40%, case study 20%) and pass requirements.

Modules and outcomes

Details will be provided on the various module/s that form part of the NSP.

Module name	Specific name of the module	Module code	Unique UJ code for the module
Purpose	Gives an indication of the content and overall goal of the module – what needs to be achieved at the end of the module.		
Outcomes	Students should be able to:		
	Learning outcomes are the specific intentions of a module, written in specific terms. They describe what a student should know, understand or be able to do at the end of a module. The level of difficulty will be in line with the NQF level.		
Calculation criteria	Explains how the students' marks are calculated and what is required to pass the module. (also referred to as calculation criteria). There are four different types of calculation criteria (only the code will be provided at each module description); unless there is a different percentage distribution, it will be stated as such.		
	Code	Description	Explanation
	SH	Semester module	To write your summative assessment: You need a semester mark of 40% How your final mark is calculated: Your semester mark (50%) + summative assessment mark (50%) = final mark To pass the module: You need a minimum of 40% in your summative assessment and a minimum of 50% for your final mark. If you don't pass the first time: You can get a supplementary summative assessment if: Your final mark is between 40-49% OR you did not achieve a final mark of 50% but had a semester mark of 60%. For the supplementary summative assessment: Same rules apply - you need 40% in the supplementary summative assessment, and 50% as your final mark. Important: Your final mark after a supplementary summative assessment can't go higher than 50% (it is capped at 50%).
	JH	Year module	To continue to the second semester: You need a half-year/progress mark of 40%. To write your final summative assessment: You need a final period/year mark of 40%. How your final mark is calculated: Your final period/year mark (50%) + summative assessment mark (50%) = final mark To pass the module: You need a minimum of 40% in your summative assessment and a minimum of 50% as your final mark. If you don't pass the first time: You can get a supplementary summative assessment if: Your final mark is between 40-49%, or you did not achieve a final mark of 50% but had a final period/year mark of 60%. For the supplementary summative assessment: Same rules apply - you need 40% in the supplementary summative assessment, and 50% as your final mark.

			• Important: Your final mark after a supplementary summative assessment can't go higher than 50% (it is capped at 50%).
	CE	Continuous Evaluation modules	These modules don't have a final summative assessment - everything is based on assignments and tests throughout the semester/year. • No final summative assessment opportunity: Your final mark comes entirely from assignments, tests, and projects throughout the semester. • To pass: You need a final mark of 50% from all your continuous assessments. • Supplementary work: Some assessments might offer an opportunity to resubmit work if you get at least 40% originally. This will be communicated at the start of the semester/year. • Important: Any supplementary/resubmission work is capped at 50%.
	KK	Couplet or two-semester linked modules	First Semester: • To write your first summative assessment: You need a semester mark of 40%. • To continue to the second semester: You need a mark of 40% for both the summative assessment and the semester. • How your final mark is calculated: Your semester mark (50%) + summative assessment mark (50%) = final mark. Second Semester: • To write your summative assessment: You need a semester mark of 40%. • To receive a credit for both modules: You must pass the second semester module AND have an average of 50% across both semesters. If you don't pass the first time: • You can get a supplementary summative assessment if: Your final mark is 40-49% or you did not achieve a final mark of 50% but had a final period/year mark of 60%. • For the supplementary summative assessment: Same rules apply – you need 40% in the supplementary summative assessment, and 50% as your final mark. • Important: Your final mark after a supplementary summative assessment can't go higher than 50% (it is capped at 50%).

14.3 Other important aspects regarding NSPs

14.3.1 All NSPs will only be offered if the minimum target for presentation is met.

14.3.2 Moderation of all NSPs is done internally by subject matter experts according to UJ policy unless otherwise specified.

5. LIST OF ABBREVIATIONS

APB	Auckland Park Bunting Road Campus
APK	Auckland Park Kingsway Campus
APS	Admission Point Score
AR	Academic Regulation
CAA	Central Academic Administration
CBE	College of Business and Economics
CEP	Continuing Education Programme
CHE	Council on Higher Education
CPD	Continuous Professional Development
DFC	Doornfontein Campus
DHET	Department of Higher Education and Training
EM	Examination Mark
FM	Final Mark
FO	Final Opportunity
HFA	Head of Faculty Administration
HEQSF	Higher Education Qualifications Sub-Framework
HOD	Head of Department
ID	Identity Document (card)/Refugee Identity Documents
JBS	Johannesburg Business School
LMS	Learning Management System
NASCA	National Senior Certificate for Adults
NBT	National Benchmark Test
NCV	National Certificate Vocational
NSP	Non-Subsidised Programme
NQF	National Qualifications Framework
NSC	National Senior Certificate
ODE	Online Distance Education
PG	Postgraduate
PQM	Programme Qualification Mix
RPL	Recognition of Prior Learning
SAQA	South African Qualifications Authority
SC(A)	Senior Certificate (Amended)
SLP	Short Learning Programme
SM	Semester Mark
SWC	Soweto Campus
WIE	Work-integrated Education
WIL	Work-integrated Learning
UG	Undergraduate
UJ	University of Johannesburg

**NSPs OFFERED IN THE SCHOOL OF ACCOUNTING
DEPARTMENT OF ACCOUNTANCY**

6.	NSPs offered in the School of Accounting – Department of Accountancy	CONTACT	DISTANCE	PAGE
6.1	Bridging Programmes			
6.1.1	Bridging Programme in Accountancy	X		6.2
6.1.2	Bridging Programme in Financial Management	X		6.5
6.1.3	Bridging Programme in Theory of Accounting	X		6.9
6.2	Whole Programmes			6.15
6.2.1	Bachelor of Commerce in Accounting		X	6.15
6.3	Credit-bearing Short Learning Programmes			
6.3.1	Corporate Governance		X	6.33
6.3.2	Introduction to Taxation		X	6.35
6.3.3	Taxation 1		X	6.37
6.3.4	Taxation 2		X	6.39
6.4	Non-credit-bearing Short Learning Programmes			
6.4.1	4IR Ethics for Accountants		X	6.41
6.4.2	4IR Ethics for Professionals in Business		X	6.42
6.4.3	4IR Perspectives for Accountants		X	6.44
6.4.4	4IR Perspectives for Professionals in Business		X	6.45
6.4.5	An Introduction to Blockchain Technology for Accountants		X	6.47
6.4.6	An Introduction to Blockchain Technology for Professionals in Business		X	6.48
6.4.7	Artificial Intelligence: Perspectives for Accountants		X	6.50
6.4.8	Artificial Intelligence: Perspectives for Professionals in Business		X	6.51
6.4.9	Enhancing Audit Committee Effectiveness	X		6.53
6.4.10	Integrated Reporting for Professionals in Business		X	6.54
6.4.11	CIMA Management Level Financial Leadership Programme (FLP™)		X	6.56
6.4.12	CIMA Operational Level Financial Leadership Programme (FLP™)		X	6.58
6.4.13	CIMA Strategic Level Financial Leadership Programme (FLP™)		X	6.60
6.4.14	Corporate Governance		X	6.63

6.1 Bridging Programmes

Take note that all bridging programmes are non-credit-bearing.

6.1.1 BRIDGING PROGRAMME IN ACCOUNTANCY

Code	S34PCQ	NQF level	7
Mode of offering	Contact during working hours	Credits	0
Site of delivery	APK	Certification	Competency based
Duration	Year modules offered from February to November, full-time programme 3-hour sessions Mondays to Thursdays		
Relationship with other UJ modules/ qualifications	- This short learning programme provides bridging between commerce degrees and UJ's Bachelor of Commerce Honours programmes in Accountancy, Taxation or Internal Auditing for students who do not meet the entry requirements of such honour's programmes. - After successful completion of the programme, students who also meet the applicable minimum entry requirements will be considered for certain honours programmes offered by the Department of Accountancy.		
Articulation with subsidised UJ programmes	Students will receive no credits towards the completion of subsidised UJ programmes.		
Admission requirements	UJ students – Bachelor of Accounting or BCom (Accounting) degree: - students must have previously passed Accounting 300. OR - students must have previously passed Accounting 3A and Accounting 3B. Non-UJ students and UJ students who do not hold a BCom (Accounting) degree: - a completed degree that is Higher Education Quality Committee (HEQC) accredited; and - appropriate background and prior knowledge (typically on NQF level 7) for Accounting 3A and 3B, Auditing 3A and 3B and Taxation 3A and 3B. - Must have passed Mathematics (not Mathematics Literacy) with an APS score of 4 (50%) or more. Diploma Students: - The Department of Accounting has developed a subsidised Advanced Diploma in Accountancy that provides students in possession of an appropriate National Diploma or Diploma an opportunity to articulate into an honour's degree. - For more information on this advanced diploma, refer to the CBE Undergraduate Yearbook on the UJ website.		

Purpose of the programme

The purpose of this bridging programme is to provide degree students with a strong and academically sound knowledge of International Financial Reporting Standards, governance and control, and taxation for students who do not adhere to the strict admission criteria of UJ's Bachelor of Commerce Honours programmes in Accountancy, or in Taxation or in Internal Auditing so that they may pursue post-graduate studies to ultimately qualify as professional accountants, tax consultants or internal auditors.

Programme content

YEAR MODULES			
MODULE NAME		MODULE CODE	
Accounting		S3PACQ1	
Auditing		S3PACQ2	
Taxation		S3PACQ3	
The following non-compulsory modules will be presented over the first or second half of the programme			
SEMESTER MODULES			
FIRST SEMESTER		SECOND SEMESTER	
MODULE NAME	MODULE CODE	MODULE NAME	MODULE CODE
Financial Numeracy	S3PACQ4	Business Ethics and Citizenship	S3PACQ5

Learning activities

ACTIVITY	HOURS	CREDITS
Contact time	336	-
Work-based learning	-	-
Independent learning (e.g. reading time, interacting with learning material, completing online activities, asynchronous learning activities)	269	-
Preparation for and completion of assessments	67	-
Student support (e.g. tutorial, online support, additional learning material)	-	-
Other	-	-
TOTAL HOURS	672	-
TOTAL NUMBER OF CREDITS	-	-

Assessment

Formative assessments are in the form of tests and examinations, which are divided into theory and application components.

Modules and outcomes

Module name	Accounting	Module code	S3PACQ1
Purpose	- The purpose of this module is to develop students' skills in applying accounting principles based on the International Financial Reporting Standards. The student should, after completing the module, be competent in understanding the relevant accounting principles, performing calculations based on their understanding, as well as pertinent accounting disclosure transactions. - The following International Financial Reporting Standards and Interpretations are dealt with on an advanced level in this module: Conceptual Framework, IAS 1; IAS 8; IAS 10; IAS 12; IAS 16; IAS 17; IAS 18; IAS 19; IAS 21; IAS 23; IAS 27; IAS 28; IAS 31; IAS 32; IAS 33; IAS 36; IAS 3; IAS 39; IAS 40, and IFRS 3.		
Outcomes	Students should be able to: - discuss the accounting treatment of integrated and advanced practical case studies, as well as present and disclose integrated accounting transactions in the statement of comprehensive income, statement of changes in equity and statement of financial position in accordance with International Financial Reporting Standards and/or Interpretations; and - present and disclose integrated accounting transactions in the consolidated statement of comprehensive income, statement of changes in equity and statement of financial position for the different investment types.		

Calculation criteria	SH

Module name	Auditing	Module code	S3PACQ2
Purpose	The purpose of this module is to provide the students with a strong and academically sound understanding of governance and control of organisations. The student should, after completing the module, be competent in understanding the relevant governance and control principles and applying them to given practical scenarios.		
Outcomes	Students should be able to:		
	• discuss the governance of companies in integrated and advanced practical case studies; and • discuss the controls within companies in integrated and advanced practical case studies.		
Calculation criteria	SH		

Module name	Business Ethics and Citizenship	Module code	S3PACQ5
Purpose	The purpose of this module is to introduce the concepts of ethics and the role of ethics within a business environment to students. The module also encourages students to work together in groups, enforcing the principles of teamwork and time management.		
Outcomes	Students should be able to:		
	• discuss the concept of citizenship; • explain ethical dimensions of business in the context of cultural diversity; • use ethical decision-making strategies; • discuss large-scale socio-economic, ethical issues relevant to business and professional practice; • discuss the impact that HIV/AIDS has on the South African business landscape; • discuss ethical issues surrounding HIV/AIDS in the workplace; • apply knowledge of managing the ethical dimension in organisations; • discuss the nature of professionalism; • identify the purpose, structure and contents of selected codes of ethics; • apply knowledge of ethical issues in the accounting profession; • effectively communicate in writing by means of reports, memorandums and business letters and verbally by being able to give a business presentation and conduct a formal meeting; and • apply the concepts of teamwork and effective time management through completion of the group project.		
Calculation criteria	SH		

Module name	Financial Numeracy	Module code	S3PACQ4
Purpose	The purpose of this module is to develop students' mathematical skills to prepare them for the use of the principles within the other core modules. Basic introduction to mathematical topics is introduced in the fields of Algebra and Financial Numeracy, and a few applications of these mathematical topics in Accounting.		
Outcomes	Students should be able to:		
	• accurately perform calculations in algebra and financial mathematics; • logically resolve problems using the skills that they have acquired; and • correctly state all the formulas and techniques that they have learnt.		
Calculation criteria	SK		

Module name	Taxation	Module code	S3PACQ3
Purpose	The purpose of this module is to provide students with knowledge of fundamental concepts of taxation and how to apply the principles of the South African Tax Act.		
Outcomes	Students should be able to:		
	- discuss the principles of taxation of companies in integrated and advanced practical case studies; and - discuss the principles of taxation of individuals in integrated and advanced practical case studies.		
Calculation criteria	SH		

6.1.2 BRIDGING PROGRAMME IN FINANCIAL MANAGEMENT

Code	S34FMQ	NQF level	7
Mode of offering	Contact during working hours	Credits	0
Site of delivery	APK	Certification	Competency based
Duration	- Contact time: 4,5 hours per week over 14 weeks per semester - Months to complete: February to November		
Relationship with other UJ modules/ qualifications	- The UJ's long-term aim is to accept more students into the BComHons (Financial Management) programme and the Postgraduate Diploma (Financial Management) in the years ahead, as well as providing them with a better chance of completing their professional qualification. - This programme allows qualifying students to enrol for the Postgraduate Diploma and BComHons (Financial Management) mentioned above.		
Articulation with subsidised UJ programmes	Students will receive no credits towards the completion of subsidised UJ programmes.		
Admission requirements	- BCom (Accounting), BCom (Economics), BCom (Finance) or other relevant B-degrees or relevant BTech. - Applicants will be subjected to an internal selection process. - Diploma Students: The Advanced Diploma (Financial Management); the Advanced Diploma (Property Valuation), and Management provide students in possession of an appropriate National Diploma or Diploma an opportunity to articulate into an honours degree. More information on these advanced diplomas can be found in the CBE Undergraduate and Post-Graduate Yearbook.		

Purpose of the programme

The purpose of this bridging programme is to serve as a bridging programme into the BComHons (Financial Management) and the Postgraduate Diploma (Financial Management)

Programme content

SEMESTER MODULES			
FIRST SEMESTER		SECOND SEMESTER	
MODULE NAME	MODULE CODE	MODULE NAME	MODULE CODE
Financial Operations	S3PFMQ1	Financial Management	S3PFMQ4
Enterprise Operations	S3PFMQ7	Enterprise Management	S3PFMQ8
Performance Operations	S3PFMQ3	Performance Management	S3PFMQ6

Learning activities

ACTIVITY	HOURS	CREDITS
Contact time	126	-
Work-based learning	-	-
Independent learning (e.g. reading time, interacting with learning material, completing online activities, asynchronous learning activities)	354	-
Preparation for and completion of assessments	570	-
Student support (e.g. tutorial, online support, additional learning material)	-	-
Other	-	-
TOTAL HOURS	1050	-
TOTAL NUMBER OF CREDITS	-	-

Assessment

The methods of assessment will be aligned to the UJ academic regulations:

- Formative assessment opportunities consist of a combination of group and individual assignments and formal written assessment opportunities.
- Summative assessment opportunity consists of the last assessment opportunity.
- The assessment papers will have a combination of objective test questions, and/or short questions and/or case study questions.

Modules and outcomes

Module name	Financial Operations	Module code	S3PFMQ1
Purpose	The purpose of this module is to develop students' skills in the preparation of financial statements for a single company and consolidated financial statements for a simple group. Coverage of a wide range of international accounting standards is implicit in these objectives, as specified in the module's content. Similarly, understanding the regulatory and ethical context of financial reporting, covered in the module, is vital to ensuring that financial statements meet users' needs. Principles of taxation are included, not only to support accounting for taxes in financial statements, but also as a basis for examining the role of tax in financial analysis and decision-making within subsequent modules (i.e. Financial Management).		
Outcomes	Students should be able to: • explain the need for the regulation of the financial reporting information of companies, as well as the key elements of an ethical regulatory environment; • explain the types of taxes that can apply to incorporate businesses and potential administrative requirements; • explain fundamental concepts in international tax of incorporated businesses; • prepare corporate income tax calculations; • apply the accounting rules for current and deferred taxation; • explain the main elements of and key principles underpinning financial statements prepared in accordance with International Financial Reporting Standards; • apply the rules contained in International Financial Reporting Standards to generate appropriate accounting entries in respect of reporting performance, accounting for taxation, employee benefits, non-current assets, accounting for government grants, impairment, inventories, and events after the reporting period; • prepare the primary financial statements of an individual company incorporating accounting transactions and adjustments in accordance with relevant International Financial Reporting Standards (in relatively straightforward circumstances); and		

	prepare the consolidated statement of financial position and consolidated statement of comprehensive income in accordance with relevant International Financial Reporting Standards.
Calculation criteria	SH

Module name	Enterprise Operations	Module code	S3PFMQ7
Purpose	The purpose of this module is to focus on the operational structuring of organisations. The module is aimed at providing finance professionals with a fundamental understanding of organisational structure and principles underpinning the operational functions of the organisation, their efficient management, and effective interaction in enabling the organisation to achieve its strategic objectives. It lays the foundation for gaining further insight into both the immediate operating environment and the long-term strategic future of organisations.		
Outcomes	Students should be able to:		
	- discuss the different types of structures that an organisation may adopt; - explain relationships between internal and external sources of governance, regulation and professional behaviour; - discuss the purpose of the finance function and its relationships with other parts of the organisation; - explain how the finance function supports the organisation's strategies and operations; - demonstrate the purpose of the technology and information function and its relationships with other parts of the organisation; - explain how information systems support the organisation's strategies and operations; - demonstrate the purpose of the operations function and its relationships with other parts of the organisation; - apply tools and techniques of operations management and HR Management; - demonstrate the purpose of the marketing function and its relationships with other parts of the organisation; - apply tools and techniques to formulate the organisation's marketing strategies, including the collection, analysis and application of Big Data; and - demonstrate the purpose of the Human Resources (HR) function and its relationships with other parts of the organisation.		
Calculation criteria	SH		

Module name	Performance Operations	Module code	S3PFMQ3
Purpose	The purpose of this module is to develop students' skills in applying different cost accounting tools and techniques to generate information needed to evaluate and control present and projected performance. The student should, after completing the module, be competent in forecasting key variables and recognise the uncertainties attached to future events. The aim is for students to be able to apply these skills when preparing operational budgets and long-term project appraisals. The module will further aim to ensure that the successful student is competent in the management of working capital.		
Outcomes	Students should be able to:		
	- discuss the following costing methods and their results: - marginal, variable and absorption costing; - activity-based costing; and - standard costing. - explain the role of Material Requirement Planning (MRP) and enterprise resource planning (ERP) systems; - explain the role of environmental costing;		

	• explain the purpose of forecasts, plans and budgets; • prepare forecasts of financial results; • prepare and discuss budgets on forecasts; • discuss the principles that underlie the use of budgets for control; • analyse performance using budgets, recognising alternative approaches and sensitivity to variable factors; • explain concepts of cost and revenue relevant to pricing and product decisions; and • analyse short-term pricing and product decisions.
Calculation criteria	SH

Module name	Financial Management	Module code	S3PFMQ4
Purpose	The purpose of this module is to expand the scope of the Financial Operations module to more advanced topics in diplo (preparation of consolidated financial statements and applying accounting standards dealing with more complex areas) and to developments in external reporting. With the advanced level of financial accounting and reporting achievement in this module, the analysis and interpretation of financial statements become more meaningful, and this constitutes a substantial element of the module.		
Outcomes	Students should be able to:		
	• prepare the consolidated financial statements of a single group and the consolidated statements of financial position and comprehensive income for the group in relatively complex circumstances; • demonstrate the impact on the preparation of consolidated financial statements of certain complex group scenarios, including consolidating a foreign subsidiary; • discuss the provisions of relevant international accounting standards in respect of the recognition and measurement of revenue, leases, financial instruments, provisions, share-based payments, deferred taxation as well as construction contracts; • prepare the accounting entries, in accordance with relevant international accounting standards; • discuss the ethical selection and adoption of relevant accounting policies and accounting estimates; • evaluate the financial performance, financial position and financial adaptability of a company by preparing a ratio analysis from financial statements and supporting information; • calculate basic and diluted earnings per share; and • discuss contemporary developments in financial and non-financial reporting.		
Calculation criteria	SH		

Module name	Enterprise Management	Module code	S3PFMQ8
Purpose	The purpose of this module is to emphasise a holistic, integrated approach to managing organisations, from external and internal perspectives as applicable to management accountants. It builds on the understanding of organisational structuring gained from Enterprise Operations. It is centred on the concept of strategic financial management and how organisational strategy can be implemented through people, projects, processes and relationships. It provides the basis for developing further insights into how the financial information supports the formulation and implementation of an organisational strategy.		

Outcomes	Students should be able to:
	• discuss developments in strategic management; • analyse the relationship between different aspects of the global business environment; • explain the concepts associated with managing through people; • discuss the hard and soft aspects of people and organisational performance; • explain the effectiveness of organisational relationships; • discuss management tools and techniques in managing organisational relationships; • advise on important elements in the change management process; and • discuss the concepts involved in managing projects.
Calculation criteria	SH

Module name	Performance Management	Module code	S3PFMQ6
Purpose	The purpose of this module is to develop students' cognitive skills and practical competency in the application of information in the management processes of decision-making and control, to ensure the optimisation of performance.		
Outcomes	Students should be able to: • evaluate techniques for analysing and managing costs for competitive advantage; • analyse information to assess its impact on long-term decisions; • discuss pricing strategies and their consequences; • discuss management's responsibilities about risk • evaluate information to support project appraisal • discuss issues arising from the use of performance measures and budgets for control; • evaluate issues arising from the division of the organisation into responsibility centres; and • discuss decision-making responsibility centres.		
Calculation criteria	SH		

6.1.3 BRIDGING PROGRAMME IN THEORY OF ACCOUNTING

Code	S3BTCQ	NQF level	7
Mode of offering	Contact	Credits	0
Site of delivery	APK	Certification	Competency based
Duration	• Contact time: 3 hours per module, per week. • Months to complete: February to November		
Relationship with other UJ modules/ qualifications	This bridging programme (BCTA – Bridging Programme in the Theory of Accounting) acts as a bridge between Commerce degrees and UJ's Bachelor of Accounting Honours (CA) or PGDip (Accounting Science) qualifications for students who do not meet the entry requirements of the said qualifications. Students who have completed the BCTA Programme must meet the entry requirements to apply for the Bachelor of Accounting Honours (CA) or PGDip (Accounting Science).		
Articulation with subsidised UJ programmes	Students will receive no credits towards the completion of subsidised UJ programmes.		
Admission requirements	• A potential student must have a Bachelor of Accounting degree or a BCom (Accounting) degree, or a Commerce degree on NQF Level 7. • Spaces on the programme are limited.		

	• Selection criteria are set by the Department and will vary depending on, factors such as the spaces available, when previous qualifications were obtained, and the accreditation of programmes and institutions by the South African Institute of Chartered Accountants (SAICA). • These criteria are published annually by the Department and are available on the University of Johannesburg's website.

Purpose of the programme

The purpose of this bridging programme is to provide students with a strong and academically sound knowledge of International Financial Reporting Standards, auditing principles, financial management and costing principles, and taxation principles for students who do not adhere to the strict admission criteria of Bachelor of Accounting Honours (CA) or PG Diploma (Accounting Science) so that they may pursue post-graduate studies to ultimately qualify as a Chartered Accountant.

In terms of UJ regulations, undergraduate students may not repeat a module that they have already passed. The programme content of this bridging programme is a replica of the modules in the Bachelor of Accounting degrees in the sense that the same notes are provided, the same tests and examinations/assessments apply, and the same lecturers present the programme.

The need for this bridging programme can be broken down into four categories of students, namely:

- UJ Bachelor of Accounting students who passed the degree but did not qualify for admission into Bachelor of Accounting Honours (CA) or PGDip (Accounting Science) to increase their marks to obtain entry into the said qualifications.
- UJ BCom (Accounting) and BCom (Accountancy) (distance) students, not on the CA stream;
- UJ students, with other completed degrees, such as BCom (Finance), who want to pursue studies on the CA stream; or
- Non-UJ students, with a completed commerce degree (Higher Education Quality Committee (HEQC) accredited).

Programme content

FIRST SEMESTER MODULE	
MODULE NAME	MODULE CODE
4IR Accounting	S3BC4IR
YEAR MODULES	
MODULE NAME	MODULE CODE
Intermediate Auditing	S3BCTQ1
Intermediate Financial Accounting	S3BCTQ2
Intermediate Managerial Accounting and Finance	S3BCTQ4
Intermediate Taxation and Tax Planning	S3BCTQ3

Learning activities

ACTIVITY	HOURS	CREDITS
Contact time	336	-
Work-based learning	-	-
Independent learning (e.g. reading time, interacting with learning material, completing online activities, asynchronous learning activities)	269	-
Preparation for and completion of assessments	135	-
Student support (e.g. tutorial, online support, additional learning material)	-	-
Other	-	-
TOTAL HOURS	740	-
TOTAL NUMBER OF CREDITS	-	-

Assessment

All assessment opportunities are the same as in the BCom (Accounting) or Bachelor of Accounting degrees.

Modules and outcomes

Module name	Intermediate Auditing	Module code	S3BCTQ1
Purpose	The purpose of this module is to introduce students to business activities and controls in the business environment and address the methods and principles for auditing each business cycle. Detailed focus is placed on risks, internal controls, and audit procedures applicable to a business's cycles. The module also includes the relevant International Standards on Auditing (ISAs) to equip students to apply these during each stage in the external audit process. In addition, the module develops a wide array of non-technical skills as required by the South African Institute of Chartered Accountants. Risk management, the steps in completing the audit, audit reporting, auditing in an information technology environment, and the statutory requirements of the Companies Act and business ethics are also covered.		
Outcomes	Students should be able to: • demonstrate an understanding of worldviews and theoretical underpinnings to interpret key stakeholder roles and responsibilities; • demonstrate an understanding of the regulatory environment, legislative environment and governance structures and practices (including IT governance) of a for-profit company; • demonstrate an in-depth understanding of internal control within an audit client's business and its impact on the audit process; • discuss the participation of internal audit in an organisation's combined assurance process; • discuss if an organisation's business processes accurately report its stated objectives in terms of financial and non-financial objectives; • identify and explain the risks relevant to an organisation's IT environment; • describe the internal controls relevant to an organisation's IT environment regarding both financial and non-financial objectives; • identify and explain the internal controls an organisation could implement to reduce relevant business risks applicable to financial and non-financial objectives; • assess the effectiveness of the organisation's chart of accounts; • review and analyse information and investigate possible signs of error, fraud, and illegal acts (e.g., inconsistency of data, lack of completeness, unexpected trends); • describe possible IT and digital solutions to automate and improve existing processes and/or introduce new technologies by considering different alternatives, key factors, and cost-benefit implications; • advise on the organisation's business processes, including account reconciliations and month-end closing (such as receivables, accounts payable, inventory and production, human resources and payroll, investing and financing); • identify and discuss an organisation's control policies to prevent or detect and correct possible misstatements; • identify and discuss relevant tests of controls to obtain sufficient appropriate audit evidence; • assess the organisation's combined assurance model to evaluate the effectiveness of the control environment in supporting the integrity of information, data and reporting;		

	- advise on an organisation's need for assurance engagements (public interest; the distinction between statutory and voluntary audits); - identify all stakeholders involved in an assurance engagement and the impact of their functions and responsibilities; - contrast the levels of assurance provided to users from a range of assurance and related services reports that a professional services firm ordinarily provides; - identify and describe the concept 'expectation gap', including the implications, ways to overcome it, and the professional auditors' role; - demonstrate an understanding of the auditing and assurance standard-setting bodies, including their roles and the standards issued; - apply regulatory requirements (laws, regulations, standards) that define/affect/protect the auditor's rights and duties; - apply regulatory requirements (laws, regulations, standards) pertinent to an assurance engagement in the performance of the engagement; - explain the quality control measures applicable to assurance engagements at the firm level, engagement level, and for inter-firm and regulatory inspections; - advise, from an ethical perspective, on the conduct and practices of a firm and its staff involved in the rendering of assurance engagements (codes of ethics and other professional and legal requirements); - identify and discuss the key concepts regarding pre-engagement activities and apply these to perform an audit of historical financial statements whilst incorporating the relevant ISAs; - explain and apply the objective of an audit of historical financial statements together with reasonable assurance as an outcome, and how it will impact stakeholders; and - identify and discuss the concepts relevant to planning an audit engagement based on a practical case study whilst incorporating the relevant ISAs.
Calculation criteria	JH

Module name	Intermediate Financial Accounting	Module code	S3BCTQ2
Purpose	The purpose of this module is for students to develop intellectual skills to account for practical and integrated case studies, as well as prepare and present comprehensive financial statements to fully comply with the requirements of the International Financial Reporting Standards with regard to intermediate to advanced routine transactions and intermediate non-routine transactions. Students should also develop a basic awareness of the accounting issues relating to specialised reporting.		
Outcomes	Students should be able to: - Account for integrated practical case studies on an intermediate to advanced level, as well as present and disclose integrated accounting transactions on an intermediate to advanced level in the statement of comprehensive income, statement of changes in equity, and statement of financial position in accordance with the following International Financial Reporting Standards and/or Interpretations dealing with routine transactions: - The Conceptual Framework for Financial Reporting; - IAS 1 – Presentation of Financial Statements; - IAS 2 – Inventories; - IAS 7 – Statements of Cash Flows; - IAS 10 – Events after the Reporting Period; - IAS 12 – Income Taxes; - IAS 16 – Property, Plant and Equipment; - IAS 19 – Employee Benefits - IAS 27 – Separate Financial Statements; - IAS 28 – Investments in Associates and Joint Ventures;		

	○ IAS 32 – Financial Instruments: Presentation; ○ IAS 36 – Impairment of Assets; ○ IAS 37 – Provisions, Contingent Liabilities and Contingent Assets; ○ IAS 38 – Intangible Assets; ○ IAS 40 – Investment Property; ○ IFRS 7 – Financial Instruments: Disclosure; ○ IFRS 9 – Financial Instruments; ○ IFRS 10 – Consolidated Financial Statements; ○ IFRS 11 – Joint Arrangements; ○ IFRS 13 – Fair Value; ○ IFRS 15 – Revenue from contracts with customers; and ○ IFRS 16 – Leases. • Account for integrated practical case studies on an intermediate level, as well as present and disclose integrated accounting transactions on an intermediate level in the statement of comprehensive income, statement of changes in equity, and statement of financial position in accordance with the following International Financial Reporting Standards and/or Interpretations dealing with non-routine transactions; ○ IAS 8 – Accounting Policies, Changes in Accounting Estimates and Errors; ○ IAS 20 – Accounting for Government Grants and Disclosure of Government Assistance; ○ IAS 21 – The Effects of Changes in Foreign Exchange Rates; ○ IFRS 3 – Business Combinations; ○ IFRS 5 – Non-current Assets Held for Sale and Discontinued Operations; ○ SIC 32 – Intangible assets – Web Site Costs; and ○ IFRIC 1 – Changes in Existing Decommissioning, Restoration and Similar Liabilities. • Have a basic awareness of accounting issues relating to specialised reporting, such as insurance, banking, mineral resources and mining exploration costs, integrated reporting, sustainability reporting, and XBRL.
Calculation criteria	JH

Module name	Intermediate Managerial Accounting and Finance	Module code	S3BCTQ4
SECTION A Purpose	The purpose of this section of the module is to provide students with the Competency, on an intermediate level, to understand and apply the underlying concepts of cost accounting, i.e. the concept of advanced manufacturing environment and management accounting techniques. Detailed knowledge regarding the concepts of stock control, planning and stock management, budgeting, standard costing, performance measurement, transfer pricing, and business strategy will be obtained.		
Outcomes	Students should be able to:		
	• understand the theory underlying strategy; • understand and evaluate an entity's strategy; • describe the influence of changes in volume on the nature of cost and perform a cost-volume-profit analysis; • explain cost terminology, identify types of decisions, and determine relevant costs of material and labour; • accumulate costs of decision-making, split total costs into variable and fixed portions, and use the effect of a learning curve in calculations on cost; • evaluate and apply expected values to enable the application in decision-making; • evaluate and apply the economic order quantity (EOQ) as an optimisation method and describe the ABC method of cost classification;		

	- differentiate between the different types of budgeting; - understand and apply standard costing; - understand and apply transfer pricing and performance evaluation; and - demonstrate a basic understanding of the impact of sustainability on business decision-making.
SECTION B Purpose	The purpose of this section is to provide students with the skill to evaluate and select long-term investment options and to make decisions regarding the financing of an enterprise and its long-term assets. They would also be provided with the skills to value business operations using different valuation methods and financial analysis techniques.
Outcomes	- identify, evaluate, and make decisions regarding the appropriate sources of long-term corporate capital; - demonstrate an understanding of the capital structure of an entity and the implications of changing the capital structure; - understand and apply the cost of capital; - make long-term decisions on capital investment by using different capital budgeting techniques and critically evaluate each technique; - evaluate the leasing decision and alternative sources of finance; - determine the value of business operations by applying different valuation methods and evaluate each critically; - analyse and interpret the financial statements of an entity; - explain the role of the treasury function to manage financial risk and evaluate different techniques to hedge against these risks; and - demonstrate an understanding of businesses in distress and suggest possible remedies.
Calculation criteria	JH

Module name	Intermediate Taxation and Tax Planning	Module code	S3BCTQ3
Purpose	The purpose of this module is to build on the basic concepts and ground rules regarding Income Tax as well as Value-Added Tax (VAT), which were introduced in previous modules. It deals with more complex issues of the taxation calculation that was introduced in previous modules. This module is to ground the student in the basic concepts and rules regarding income tax as well as Value-Added Tax (VAT). It also deals with more complex issues of taxation calculation.		
Outcomes	Students should be able to: - discuss and calculate the Value-Added Tax implications per the VAT Act in the case of an enterprise making taxable and exempt supplies; - identify amounts to be included in gross income by applying the definition of "gross income" in the Income Tax Act; - identify amounts exempt from income tax by applying section 10 of the Income Tax Act; - identify and calculate allowable deductions for Income Tax purposes by applying the general deduction formula, as well as calculate (using the above principles) the taxable income and income tax payable by an enterprise; - apply and evaluate the income tax principles per the Income Tax Act regarding trading stock; - identify situations subject to capital gains tax and calculate the taxable amount in terms of the relevant provision in respect of assets acquired before and after 1 October 2001; - calculate provisional tax as well as the penalties payable in respect of provisional tax for an enterprise per the provisions of the Income Tax Act; - fill out the documentation (tax returns, etc.) applicable to the above taxes;		

	• identify fringe benefits and determine the cash equivalent to be included in the taxable income of an individual per the provisions of the Income Tax Act; • identify amounts exempt from tax in the hands of individuals, by applying the relevant sections of the Income Tax Act; • include allowances attributable to the individual in gross income and calculate the amount allowed as a deduction against the allowance by applying the relevant sections of the Income Tax Act; • identify and calculate deductions available to individuals by applying the relevant sections of the Income Tax Act; • calculate taxable income and income tax payable by applying the relevant sections of the Income Tax Act; • calculate the portion of retirement benefits that will be exempt from taxation, and calculate tax payable by applying the relevant sections of the Income Tax Act; • calculate the taxable income of a partnership and apportion it to the partners; • calculate the amounts payable in terms of employees' tax, provisional tax, donations tax, and estate duty; • identify situations applicable to an individual that will be subject to capital gains tax and calculate the taxable amount in terms of the relevant provisions; • prepare the tax calculation for a non-resident according to the relevant provisions in the Income Tax Act; • understand the basic income tax provisions regarding trusts; • identify situations where the anti-avoidance provisions of the Income Tax Act would be applicable; and • explain and calculate the dividends tax.
Calculation criteria	JH

Module name	4IR	Module code	S3BC4IR
Purpose	The purpose of this module is to equip students with advanced Microsoft Excel skills and to introduce students to concepts and technologies of the Fourth Industrial Revolution as they relate to business and accounting.		
Outcomes	Students should be able to:		
	• apply the principles of data analysis using intermediate and advanced functions in Microsoft Excel, with relevant application to modules within this qualification, and • discuss 4IR technologies and concepts as part of the accountant's toolkit.		
Calculation criteria	SH		

6.2 Whole Programmes

6.2.1 BACHELOR OF COMMERCE IN ACCOUNTING

Code	B34ACP	NQF level	7
Mode of offering	Distance	Credits	382
Site of delivery	N/A	Certification	BCom (Accounting)
Duration	Four years		
Relationship with other UJ modules/ qualifications	N/A		
Articulation with subsidised UJ programmes	N/A		

Admission requirements	National Senior Certificate (NSC) after 2008 or Senior Certificate (SC) before 2008. Minimum APS of 28; English (50%) and Mathematics (50%). ALTERNATIVE ENTRY REQUIREMENTS TO THE REQUIREMENTS: 1. Mature age exemption: - Applicants older than 23* will be considered if the matric certificate is below the minimum requirements. However, the applicant still needs to have a degree endorsement and meet the following requirements: - APS score = 26 - Maths = 3 - English = 3 - Applicants younger than 23 will be handled on an Ad-hoc basis. * Mature age conditional exemptions as per par. 30 of USAF Exemption requirements 2. Applicants with a previously completed qualification: - Applicants with a completed degree or diploma but have an APS score below the minimum requirement will be considered if they have a degree endorsement and meet the following requirements: - APS score = 26 - Maths = 3 - English = 3 - Applicants with a completed diploma but has an APS score below the minimum requirement without a degree endorsement will be considered if they obtain a certificate from HESA and meet the following requirements: - APS score = 26 - Maths = 3 - English = 3 3. Other exemptions: Applicants with an APS score between 24 and 28 will be considered if they meet either of the following requirements: - In possession of a completed degree, advanced diploma or BTech degree on an NQF level 7 with some form of Mathematical subject taken within the degree or diploma; or 5-10 years of work experience in the financial field, for instance as a bookkeeper, a debtors clerk, a junior accountant; - Once an applicant has received WV status (approved), then the applicant will be required to: - Write a test to determine their mathematical abilities. This test will take the form of multiple-choice questions using an online platform. - Write an essay to determine their English language abilities. The topic of the essay, as well as the word count, will be communicated to the applicant; and - The math test, as well as the essay, will be administered with strict deadlines for each applicant and will be changed regularly to ensure an authentic process.

	4. Applicants with an academic exclusion (from UJ or another institution): • If the applicants meet the minimum entry requirements with their matric certificates, they will be admitted regardless of their previous academic performance. • If the applicant does not meet the minimum requirements, the application will be declined.

Purpose of the programme

The purpose of the BCom (Accountancy) is to develop students' intellectual and practical skills to enable the identification, analysis, interpretation, assessment, evaluation, application and solving of problems, which would be expected of an entry-level accountant in international practice. Furthermore, the programme provides students with a comprehensive and fundamental knowledge base of the underlying core international principles of accounting, governance, risk management and control, auditing, financial management, as well as management accounting. Qualifying students should be ready to enter the job market as an entry-level accountant. Additionally, the programme will help a student to become a self-directed, lifelong student. The programme emphasises competence, integrity, and application of ethics in a professional business environment. Lastly, this programme will prepare students for further studies in international accounting, governance, risk management and control, auditing, financial management, as well as management accounting as a science.

Programme content

FIRST YEAR		
MODULE NAME	MODULE CODE	NQF CREDITS
Accounting 11	ACC1CP1	15
Accounting 12	ACC2CP1	15
Economics 11	ECO1CP1	15
Financial Management 11	FNM1CP1	15
Financial Management 12	FNM2CP1	15
Principles in Business 11	PRB1CP1	15

SECOND YEAR		
MODULE NAME	MODULE CODE	NQF CREDITS
Accounting 21	ACC1CP2	15
Accounting 22	ACC2CP2	15
Accounting Studies 21	AST1CP2	15
Ethical Foundations to Commerce 11	EFC1CP1	15
Governance, Risk Management and Control 21	GRM1CP2	15
Principles of Business 12	PRB2CP1	15

THIRD YEAR		
MODULE NAME	MODULE CODE	NQF CREDITS
Accounting Software Applications 21	ASA1CP2	15
Auditing 31	AUD1CP3	15
Auditing 32	AUD2CP3	15
Financial Management 21	FNM1CP2	15
Financial Management 22	FNM2CP2	15
Governance, Risk Management and Control 22	GRM2CP2	15

FOURTH YEAR		
MODULE NAME	MODULE CODE	NQF CREDITS
Accounting 31	ACC1CP3	15
Accounting 32	ACC2CP3	15
Case study Accounting 31	CST1CP3	15
Case study Accounting 32	CST2CP3	15
Financial Management 31	FNM1CP3	15
Financial Management 32	FNM2CP3	15

BACHELOR OF COMMERCE IN ACCOUNTANCY (B34ACP) – 2026 CAROUSEL

INTAKE	MODULE NAME	MODULE CODE	PREREQUISITE
D1 12 January	Accounting 11	ACC1CP1	
	Principles of Business 11	PRB1CP1	
	Governance, Risk Management and Control 21	GRM1CP2	
	Governance, Risk Management and Control 22	GRM2CP2	
	Accounting 32	ACC2CP3	
	Case study Accounting 32	CST2CP3	ACC1CP1, CC1CP3, ACC2CP3, ASA1CP2, AST1CP2, AUD1CP3, AUD2CP3, CO1CP1, EFC1CP1, NM1CP1, FNM2CP1, NM1CP2, FNM2CP2, NM1CP3, FNM2CP3, RM1CP2, GRM2CP2, RB1CP1, PRB2CP1
D2 9 March	Accounting 11	ACC1CP1	
	Accounting 12	ACC2CP1	
	Accounting 21	ACC1CP2	ACC2CP1
	Auditing 31	AUD1CP3	
	Financial Management 31	FNM1CP3	
	Case study Accounting 31	CST1CP3	ACC1CP1, CC1CP3, ACC2CP3, ASA1CP2, AST1CP2, AUD1CP3, AUD2CP3, CO1CP1, EFC1CP1, NM1CP1, FNM2CP1, NM1CP2, FNM2CP2, NM1CP3, FNM2CP3, RM1CP2, GRM2CP2, RB1CP1, PRB2CP1
	Accounting 11	ACC1CP1	
D3 4 May	Accounting 11	ACC1CP1	
	Economics 11	ECO1CP1	
	Accounting 22	ACC2CP2	ACC2CP1
	Financial Management 21	FNM1CP2	
	Financial Management 32	FNM2CP3	
	Case study Accounting 32	CST2CP3	ACC1CP1, CC1CP3, ACC2CP3, ASA1CP2,

			AST1CP2, AUD1CP3, AUD2CP3, CO1CP1, EFC1CP1, NM1CP1, FNM2CP1, NM1CP2, FNM2CP2, NM1CP3, FNM2CP3, RM1CP2, GRM2CP2, RB1CP1, PRB2CP1
D4 29 June	Accounting 11	ACC1CP1	
	Financial Management 11	FNM1CP1	
	Ethical Foundations to Commerce 11	EFC1CP1	
	Auditing 32	AUD2CP3	
	Accounting 31	ACC1CPR	
	Case study Accounting 31	CST1CP3	ACC1CP1, CC1CP3, ACC2CP3, ASA1CP2, AST1CP2, AUD1CP3, AUD2CP3, CO1CP1, EFC1CP1, NM1CP1, FNM2CP1, NM1CP2, FNM2CP2, NM1CP3, FNM2CP3, RM1CP2, GRM2CP2, RB1CP1, PRB2CP1
D5 24 August	Accounting 11	ACC1CP1	
	Financial Management 12	FNM2CP1	
	Principles of Business 12	PRB2CP1	
	Financial Management 22	FNM2CP2	
	Accounting 32	ACC2CP3	
	Case study Accounting 32	CST2CP3	ACC1CP1, CC1CP3, ACC2CP3, ASA1CP2, AST1CP2, AUD1CP3, AUD2CP3, CO1CP1, EFC1CP1, NM1CP1, FNM2CP1, NM1CP2, FNM2CP2, NM1CP3, FNM2CP3, RM1CP2, GRM2CP2, RB1CP1, PRB2CP1
D6 19 October	Accounting 11	ACC1CP1	
	Principles of Business 11	PRB1CP1	
	Accounting studies 21	AST1CP2	
	Accounting Software Applications 21	ASA1CP2	
	Financial Management 31	FNM1CP3	
	Case study Accounting 31	CST1CP3	ACC1CP1, CC1CP3, ACC2CP3, ASA1CP2, AST1CP2, AUD1CP3, AUD2CP3, CO1CP1, EFC1CP1, NM1CP1, FNM2CP1, NM1CP2, FNM2CP2, NM1CP3, FNM2CP3, RM1CP2,

			GRM2CP2, RB1CP1, PRB2CP1

Assessment

This programme uses continuous assessment in all the modules. Performance in the programme is partly determined by the students' performance in assessment tasks during the term, which cumulatively count towards students' final marks. In each of the modules, at least two appropriate assessment tasks are given, which, when combined, constitute a portfolio and amount to 80% of the final period mark. The balance (20%) of the final period mark is achieved by completing at least two formative milestone quizzes, or even the achievement of "badges" in an approximately 7-week (term) module, in accordance with UJ's Academic Regulations. A summative assessment opportunity, towards the end of a module, will be substantial and ensure that outcomes are assessed in an integrated manner. The summative assessment will be moderated in terms of the UJ's moderation policy and will represent 50% of the final mark.

Modules and outcomes

FIRST YEAR

Module name	Accounting 11	Module code	ACC1CP1
Purpose	The purpose of this module is to understand and account for basic transactions and events in a sole proprietorship and the financial reporting thereof in a contemporary environment.		
Outcomes	Students should be able to:		
	- understand and discuss the Conceptual Framework for the preparation and presentation of financial instruments; - prepare and present financial statements in conformity with IFRS standards; - identify, measure, record, present, and disclose the investing activities, financing activities, and the operating activities of a sole trader; - understand and account for the review and adjustment process; - understand and account for the closing-of process; - understand and account for Value Added Tax; - understand and account for payables and receivables; and - understand and account for cash and cash equivalents.		
Calculation criteria	CE		

Module name	Accounting 12	Module code	ACC2CP1
Purpose	The purpose of this module is to understand and account for basic transactions and events in a sole proprietorship and the financial reporting thereof in a contemporary environment.		
Outcomes	Students should be able to:		
	- understand and account for property, plant and equipment; - understand and account for inventories in a trading entity; - understand and account for liabilities; - understand and account for intangible assets; - understand and account for investment in another entity's equity instruments; - understand and account for provisions and contingencies; - prepare and present cash flow statements; and - understand and account for revenue.		
Calculation criteria	CE		

Module name	Economics 11	Module code	ECO1CP1
Purpose	The purpose of the module is to introduce students to economics by providing a broad perspective on the fundamental principles of economics and the influences on an economy.		
Outcomes	Students should be able to:		
	• demonstrate a sound understanding of micro and macroeconomics; • interpret the relationship between economics and the economy fully; • illustrate demand and supply as a model for determining the prices of goods and services comprehensively; • explain the determination of prices by market forces; • examine in what manner price and income sensitivity impacts on revenue; • interpret price and output equilibrium in a perfect and an imperfect competitive environment fully; • comprehend fully the total expenditure model; • examine the role of money and interest rates in the economy correctly; • identify the factors affecting the trade of a country with the rest of the world and its impact on business; and • explain the functions of the main financial markets and institutions in facilitating commerce and development.		
Calculation criteria	CE		

Module name	Financial Management 11	Module code	FNM1CP1
Purpose	The purpose of this module is to cover advanced computer skills required by professional people in the financial world. The purpose of this module is to ensure that all candidates are proficient and efficient in the practical application of certain key software applications. Lastly, the purpose of this module is to provide the student with a basic yet applicable knowledge of fundamental concepts of finance. In addition, each of these concepts fits into the financial management function.		
Outcomes	Students should be able to:		
	• develop and modify electronic spreadsheets in Microsoft Excel; • describe the sources of short-term finance; • describe the options of short-term cash investment that are available to an entity; • discuss the theory of time value of money; • apply the theory of time value of money to solving practical business problems; • discuss the theory of valuation techniques used to value equity instruments; and • discuss basic cost of capital techniques.		
Calculation criteria	CE		

Module name	Financial Management 12	Module code	FNM2CP1
Purpose	The purpose of this module is to provide basic computer skills required by professionals people in the financial world. The purpose of this module is to ensure that all candidates are computer literate as well as proficient in the practical application of certain key software applications. In addition, the purpose of this module is to provide the student with a basic, yet applicable, knowledge of fundamental concepts of cost accounting. In addition, each of these concepts fits into the financial management function. Furthermore, the purpose of this module is to give students a proper foundation in important mathematical skills needed to pursue studies in accounting, business, finance, and economics. Students are taught various topics in fundamental algebra, graphs, financial mathematics, statistics, and calculus with direct applications in the relevant fields.		

Outcomes	Students should be able to:
	- perform file maintenance within an operating system; - create and modify electronic documents in Microsoft Word; - use the internet and electronic mail; - accurately perform basic calculations in algebra; - correctly apply the algebraic techniques learned to problem solving; - apply consistently the features of a straight line to selected problems; - solve and discuss economic and financial-based problems by means of graphs, lines, functions, and inequalities; - apply methodically non-linear functions to selected areas in the economic sciences; - describe the role of cost accounting, management accounting, and financial accounting in a business environment; - compare and contrast the role of the management accountant and the financial accountant; - explain cost terminology, classify costs, and compute total cost; - understand exponential and logarithmic functions; - apply concepts of percentage, rates, and ratios; and - understand mathematical formulas and techniques in order to solve economic and financial science-related problems.
Calculation criteria	CE

Module name	Principles in Business 11	Module code	PRB1CP1
Purpose	The purpose of this module is to provide students with an introduction to the operating context and nature of a business to enable students to understand the management of an organisation and the interaction between the internal and external environments within which the organisation functions. Additionally, the module will introduce students to management theory and the primary management tasks of planning, organising, leading, and controlling. The module will also provide a broad overview of the ethical considerations for business managers.		
Outcomes	Students should be able to:		
	- examine the influence of change on the nature of business management; - display an understanding of the influence of the internal and external business environment of an organisation; - discuss the interaction between an organisation and its environment; - distinguish between the main economic systems and the corresponding influence on the nature of business management; - differentiate between how organisations are managed, administered, governed, and regulated in different economic systems; - examine the origin of management theory and modern approaches currently at hand; - analyse the skills, roles, and characteristics of managers as important role players in establishing effective and efficient business practices; - evaluate all the relevant aspects, processes, characteristics, theories, models, and techniques relevant to the four primary management tasks; - describe the purpose of different types of businesses; and - display an understanding of the nature and legal status of different types of businesses. - With regards to planning: - examine the purpose of an organisational mission and how it influences goal setting and planning; - display an understanding of the management tools and techniques involved in innovative planning as well as strategic management;		

	○ examine the different approaches to decision-making as well as the types and characteristics of decisions; and ○ analyse the managerial decision-making process in light of the different decision-making styles of managers. - With regards to organising: ○ explain the different business organisation structures; ○ examine the management tools and techniques involved in managing an organisational change process; and ○ evaluate the function of Human Resources (HR) and how it relates to the process of individuals and teams being recruited, selected, rewarded, and managed. - With regards to leading: ○ analyse different approaches and styles of leadership as well as how trends have shaped changes in leadership approaches; ○ examine the tactics as well as the sources of power leaders use to influence others; ○ distinguish between the different sources of motivation and how managers can use theoretical insights to motivate and empower employees; and ○ display an understanding of the role of communication for effective management. - With regards to controlling; ○ analyses the control process as well as different approaches to applying; ○ control in an organisation; and ○ examine the different techniques and trends relevant to the control function. - With regards to ethical considerations: ○ demonstrate an understanding of personal and business ethics; ○ examine the role of business in society, considering the needs and resources of the community; ○ examine the interaction of the business with key stakeholders; ○ describe the role of corporate governance; and ○ explain the role of social responsibility in a business.
Calculation criteria	CE

SECOND YEAR

Module name	Accounting 21	Module code	ACC1CP2
Purpose	The purpose of this module is to obtain integrated knowledge of intermediate transactions and events and to obtain basic knowledge of advanced transactions and events in a profit-oriented entity and the financial reporting thereof in a contemporary environment.		
Outcomes	Students should be able to:		
	• prepare and present financial statements in conformity with IAS 1 Presentation of Financial Statements; • understand and discuss the Conceptual Framework for financial reporting; • understand and account for Property, Plant and Equipment (excl. revaluations) in accordance with IAS 16; • understand and account for Investment Property in accordance with IAS 40; • understand and account for Intangible assets in accordance with IAS 38; • understand and account for Leases in accordance with IFRS 16; • understand and account for Impairments in accordance with IAS 36; • understand and account for non-current assets held for sale in accordance with		

	• IFRS 5; • understand and account for Revenue transactions in accordance with IFRS 15; • understand and account for Employee Benefits in accordance with IAS 19; • understand and account for Financial Instruments in accordance with IAS 32 and IFRS 9 (excluding impairments); • understand and account for the effects of Foreign Exchange transactions in accordance with IAS 21; and • understand the terms income and expenses, gains and losses; and know how they should be recognised in the statement of profit and loss and other comprehensive income.
Calculation criteria	CE

Module name	Accounting 22	Module code	ACC2CP2
Purpose	The purpose of this module is to obtain integrated knowledge of intermediate transactions and events and to obtain basic knowledge of advanced transactions and events in a profit-oriented entity and the financial reporting thereof in a contemporary environment. Furthermore, the purpose of this module is to understand and apply basic to intermediate consolidation procedures for the accounting for subsidiaries.		
Outcomes	Students should be able to:		
	• understand and account for Inventories in accordance with IAS 2; • understand and account for Provisions, Contingent Liabilities and Contingent Assets; • in accordance with IAS 37; • understand and account for Events after the Reporting Period in accordance with IAS 10; • understand and account for Share Transactions in accordance with IAS 33; • understand and account for Changes in Accounting Estimates and Prior Period Errors in accordance with IAS 8; • prepare the Statement of Changes in Equity in accordance with the principles of IAS 1; • understand the theory and background to Group Statements and account for Business Combinations in accordance with IFRS 3; and • prepare Group Financial Statements in accordance with IAS 1, IAS 27, and IFRS 10.		
Calculation criteria	CE		

Module name	Accounting Studies 21	Module code	AST1CP2
Purpose	The purpose of this module is to provide students with an understanding of the underlying theories of accounting research, the development of the accounting profession, and the impact of the ethical, environmental, and social responsibility dimensions of accountancy on corporate financial reporting.		
Outcomes	Students should be able to:		
	• perform accounting research and apply appropriate referencing techniques; • explain and apply theories in accounting; • discuss the history of accounting and the development of the accountancy profession • explain the development of global financial reporting standards; • identify and describe the corporate social responsibilities of accounting entities; • discuss environmental and integrated accounting; and • explain the ethical dimensions of accounting.		

Calculation criteria	CE

Module name	Ethical Foundations to Commerce 11	Module code	EFC1CP1
Purpose	The purpose of this module is to equip students with the skills needed to manage ethical or moral dilemmas encountered in the business environment. The module deliberately integrates pervasive skills, such as communication, presentation, group work, and critical thinking, which are necessary to function in the workplace, into the teaching strategy. The module prepares students for further study in the field of corporate governance and control.		
Outcomes	Students should be able to:		
	• discuss the foundational ethics philosophies and the ethical dimensions of business in the context of diversity; • apply ethical decision-making tools and strategies to discuss large-scale socio-economic ethical issues relevant to business and professional practice; • advise on managing an organisation ethically; • research, formulate, and logically argue both sides of a relevant ethical dilemmas faced by society; • through completion of a group project, demonstrate the pervasive skills required to successfully interact and communicate in a business and professional environment; and • through intentional self-reflection on the learning process, identify areas of personal development.		
Calculation criteria	CE		

Module name	Governance, Risk Management and Control 22	Module code	GRM2CP2
Purpose	The purpose of this module is to provide the students with a strong and academically sound understanding of governance and control of organisations. The student should, after completing the module, be competent in understanding the relevant governance and control principles and apply them to given practical scenarios.		
Outcomes	Students should be able to:		
	• analyse the design, implementation, and monitoring of controls for each business cycle with a focus on management assertions, management control objectives, the flow of documentation and transactions for each of the business cycles; • identify, design, and propose controls necessary for each of the business cycles by using a control framework; • identify control weaknesses for each of the business cycles and provide recommendations for improvement. • describe general and application controls in a computerised environment; • design and implement computer controls and identify weaknesses in a computer environment and provide recommendations for improvement; and • explain how the use of computers for data processing methods can affect the internal controls of an organisation.		
Calculation criteria	CE		

Module name	Principles of Business 12	Module code	PRB2CP1
Purpose	The purpose of this module is to introduce the role and function of the finance function, marketing and communication, and the legal environment which businesses operate. Firstly, this module will provide students with an overview of the purpose and role of the finance function in an organisation. The module also introduces students to the activities associated with the finance function and the role of financial information in a business. Secondly, this module provides students with an overview of the principles of marketing and insight into the marketing function. The module also introduces students to the marketing mix and different approaches to marketing. Lastly, this module aims to provide a framework for understanding the legal environment in which international business operates. The module provides a foundation for understanding the basic principles of international business law.		
Outcomes	Students should be able to: • With regards to the finance function: ○ explain the purpose of the finance function and its relationships with other parts of the business; ○ examine the contribution the finance function makes to the organisations operations and the sustainable delivery of the organisation's strategies; ○ demonstrate an understanding of the activities fundamental to the role of the finance function (accounting operations, analysis, planning, decision making, and control); ○ examine how the function of accountancy and audit assists in communicating, reporting, and assuring financial information, managing risk, and in effective financial control and compliance; ○ display an understanding of the sources and purpose of financial information, provided by business; and ○ examine the purpose of the marketing function and its relationship with other parts of a business. • With regards to the marketing function: ○ display an understanding of the marketing process, elements of marketing strategies, and the scope of marketing in the context of an organisation; ○ describe the marketing communication strategies used by organisations in reaching the consumer; ○ understand the process, tools, and techniques involved in formulating an organisation's marketing strategies; and ○ explore the marketing mix and the role it plays in targeting customers; ○ examine the role of communication with customers, including the use of emerging technologies and different media. • With regards to the legal environment: ○ formulate a framework of the legal environment in which international business operates that would help students make sense of the potential legal implications of international endeavours; ○ identify and discuss the three major forms of international businesses; ○ describe the theoretical and concrete foundations of international business law, including public law and private law; ○ critically assess different legal systems, including common law, civil law, and Islamic law systems; and ○ analyse dispute resolution of international business transactions.		
Calculation criteria	CE		

THIRD YEAR

Module name	Accounting Software Applications	Module code	ASA1CP2
Purpose	The purpose of this module is to introduce information systems in a business environment. This will include the introduction of an accounting software package as well as data interrogation tools.		
Outcomes	Students should be able to:		
	• create a new company in an accounting software programme; • creating customer and supplier accounts as well as inventory items; • managing general ledger accounts; • recording of basic accounting journals; • capturing opening balances; • supplier and customer processing; • preparing monthly cashbooks; and • performing monthly bank reconciliations.		
Calculation criteria	CE		

Module name	Auditing 31	Module code	AUD1CP3
Purpose	The purpose of this module is to introduce students to business activities and controls in the business cycles and addresses the method for auditing in these business cycles. Detail focus will be place on risks, internal controls and audit procedures that are applicable to the cycles of a business. The cycles that are addressed are: Revenue and receipt cycle, purchase and payment cycle, payroll cycle, production and inventory cycle, bank and cash cycle, and the investment and finance cycle. Furthermore, the purpose of this module is to introduce students to the computer environment with a focus on computer-assisted audit techniques. The module will also focus on general and application controls.		
Outcomes	Students should be able to:		
	• design or identify controls necessary in each of the business cycles; • identify controls weaknesses in a given scenario for each of the business cycles and provide recommendations for improvements; • describe tests of controls relevant to each of the business cycles; • describe substantive audit procedures relevant to the accounting in each of the business cycles; • design or identify controls necessary in each of the business cycles; • explain how the use of computers for data processing can affect the internal controls of an organisation; • identify the audit implications of computer systems; • propose new and analyse existing application controls in systems; • propose new and analyse existing general controls in systems; • test computer controls and propose actions to correct weaknesses; • apply the use of computer-assisted audit techniques; and • describe the methods used by the auditor in auditing in a computerised environment and apply these principles to practical situations.		
Calculation criteria	CE		

Module name	Auditing 32	Module code	AUD2CP3)
Purpose	The purpose of this module is to introduce students to business activities and controls in the business cycles and address the method for auditing in these business cycles. Detailed focus will be placed on risks, internal controls, and audit procedures that are applicable to the cycles of a business. The cycles that are addressed are: Revenue and receipt cycle, purchase and payment cycle, payroll cycle, production and inventory cycle, bank and cash cycle, and the investment and finance cycle.		
Outcomes	Students should be able to:		
	• identify and explain the principles and compliance of the International Federation of Accountants (IFAC); • describe and discuss the principles of assurance and review; • demonstrate how the auditor obtains and accepts audit engagements; • obtains an understanding of the entity and its environment; • Assesses the risk of material misstatement (whether arising from fraud or other irregularities) and plans an audit of financial statements; • describe and evaluate internal controls, techniques, and audit tests, including IT systems, to identify and communicate control risks and their potential consequences, making appropriate recommendations; • identify and describe the work and evidence obtained by the auditor and others required to meet the objectives of audit engagements and the application of the International Standards on Auditing; and • explain how consideration of subsequent events and the going concern principle can inform the conclusions from audit work and are relected in diferent types of audit reports, written representations and the final review and report.		
Calculation criteria	CE		

Module name	Financial Management 21	Module code	FNM1CP2
Purpose	The purpose of this module is to provide the student with an intermediate knowledge of fundamental concepts of finance, and where each of these concepts fit into the financial management function.		
Outcomes	Students should be able to:		
	• evaluate the working capital position of an entity; • discuss policies for managing level of investment in working capital; • discuss approaches to finance working capital; • analyse the short-term cash position of a company; • analyse trade receivables and payables, as well as inventory ratios; • calculate trade receivables and payables, as well as inventory ratios; • calculate cost of equity for business/incorporated entities; • calculate after-tax cost of debt for business/incorporated entities; • calculate weighted cost of capital for business/incorporated entities; • evaluate capital budgeting techniques; • apply capital budgeting techniques in order to make long-term capital investment decisions; • discuss types and sources of long-term finance for business/incorporated entities; • explain the concept of gearing; and • evaluate the leasing decision and alternative forms of financing.		
Calculation criteria	CE		

Module name	Financial Management 22	Module code	FNM2CP2
Purpose	The purpose of this module is to introduce basic costing techniques and methods. In this module, students will identify and analyse cost and management accounting techniques and prepare information for decision-making purposes.		
Outcomes	Students should be able to:		
	- calculate, analyse and evaluate material and labour cost as part of manufacturing cost; - explain cost assignment, calculate and apply overhead rates using appropriate bases; - prepare a break-even analysis using simple Cost-Volume Profit calculations; - discuss and explain various costing methods, total quality management, and the role of environmental costing in various contexts; - apply marginal (or variable) throughout and absorption accounting methods in respect of profit reporting and inventory valuation; - apply standard costing methods, including the reconciliation of budgeted and actual profit margins; - compare and contrast activity-based costing with traditional marginal and absorption costing methods; - explain the advantages and disadvantages of standard costing in various sectors and its appropriateness in the contemporary business environment; - discuss, explain, and analyse budgets and its use in performance management and management control; and - prepare a budget for any account in the master budget, based on projections/forecasts and managerial targets.		
Calculation criteria	CE		

Module name	Governance, Risk Management and Control 22	Module code	GRM2CP2
Purpose	The purpose of this module is to provide the students a strong and academically sound understanding of governance and control of organisations. The student should, after completing the module, be competent in understanding the relevant governance and control principles and apply them to given practical scenarios.		
Outcomes	Students should be able to:		
	- analyse the design, implementation, and monitoring of controls for each business cycle with a focus on management assertions, management control objectives, the flow of documentation and transactions for each of the business cycles; - identify, design, and propose controls necessary for each of the business cycles by using a control framework; - identify control weaknesses for each of the business cycles and provide recommendations for improvement. - describe general and application controls in a computerised environment; - design and implement computer controls and identify weaknesses in a computer environment and provide recommendations for improvement; and - explain how the use of computers for data processing methods can affect the internal controls of an organisation.		
Calculation criteria	CE		

FOURTH YEAR

Module name	Accounting 31	Module code	ACC1CP3
Purpose	The purpose of this module is to provide students with the knowledge and ability to account for advanced transactions and events in broader entities and to be able to prepare the financial reports thereof. Lastly, students should be able to demonstrate a basic understanding of the principles underlying integrated reporting practices by applying these principles to practical scenarios. Furthermore, the purpose of this module is to teach students the International Financial Reporting Standards (IFRS) external reporting requirements, specifically with regard to the preparation of financial statements.		
Outcomes	Students should be able to: - do the calculations and prepare the journal entries in accordance with the conceptual foundations of (IRFS) and to prepare the financial reporting thereof for the following types of advanced transactions and events: Conceptual Framework; - presentation of financial statements - revenue; - share-based payment; - deferred tax and Income Tax; - provisions, contingent assets, and contingent liabilities; - accounting policies, changes in accounting estimates, and prior period errors; - earnings per share; - borrowing costs; - leases; - foreign exchange transactions; - financial instruments (hedging); - property, plant and equipment; - asset impairments; and - investment property.		
Calculation criteria	CE		

Module name	Accounting 32	Module code	ACC2CP3
Purpose	The purpose of this module is to provide students with the knowledge and ability to account for advanced transactions and events in broader entities and to be able to prepare the financial reports thereof. Lastly, students should be able to demonstrate a basic understanding of the principles underlying integrated reporting practices by applying these principles to practical scenarios. Furthermore, the purpose of this module is to understand and apply consolidation procedures in integrated scenarios and those involving basic changes in ownership.		
Outcomes	Students should be able to: - Do the calculations and prepare the journal entries in accordance with the conceptual foundations of International Financial Reporting Standards (IRFS) and prepare the financial reporting thereof for the following types of advanced transactions and events: - business combinations; - financial instruments; - consolidated financial statements; - investments in associates; and - investments in joint ventures.		
Calculation criteria	CE		

Module name	Case Study in Accounting 31	Module code	CST1CP3
Purpose	The purpose of this module is to assess the combined knowledge and learning outcomes across all disciplines covered by the pre-requisite modules in an integrated manner through simulated case studies. This module also enables students to demonstrate their familiarity with the context and interrelationships of outcomes covered in the pre-requisite modules. Furthermore, this module develops the skills required by students to identify, gather, integrate, and disseminate information that can be used to solve cross-functional problems similar to those that will be experienced in the workplace.		
Outcomes	Students should be able to:		
	Solve simulated case-study-based problems similar to those faced by accountants through: • analysing the problem; • assessing the relevance of information within a context; • applying the knowledge gained from pre-requisite modules; • discussing the problem; and • proposing possible solutions.		
Calculation criteria	CE		

Module name	Case Study in Accounting 32	Module code	CST2CP3
Purpose	The purpose of this module is to assess the combined knowledge and learning outcomes across all disciplines covered by the pre-requisite modules in an integrated manner through simulated case studies. This module also enables students to demonstrate their familiarity with the context and interrelationships of outcomes covered in the pre-requisite modules. Furthermore, this module develops the skills required by students to identify, gather, integrate, and disseminate information that can be used to solve cross-functional problems similar to those that will be experienced in the workplace.		
Outcomes	Students should be able to:		
	Solve simulated case-study-based problems similar to those faced by accountants through: • analysing the problem; • assessing the relevance of information within a context; • applying the knowledge gained from pre-requisite modules; • discussing the problem; and • proposing possible solutions.		
Calculation criteria	CE		

Module name	Financial Management 31	Module code	FNM1CP3
Purpose	The purpose of this module is to provide the student with advanced knowledge of fundamental concepts of finance. In addition, where each of these concepts fit into the financial management function.		
Outcomes	Students should be able to:		
	• calculate ratios relevant to an entity's profitability, financial position, and performance as well as financial adaptability; • evaluate ratios relevant to an entity's profitability, financial position, and performance as well as financial adaptability; • discuss the limitations of ratio analysis; • evaluate the impact of changes in capital structure for an incorporated entity, on shareholders and other stakeholders; • assess the capital structure of an entity; • evaluate alternative methods of raising long-term debt as well as equity finance;		

	• compare alternative methods of raising long-term debt as well as equity finance; • evaluate payout policies for an incorporated entity to meet the requirements of shareholders; • recommend appropriate dividend policies, taking into account the shareholder requirements as well as the cash requirements of the entity; • evaluate the value of entities, both listed and non-listed, using a range of methods, taking taxation into consideration; • evaluate the suitability of valuation methods taking into account the context of a given scenario; • evaluate strategic, including taxation, implications of a proposed merger/acquisition; • evaluate financial, including taxation, implications of a proposed merger/acquisition; • evaluate alternative pricing structures and bid processes, including taxation; and • evaluate post-transaction issues.
Calculation criteria	CE

Module name	Financial Management 32	Module code	FNM2CP3
Purpose	The purpose of this module is to introduce advanced costing techniques and methods. In this module, students will identify and analyse cost and management accounting techniques and prepare information for decision-making purposes.		
Outcomes	Students should be able to: • explain and analyse the concept of relevancy for short-term decision making, calculate break-even and product mix using linear programming, and identify cost information that provides conflicting data; • explain the principles of decision making, including the identification and use of relevant cash flows and qualitative factors; • explain the issues that arise in pricing decisions and the conflict between the 'marginal cost' principle, and the need for full recovery of all costs incurred; • analyse, discuss, and apply risk assessment and decision models to deal with uncertainty in decision making; • explain the concepts of risk and uncertainty by calculating, applying, and solving issues of simple probability; • discuss the nature of risk and uncertainty and the attitudes to risk by decision makers; • analyse risk using sensitivity analysis, expected values, standard deviations, and probability tables; • evaluate and apply methods of identifying and managing competitive cost advantages; • discuss and evaluate decision-making in responsibility centres, behavioural consequences of performance measurement, and the impact of transfer pricing in the context of an organisational structure; • discuss and evaluate long-term decision-making processes, its consequences, and pricing strategies; and • analyse and discuss sensitivity analysis methods used to manage risk.		
Calculation criteria	CE		

6.3 Credit-bearing Short Learning Programmes

6.3.1 CORPORATE GOVERNANCE

Code	S3CG1O	NQF level	8
Mode of offering	Contact	Credits	24
Site of delivery	APK	Certification	Competency based
Duration	- The SLP will be completed in a semester and offered in both semesters. - It is presented in two 4-week lecture blocks with a break between the first and second blocks to allow for independent study and completion of assessment activities by students.		
Relationship with other UJ modules/ qualifications	The program provides 24 credits towards the Corporate Governance module (S3CG1O1) or (S3CG1O2) offered on the Postgraduate Diploma (Compliance) (E4COMQ) in the Faculty of Law to students who meet the minimum entry requirements specified for that programme.		
Articulation with subsidised UJ programmes	N/A		
Admission requirements	A bachelor's degree or advanced diploma in commerce or law at an NQF level 7.		

About this SLP

- Content is presented using a combination of synchronous and asynchronous lectures and distance discussion forums on Moodle Learner Management System (LMS).
- Synchronous lectures are recorded and made available to students through the Moodle learning management system.
- Synchronous online lectures are supplemented with pre-recorded videos, question and answer sessions, and webinars.
- Students are provided with a study guide, workbooks, and additional reading material to aid distance learning.

Purpose of the programme

The purpose of this SLP is to provide students with a theoretical understanding and the practical skills to implement sound corporate governance structures and practices. The programme further aims to provide individuals with governance responsibilities in the private and public sectors with the knowledge and skills to identify the limitations of existing corporate governance structures and practices and recommend improvements. The SLP promotes ethical leadership attributes needed for a well-functioning society.

The teaching and learning for the short learning programme in Corporate Governance are conducted from two perspectives:

- The first is from a compliance perspective, in other words, enabling students to know the stipulations of the applicable corporate governance code and to understand the legal requirements relating to corporate governance responsibilities.
- The second is, from an implementation point of view. It requires students to evaluate existing corporate governance practices and to recommend improvements, considering the appropriate corporate governance guidelines.

Programme content

SEMESTER MODULES			
FIRST SEMESTER		SECOND SEMESTER	
MODULE NAME	MODULE CODE	MODULE NAME	MODULE CODE
Corporate Governance A	S3CG1O1	Corporate Governance B	S3CG1O2

Learning activities

ACTIVITY	HOURS	CREDITS
Contact time	40	-
Work-based learning	-	-
Independent learning (e.g. reading time, interacting with learning material, completing online activities, asynchronous learning activities)	130	-
Preparation for and completion of assessments	70	-
Student support (e.g. tutorial, online support, additional learning material)	-	-
Other	-	-
TOTAL HOURS	240	-
TOTAL NUMBER OF CREDITS	-	-

Assessment

- Formative assessments consist of online assignments, of which the marks are weighted to calculate the Full Period Mark.
- Summative assessment consists of a final online written assessment.

Modules and outcomes

Module name	Corporate Governance A and B	Module code	S3CG1O1/S3CG1O2
Topics that will be covered	- Ethical leadership and corporate governance. - The legal and regulatory environment affects corporate governance. - Fraud and corruption risk governance. - Audit, control, and corporate governance. - Information risk and cybersecurity. - Corporate reporting and disclosures. - Risk management. - Corporate governance in the public sector.		
Outcomes	Students should be able to: - demonstrate ethical leadership by evaluating ethical dilemmas and making recommendations that reflect good corporate citizenship; - evaluate the legal implications of corporate governance in the public and private sectors; - explain the role of the board of directors or the governing body regarding mitigating the risk of fraud and corruption; - review and evaluate the responsibilities of the board of directors in relation to the internal and external audit functions and ensure an effective control environment of organisations in the public and private sectors; - advise on the responsibility of the board of directors towards addressing information system risks in an organisation; - evaluate and debate the purpose of various forms of corporate reporting and disclosures; and - discuss the role of the board of directors relating to the development and implementation of risk management and disclosure strategies in organisations.		

Calculation criteria	SK

6.3.2 INTRODUCTION TO TAXATION

Code	S3P150	NQF level	6
Mode of offering	Distance	Credits	12
Site of delivery	N/A	Certification	Competency based
Duration	SLP will be completed over 7 weeks and offered in Block D4 of the online programmes.		
Relationship with other UJ modules/ qualifications	N/A		
Articulation with subsidised UJ programmes	Students who pass this SLP will get a module credit for Taxation 2AB (TAX2B00) in either: • Bachelor of Commerce (Accounting) (extended degree) (B3AEQ); or • Bachelor of Commerce (Accounting) (B34A5Q).		
Admission requirements	A potential student must: • Meet the entry requirements for the Bachelor of Commerce (Accounting) (B34A5Q): ○ APS score = 28 ○ Maths = 4 ○ English = 4; - OR • Meet the alternative entry requirements for the Bachelor of Commerce (Accountancy) (B34ACC) (distance) degree as follows: ○ Mature age exemption: Applicants older than 23* will be considered if the matric certificate is below the minimum requirements. However, the applicant still needs to have a degree endorsement and meet the following requirements: ○ APS score = 26 ○ Maths = 3 ○ English = 3 • Applicants younger than 23 will be handled on an ad-hoc basis. • Mature age conditional exemptions as per par. 30 of USAF Exemption requirements. • Applicants with a previously completed qualification: - Applicants with a completed degree or diploma but have an APS score below the minimum requirement will be considered if they have a degree endorsement and meet the following requirements: ○ APS score = 26 ○ Maths = 3 ○ English = 3 - Applicants with a completed diploma but have an APS score below the minimum requirement without a degree endorsement will be considered if they obtain a certificate from HESA and meet the following requirements: ○ APS score = 26 ○ Maths = 3 ○ English = 3 • Other exemptions: - Applicants with an APS score between 24 and 28 will be considered if they meet either of the following requirements: ○ In possession of a completed degree, advanced diploma, or BTech degree on an NQF level 7 with some form of Mathematical subject taken within the degree or diploma; or		

	○ 5-10 years of work experience in the financial field, for instance, as a bookkeeper, a debtors clerk, a junior accountant; ○ Once an applicant has received WV status (approved), then the applicant will be required to: ○ Write a test to determine their mathematical abilities. This test will take the form of multiple-choice questions using an online platform. ○ Write an essay to determine their English language abilities. The topic of the essay, as well as the word count, will be communicated to the applicant, and ○ The math test, as well as the essay, will be administered with strict deadlines for each applicant and will be changed regularly to ensure an authentic process. • Applicants with an academic exclusion (from UJ or another institution): ○ If the applicants meet the minimum entry requirements with their matric certificates, they will be admitted regardless of their previous academic performance. ○ If the applicant does not meet the minimum requirements, the application will be declined. • Have obtained a relevant degree at NQF level 7. • The department may, from time to time, set final selection requirements.

Purpose of the programme

The purpose of the Introduction to Taxation SLP is to provide students with an understanding of the basic theoretical concepts and ground rules regarding Income and Value-added tax. The SLP lays the theoretical and practical foundation for concepts and principles covered in Taxation 1 and 2. This SLP forms part of a suite of three SLPs offered to students who do not meet the taxation entry requirements for further study or association with professional accountancy bodies.

Programme content

SEMESTER MODULE	
MODULE NAME	MODULE CODE
Introduction to Taxation	S3PA015

Learning activities

ACTIVITY	HOURS	CREDITS
Contact time – Online distance learning	30	-
Work-based learning	-	-
Independent learning (e.g. reading time, interacting with learning material, completing online activities, asynchronous learning activities)	70	-
Preparation for and completion of assessments	20	-
Student support (e.g. tutorial, online support, additional learning material)	-	-
Other	-	-
TOTAL HOURS	120	-
TOTAL NUMBER OF CREDITS	-	12

Assessment

- Assessment in this short learning programme will be aligned to the outcomes of this programme.
- The assessment criteria will be the same as the corresponding module (Taxation 2AB) (TAX2B00), but the mode of assessment will differ to align with the distance learning delivery.

- Students will be continuously assessed through online assessment utilising the assessment utilities of Moodle Learner Management System (LMS).
- The weighting of the final summative assessment at the end of this short learning programme will be communicated to students before the commencement of the SLP.

Modules and outcomes

Module name	Introduction to Taxation	Module code	S3PAO15
Topics that will be covered	• Theoretical concepts and ground rules regarding Income Tax. • Theoretical concepts and ground rules regarding Value-added Tax.		
Outcomes	Students should be able to: • discuss the tax landscape in South Africa; • analyse elements of the gross income definition with reference to relevant case law; • apply gross income case law principles to practical scenarios; • calculate taxable gross income with reference to the general definition and special inclusions; • illustrate using calculations that exempt income is income that was first included in gross income, and then exempted; • integrate the rules, legislation, and case law of general deductions and special expenses and losses in a tax calculation; • calculate basic capital allowances, and the income tax consequences of the disposal of assets; • explain the mechanics of and do basic capital gains tax calculations; • choose the tax rates and special allowances/rebates applicable to different kinds of taxpayers, discuss and calculate the basic taxation consequences of trading stock; • discuss and calculate the basic consequences of the dividends tax; • calculate taxable income and normal tax payable for an individual taxpayer (including fringe benefits); • differentiate between the three provisional tax payments due by a company; • calculate the amount of Value Added Tax (VAT) due, and discuss VAT consequences for a vendor; identify both the income tax and VAT consequences of a transaction; • explain and calculate provisional tax payments for an individual taxpayer or a company; and • illustrate awareness of ethical practices regarding tax and the payment thereof.		
Calculation criteria	CE		

6.3.3 TAXATION 1

Code	S3P16O	NQF level	7
Mode of offering	Distance	Credits	16
Site of delivery	N/A	Certification	Competency based
Duration	This SLP will be completed over 7 weeks		
Relationship with other UJ modules/ qualifications	This SLP, together with the Taxation 2 SLP, is a substitute for Taxation 3AB (TAX3AB0).		
Articulation with subsidised UJ programmes	Students who have passed this short learning programme together with the Taxation 2 short learning programme will get a module credit for Taxation 3AB (TAX3AB0) in either Bachelor of Commerce (Accounting) (B34AEQ) (Extended) or Bachelor of Commerce (Accounting) (B34A5Q).		

Admission requirements	- Students must meet the entry requirements for the Bachelor of Commerce (Accounting) (B34A5Q) qualification or the Bachelor of Commerce in Accountancy (B34ACC) (distance) qualification; OR - must have obtained a relevant qualification at an NQF level 7; and - must have completed Taxation 2AB (TAX2B00) or the short learning programme Introduction to Taxation (S3P15O).

Purpose of the programme

The purpose of the Taxation 1 SLP is to increase a student's practical and theoretical tax knowledge of the ground rules regarding Income Tax and Value Added Tax (VAT), and to apply this knowledge to non-residents. The SLP deals with the inclusion of complex taxable amounts and recoupments in the gross income of individuals and enterprises and the deductions available to these taxpayers. This SLP forms part of a suite of three SLPs offered to students who do not meet the taxation entry requirements for further study or association with professional accountancy bodies.

Programme content

SEMESTER MODULE	
MODULE NAME	MODULE CODE
Taxation 1	S3PAO16

Learning activities

ACTIVITY	HOURS	CREDITS
Contact time – Online distance learning	30	-
Work-based learning	-	-
Independent learning (e.g. reading time, interacting with learning material, completing online activities, asynchronous learning activities)	90	-
Preparation for and completion of assessments	40	-
Student support (e.g. tutorial, online support, additional learning material)	-	-
Other	-	-
TOTAL HOURS	160	-
TOTAL NUMBER OF CREDITS	-	16

Assessment

- The assessment criteria will be the same as the corresponding module (Taxation 3AB (TAX3AB0)), but the mode of assessment will differ to align with the distance delivery.
- Students will be continuously assessed through online assessment utilising the assessment utilities of Moodle Learner Management System (LMS).
- The weighting of how the formative and summative assessments contribute to the Full Period Mark Weight will be communicated to students before the commencement of this SLP.

Modules and outcomes

Module name	Taxation 1	Module code	S3PAO16
Topics that will be covered	• Practical and theoretical concepts regarding Income Tax for both individuals and enterprises. • Practical and theoretical concepts and ground rules regarding Value-added tax. • Practical and theoretical concepts regarding non-residents.		
Outcomes	Students should be able to: • analyse amounts to be included in gross income by applying the definition of "gross income" in the Income Tax Act. • analyse amounts exempt from Income Tax by applying the relevant section of the Income Tax Act. • explain and calculate allowable deductions for Income tax purposes by applying the general deduction formula and special deductions; • explain and calculate deductions for Income tax purposes by applying for capital allowances; • apply the Income Tax principles regarding trading stock; • apply the Eighth Schedule of the Income Tax Act to situations subject to Capital Gains tax and calculate the taxable amount in terms of the relevant provisions in respect of assets acquired before and after 1 October 2001, • explain and calculate the taxable income and Income Tax payable by both individuals and companies; • discuss and calculate the VAT implications of an enterprise making taxable and exempt supplies; and • explain and calculate the dividends tax.		
Calculation criteria	CE		

6.3.4 TAXATION 2

Code	S3P17O	NQF level	7
Mode of offering	Distance	Credits	16
Site of delivery	N/A	Certification	Competency based
Duration	This SLP will be completed over 7 weeks.		
Relationship with other UJ modules/ qualifications	This SLP, together with the Taxation 1 SLP, is a substitute for Taxation 3AB (TAX3AB0).		
Articulation with subsidised UJ programmes	• Students who have passed this short learning programme together with the Taxation 1 short learning programme will get a module credit for Taxation 3AB (TAX3AB0) in either Bachelor of Commerce (Accounting) (B34AEQ) (Extended) or Bachelor of Commerce (Accounting) (B34A5Q). •		
Admission requirements	• Students must meet the entry requirements for the Bachelor of Commerce (Accounting) (B34A5Q) qualification or the Bachelor of Commerce (Accountancy) (B34ACC) (distance) qualification; OR • must have obtained a relevant qualification at an NQF level 7; and • the short learning programme Taxation 1 (S3P16O).		

Purpose of the programme

The purpose of the Taxation 2 SLP is to provide students with the practical and theoretical application of the basic concepts of taxation to individuals, partnerships, companies, trusts, and farmers, and to cover the taxation principles regarding Capital Gains tax (for individuals) as well as the rules and regulations regarding the administration and payment of taxation. This SLP forms part of a suite of three short learning programmes offered to students who do not meet the taxation entry requirements for further study or association with professional accountancy bodies.

Programme content

SEMESTER MODULE	
MODULE NAME	MODULE CODE
Taxation 2	S3PAO17

Learning activities

ACTIVITY	HOURS	CREDITS
Contact time – Online distance learning	30	-
Work-based learning	-	-
Independent learning (e.g. reading time, interacting with learning material, completing online activities, asynchronous learning activities)	90	-
Preparation for and completion of assessments	40	-
Student support (e.g. tutorial, online support, additional learning material)	-	-
Other	-	-
TOTAL HOURS	160	-
TOTAL NUMBER OF CREDITS	-	16

Assessment

- The assessment criteria will be the same as the corresponding module (Taxation 3AB (TAX3AB0)), but the mode of assessment will differ to align with the distance delivery.
- Students will be continuously assessed through online assessment utilising the assessment utilities of Moodle Learner Management System (LMS).
- The weighting of how the formative and summative assessments contribute to the Full Period Mark Weight will be communicated to students before the commencement of this SLP.

Modules and outcomes

Module name	Taxation 2	Module code	S3PAO17
Topics that will be covered	• Practical and theoretical concepts regarding Income Tax for individuals, partnerships, companies, trusts, and farmers. • Practical and theoretical concepts and ground rules regarding Capital Gains Tax for individuals. • Practical and theoretical concepts regarding the rules and regulations regarding the administration and payment of taxation.		
Outcomes	Students should be able to: • identify fringe benefits and calculate the cash equivalent to include in the taxable income of an individual; • determine the amounts exempt from the "income" of individuals by applying the relevant sections of the Income Tax Act; • identify and calculate the deductions available to individuals by applying the relevant sections of the Income Tax Act; • identify and calculate allowances attributable to the individual in gross income and calculate the amount allowed as a deduction against the allowance;		

	• calculate the tax implications of retirement benefits for individuals; • calculate the taxable income of a partnership and apportion it to the partners; • calculate the amount payable in terms of employee's tax and provisional tax; • calculate the amount payable in terms of donations tax and estate duty for individuals; • discuss situations applicable to an individual that will be subject to Capital Gains tax and calculate the taxable amount in terms of the relevant provisions; • prepare the tax calculation for a non-resident according to the relevant provisions in the Income Tax Act; • apply the basic Income Tax provisions regarding trusts; • analyse the rules and regulations regarding the administration and payment of taxation for individuals, partnerships, companies, and trusts; and • explain situations where the anti-avoidance provisions of the Income Tax Act would be applicable to individuals, partnerships, companies, and trusts.
Calculation criteria	CE

6.4 Non-credit-bearing Short Learning Programmes

6.4.1 4IR ETHICS FOR ACCOUNTANTS

[CPD programme in association with the Professional body, the South African Institute of Chartered Accountants (SAICA)]

Code	S34P70	NQF level	8
Mode of offering	Distance	Credits	0
Site of delivery	N/A	Certification	Competency based
Duration	• 40 hours over 8 weeks to complete the programme. • There will be four intakes during the year.		
Relationship with other UJ modules/ qualifications	N/A		
Articulation with subsidised UJ programmes	N/A		
Admission requirements	• A professional Accounting qualification or a BCom degree with accounting at NQF level 7, and must be a member of the South African Institute of Chartered Accountants (SAICA); or • Applicants with a minimum of a South African Chartered Accountant CA (SA) or Associate General Accountant AGA (SA) designation, including trainee accountants.		

Purpose of the programme

The purpose of this SLP is to introduce students to different knowledge perspectives of ethics in the fourth industrial revolution within the field of accounting and commerce. This SLP will furthermore contribute to the South African Institute of Chartered Accountants' (SAICA) requirements for the Continuous Professional Development (CPD) of its members.

Programme content

SEMESTER MODULE	
MODULE NAME	MODULE CODE
4IR Ethics for Accountants	S34PA07

Learning activities

ACTIVITY	HOURS	CREDITS
Contact time – Online distance learning	15	-
Work-based learning	-	-
Independent learning (e.g. reading time, interacting with learning material, completing online activities, asynchronous learning activities)	15	-
Preparation for and completion of assessments	10	-
Student support (e.g. tutorial, online support, additional learning material)	-	-
Other	-	-
TOTAL HOURS	40	-
TOTAL NUMBER OF CREDITS	-	-

Assessment

- Students will be continuously assessed through distance assessment utilising the assessment utilities of Moodle.
- At the end of the short learning programme, the students will be required to complete a comprehensive distance assessment (examination), and
- The students will be assessed by qualified UJ assessors as competent or not competent.

Modules and outcomes

Module name	4IR Ethics for Accountants	Module code	S34PA07
Topics that will be covered	- Background to ethics within 4IR. - Where artificial intelligence (AI) could replace humans, and where they can't (yet). - Ethics of algorithms: convening, observation, probability, and timeliness. - Transparency and bias of algorithms. - How the machine thinks, specifically, opacity in machine learning algorithms? - Liability rules and AI. - The threat of algocracy.		
Outcomes	Students should be able to: - analyse and discuss ethics within the 4IR; and - explain the ethical dilemmas of 4IR technologies in the accountancy profession.		
Calculation criteria	CE		

6.4.2 4IR ETHICS FOR PROFESSIONALS IN BUSINESS

Code	S34P80	NQF level	5
Mode of offering	Distance	Credits	0
Site of delivery	N/A	Certification	Competency based
Duration	40 hours over 8 weeks to complete the programme. - There will be four intakes during the year.		
Relationship with other UJ modules/ qualifications	N/A		
Articulation with subsidised UJ programmes	N/A		
Admission requirements	Minimum requirement is a completed secondary education or an equivalent NQF level 5 qualification; and		

	A degree or advanced diploma or equivalent qualification at NQF level 7 is recommended.

Purpose of the programme

The purpose of this SLP is to introduce students specialising in the fields of accountancy, taxation, auditing and assurance, risk management and control, financial management, and management decision-making to different knowledge perspectives of ethics in the fourth industrial revolution within the field of accounting and commerce.

Programme content

SEMESTER MODULE	
MODULE NAME	MODULE CODE
4IR Ethics for Professionals in Business	S34PAO8

Learning activities

ACTIVITY	HOURS	CREDITS
Contact time – Online distance learning	15	-
Work-based learning	-	-
Independent learning (e.g. reading time, interacting with learning material, completing online activities, asynchronous learning activities)	15	-
Preparation for and completion of assessments	10	-
Student support (e.g. tutorial, online support, additional learning material)	-	-
Other	-	-
TOTAL HOURS	40	-
TOTAL NUMBER OF CREDITS	-	-

Assessment

- Students will be continuously assessed through distance assessment utilising the assessment utilities of Moodle.
- At the end of the short learning programme, the students will be required to complete a comprehensive online assessment (examination), and
- the students will be assessed by qualified UJ assessors as competent or not competent.

Modules and outcomes

Module name	4IR Ethics for Professionals in Business	Module code	S34PAO8
Topics that will be covered	- Background to ethics within 4IR. - Where artificial intelligence (AI) could replace humans, and where they can't (yet). - Ethics of algorithms: convening, observation, probability, and timeliness. - Transparency and bias of algorithms. - How the machine thinks, specifically, opacity in machine learning algorithms? - Liability rules and AI. - The threat of algocracy.		
Outcomes	Students should be able to:		
	- analyse and discuss ethics within the 4IR; and - explain the ethical dilemmas of 4IR technologies in the accountancy profession.		
Calculation criteria	CE		

6.4.3 4IR PERSPECTIVES FOR ACCOUNTANTS

[CPD programme in association with the Professional body, the South African Institute of Chartered Accountants (SAICA)]

Code	S34P1O	NQF level	8
Mode of offering	Distance	Credits	0
Site of delivery	N/A	Certification	Competency based
Duration	40 hours over 8 weeks to complete the programme. - There will be four intakes during the year.		
Relationship with other UJ modules/ qualifications	N/A		
Articulation with subsidised UJ programmes	N/A		
Admission requirements	- A professional Accounting qualification or a BCom degree with accounting at NQF level 7, and must be a member of the South African Institute of Chartered Accountants (SAICA); or - Applicants with a minimum of a South African Chartered Accountant CA (SA) or Associate General Accountant AGA (SA) designation, including trainee accountants.		

Purpose of the programme

The purpose of the SLP is to introduce students to the technologies of the fourth industrial revolution, like data processing/analysis and artificial intelligence, from the perspective of accountants. This SLP will furthermore contribute towards the South African Institute of Chartered Accountants' (SAICA) requirements for the Continuous Professional Development (CPD) of its members.

Programme content

SEMESTER MODULE	
MODULE NAME	MODULE CODE
4IR Perspectives for Accountants	S34PAO1

Learning activities

ACTIVITY	HOURS	CREDITS
Contact time – Online distance learning	15	-
Work-based learning	-	-
Independent learning (e.g. reading time, interacting with learning material, completing online activities, asynchronous learning activities)	15	-
Preparation for and completion of assessments	10	-
Student support (e.g. tutorial, online support, additional learning material)	-	-
Other	-	-
TOTAL HOURS	40	-
TOTAL NUMBER OF CREDITS	-	-

Assessment

- Students will be continuously assessed through distance assessment utilising the assessment utilities of Moodle Learner Management System (LMS).
- At the end of the short learning programme, the students will be required to complete a comprehensive online assessment.
- The students will be assessed by qualified UJ assessors as competent or not competent.

Modules and outcomes

Module name	4IR Perspectives for Accountants	Module code	S34PAO1
Topics that will be covered	• Background to IR 4.0 from an accounting perspective: ○ Previous revolutions. ○ Focus on IR 4.0. ○ Advantages and disadvantages. ○ Trajectory of Accounting regarding IR 4.0 (past, present, future). • Elements of IR 4.0 technologies in Accountancy: ○ Blockchain: - Distributed Ledger Technology; - Smart Contracts; ○ Artificial Intelligence; ○ Machine Learning; - Big Data (including big data analytics); - Predictive Analytics; ○ Natural Language Processing; and ○ Ethical considerations for accountants in 4IR.		
Outcomes	Students should be able to:		
	• explain the multi-dimensional impact of the fourth industrial revolution on the accountancy profession; • critically evaluate the advantages and disadvantages of the fourth industrial revolution in the context of the accounting profession; and • explicate the use of 4IR technologies in the accountancy profession.		
Calculation criteria	CE		

6.4.4 4IR PERSPECTIVES FOR PROFESSIONALS IN BUSINESS

Code	S34P20	NQF level	5
Mode of offering	Distance	Credits	0
Site of delivery	N/A	Certification	Competency based
Duration	• 40 hours over 8 weeks to complete the programme. • There will be four intakes during the year.		
Relationship with other UJ modules/ qualifications	N/A		
Articulation with subsidised UJ programmes	N/A		
Admission requirements	• Minimum requirement is a completed secondary education NQF level 4 or an equivalent NQF level 5 qualification; and • a degree or advanced diploma, or equivalent qualification at NQF level 7 is recommended.		

Purpose of the programme

The purpose of this SLP is to introduce students specialising in the fields of accountancy, taxation, auditing and assurance, risk management and control, financial management, and management decision-making to the technologies of the fourth industrial revolution, like data processing/analysis and artificial intelligence, from the perspective of accountants.

Programme content

SEMESTER MODULE	
MODULE NAME	MODULE CODE
4IR Perspectives for Professionals in Business	S34PAO2

Learning activities

ACTIVITY	HOURS	CREDITS
Contact time – Online distance learning	15	-
Work-based learning	-	-
Independent learning (e.g. reading time, interacting with learning material, completing online activities, asynchronous learning activities)	15	-
Preparation for and completion of assessments	10	-
Student support (e.g. tutorial, online support, additional learning material)	-	-
Other	-	-
TOTAL HOURS	40	-
TOTAL NUMBER OF CREDITS	-	-

Assessment

- Students will be continuously assessed through distance assessment utilising the assessment utilities of Moodle Learner Management System (LMS).
- At the end of the short learning programme, the students will be required to complete a comprehensive distance assessment.
- The students will be assessed by qualified UJ assessors as competent or not competent.

Modules and outcomes

Module name	4IR for Professionals in Business	Module code	S34PAO2
Topics that will be covered	- Background to IR 4.0 from an accounting perspective: - Previous revolutions. - Focus on IR 4.0. - Advantages and disadvantages. - Trajectory of Accounting regarding IR 4.0 (past, present, future). - Elements of IR 4.0 technologies in Accountancy: - Blockchain: - Distributed Ledger Technology; - Smart Contracts; - Artificial Intelligence; - Machine Learning; - Big Data (including big data analytics); - Predictive Analytics; - Natural Language Processing; and - Ethical considerations for accountants in 4IR.		
Outcomes	Students should be able to: explain the multi-dimensional impact of the fourth industrial revolution on the accountancy profession;		

	- critically evaluate the advantages and disadvantages of the fourth industrial revolution in the context of the accounting profession; and - explicate the use of 4IR technologies in the accountancy profession.
Calculation criteria	CE

6.4.5 AN INTRODUCTION TO BLOCKCHAIN TECHNOLOGY FOR ACCOUNTANTS

[CPD programme in association with the Professional body, the South African Institute of Chartered Accountants (SAICA)]

Code	S34P5O	NQF level	8
Mode of offering	Distance	Credits	0
Site of delivery	N/A	Certification	Competency based
Duration	40 hours over 8 weeks to complete the programme. - There will be four intakes during the year.		
Relationship with other UJ modules/ qualifications	N/A		
Articulation with subsidised UJ programmes	N/A		
Admission requirements	- A professional Accounting qualification or a BCom degree with accounting at NQF level 7, and must be a member of the South African Institute of Chartered Accountants (SAICA); or - applicants with a minimum of a South African Chartered Accountant CA (SA) or Associate General Accountant AGA (SA) designation, including trainee accountants.		

Purpose of the programme

The purpose of this SLP is to provide students with an understanding of the fundamental concepts, guiding principles, and principal content required for organisations to adopt Blockchain technology and the implications thereof on the accounting profession across several key industries. This SLP will furthermore contribute to the South African Institute of Chartered Accountants' (SAICA) requirements for the Continuous Professional Development (CPD) of its members.

Programme content

SEMESTER MODULE	
MODULE NAME	MODULE CODE
An Introduction to Blockchain Technology for Accountants	S34PA05

Learning activities

ACTIVITY	HOURS	CREDITS
Contact time – Online distance learning	15	-
Work-based learning	-	-
Independent learning (e.g. reading time, interacting with learning material, completing online activities, asynchronous learning activities)	15	-
Preparation for and completion of assessments	10	-
Student support (e.g. tutorial, online support, additional learning material)	-	-
Other	-	-
TOTAL HOURS	40	-
TOTAL NUMBER OF CREDITS	-	-

Assessment

- Students will be continuously assessed through distance assessment utilising the assessment utilities of Moodle Learner Management System (LMS).
- At the end of the short learning programme, the students will be required to complete a comprehensive online assessment (examination).
- The students will be assessed by qualified UJ assessors as competent or not competent.

Modules and outcomes

Module name	Introduction to Blockchain Technology for Accountants	Module code	S34PA05
Topics that will be covered	• An introduction to the evolution of trust and the internet. • An introduction to the development and introduction of Blockchain Technology. • Insights into how Blockchain leverages Cryptography. • An understanding of the fundamental concepts of Distributed Ledger Technology (DLT). • An understanding of how DLT enables triple-entry accounting and continuous auditing. • The principal content areas of smart contracts and Distributed Applications (Apps). • Understand the difference between Public and Private Blockchains. • Understand the concept of a Token. • An overview of the impact on accounting standards and regulators. • A meaningful exposure to Blockchain solutions in several key industries.		
Outcomes	Students should be able to:		
	• substantiate the need for Blockchain technology and display a high-level knowledge of the fundamental concepts and guiding principles; and • evaluate the role that Blockchain technology can play in a company's success.		
Calculation criteria	CE		

6.4.6 AN INTRODUCTION TO BLOCKCHAIN TECHNOLOGY FOR PROFESSIONALS IN BUSINESS

Code	S34P6O	NQF level	5
Mode of offering	Distance	Credits	0
Site of delivery	N/A	Certification	Competency based
Duration	• 40 hours over 8 weeks to complete the programme. • There will be four intakes during the year.		
Relationship with other UJ modules/ qualifications	N/A		
Articulation with subsidised UJ programmes	N/A		
Admission requirements	• Minimum requirement is a completed secondary education at NQF level 4 or an equivalent NQF level 5 qualification; and • a degree or advanced diploma or equivalent NQF level 4 qualification at NQF level 7 is recommended.		

Purpose of the programme

The purpose of this SLP is to introduce students specialising in the fields of accountancy, taxation, auditing and assurance, risk management and control, financial management, and management decision-making with an understanding of the fundamental concepts, guiding principles and the principal content required, which organisations need to adopt Blockchain technology and the implications thereof across several key industries.

Programme content

SEMESTER MODULE	
MODULE NAME	MODULE CODE
An Introduction to Blockchain Technology for Professionals in Business	S34PA06

Learning activities

ACTIVITY	HOURS	CREDITS
Contact time – Online distance learning	15	-
Work-based learning	-	-
Independent learning (e.g. reading time, interacting with learning material, completing online activities, asynchronous learning activities)	15	-
Preparation for and completion of assessments	10	-
Student support (e.g. tutorial, online support, additional learning material)	-	-
Other	-	-
TOTAL HOURS	40	-
TOTAL NUMBER OF CREDITS	-	-

Assessment

- Students will be continuously assessed through distance assessment utilising the assessment utilities of Moodle Learner Management System (LMS).
- At the end of the short learning programme, the students will be required to complete a comprehensive online assessment (examination).
- The students will be assessed by qualified UJ assessors as competent or not competent.

Modules and outcomes

Module name	Introduction to Blockchain Technology for Accountants	Module code	S34PA06
Topics that will be covered	- An introduction to the evolution of trust and the internet. - An introduction to the development and introduction of Blockchain Technology. - Insights into how Blockchain leverages Cryptography. - An understanding of the fundamental concepts of Distributed Ledger Technology (DLT). - An understanding of how DLT enables triple-entry accounting and continuous auditing. - The principal content areas of smart contracts and Distributed Applications (Apps). - Understand the difference between Public and Private Blockchains. - Understand the concept of a Token. - An overview of the impact on accounting standards and regulators. - A meaningful exposure to Blockchain solutions in several key industries.		
Outcomes	Students should be able to: substantiate the need for Blockchain technology and display a high-level knowledge of the fundamental concepts and guiding principles; and		

	evaluate the role that Blockchain technology can play in a company's success.
Calculation criteria	CE

6.4.7 ARTIFICIAL INTELLIGENCE FOR ACCOUNTANTS

[CPD programme in association with the Professional body, the South African Institute of Chartered Accountants (SAICA)]

Code	S3P100	NQF level	8
Mode of offering	Distance	Credits	0
Site of delivery	N/A	Certification	Competency based
Duration	40 hours over 8 weeks to complete the programme. - There will be four intakes during the year.		
Relationship with other UJ modules/ qualifications	N/A		
Articulation with subsidised UJ programmes	N/A		
Admission requirements	- A professional Accounting qualification or a BCom degree with accounting at NQF level 7, and must be a member of the South African Institute of Chartered Accountants (SAICA); or - applicants with a minimum of a South African Chartered Accountant CA (SA) or Associate General Accountant AGA (SA) designation, including trainee accountants.		

Purpose of the programme

The purpose of this SLP is to assist students in understanding the implications of new technologies, including machine learning, natural language processing, and robotics, on the accounting profession and their future role within business in the era dominated by Artificial Intelligence (AI), and to perform basic programming. This SLP will furthermore contribute to the South African Institute of Chartered Accountants (SAICA) requirements for Continuous Professional Development (CPD) of its members.

Programme content

SEMESTER MODULE	
MODULE NAME	MODULE CODE
Artificial Intelligence: Perspectives for Accountants	S3PAO10

Learning activities

ACTIVITY	HOURS	CREDITS
Contact time – Online distance learning	15	-
Work-based learning	-	-
Independent learning (e.g. reading time, interacting with learning material, completing online activities, asynchronous learning activities)	15	-
Preparation for and completion of assessments	10	-
Student support (e.g. tutorial, online support, additional learning material)	-	-
Other	-	-
TOTAL HOURS	40	-
TOTAL NUMBER OF CREDITS	-	-

Assessment

- Students will be continuously assessed through distance assessment utilising the assessment utilities of Moodle Learner Management System (LMS).
- At the end of the short learning programme, the students will be required to complete a comprehensive distance assessment (examination).
- The students will be assessed by qualified UJ assessors as competent or not competent.

Modules and outcomes

Module name	Artificial Intelligence: Perspectives for Accountants	Module code	S3PAO10
Topics that will be covered	• Introduction to AI. • Machine Learning (ML) in Accounting. • Natural Language Processing (NLP) in Accounting. • Robotics in Accounting. • Basic programming. • Ethical Implications of AI and Related Technologies. • The future of Accounting in the era dominated by AI.		
Outcomes	Students should be able to: • analyse and discuss how key AI technologies have evolved over time and their impact on the industry and business, as well as understanding the concept of collective intelligence; • discuss the concept of Machine Learning, including being in a position to substantially differentiate between deep and shallow learning. Students must be able to explain how Machine Learning can be used to design, understand, and use computer programs to learn from experience; • analyse and discuss the use of Natural Language Processing, which, amongst others, includes the machine translation, summarisation, and sentiment analysis in the accounting environment. Students are further expected to critically reflect on how Natural Language Processing can be deployed in the accounting profession; • evaluate and assess the deployment of robotics as a key element for the transformative technologies; • critically assess and discuss other forms of AI, including the growing field looking at human-machine relationships from an ethical perspective; and • imagine the future of accounting by imagining what their role will be within the business in the era dominated by AI.		
Calculation criteria	CE		

6.4.8 ARTIFICIAL INTELLIGENCE: FOR PROFESSIONALS IN BUSINESS

Code	S3P11O	NQF level	5
Mode of offering	Distance	Credits	0
Site of delivery	-	Certification	Competency based
Duration	• 40 hours over 8 weeks to complete the programme. • There will be four intakes during the year.		
Relationship with other UJ modules/ qualifications	N/A		
Articulation with subsidised UJ programmes	N/A		

Admission requirements	• Minimum requirement is a completed secondary education at NQF level 4 or an equivalent NQF level 5 qualification; and • a degree or advanced diploma or equivalent NQF level 4 qualification at NQF level 7 is recommended.

Purpose of the programme

The purpose of this SLP is to introduce students specialising in the fields of accountancy, taxation, auditing and assurance, risk management and control financial management, and management decision-making to understand the implications of new technologies, including machine learning, natural language processing, and robotics on the accounting profession and their future role within business in the era dominated by Artificial Intelligence (AI) and to be able to perform basic programming.

Programme content

SEMESTER MODULE	
MODULE NAME	MODULE CODE
Artificial Intelligence: Perspectives for Professionals in Business	S3PAO11

Learning activities

ACTIVITY	HOURS	CREDITS
Contact time – Online distance learning	15	-
Work-based learning	-	-
Independent learning (e.g. reading time, interacting with learning material, completing online activities, asynchronous learning activities)	15	-
Preparation for and completion of assessments	10	-
Student support (e.g. tutorial, online support, additional learning material)	-	-
Other	-	-
TOTAL HOURS	40	-
TOTAL NUMBER OF CREDITS	-	-

Assessment

- Students will be continuously assessed through distance assessment utilising the assessment utilities of Moodle Learner Management System (LMS).
- At the end of the short learning programme, the students will be required to complete a comprehensive online assessment (examination).
- The students will be assessed by qualified UJ assessors as competent or not competent.

Modules and outcomes

Module name	Artificial Intelligence: Perspectives for Professionals in Business	Module code	S3PAO11
Topics that will be covered	• Introduction to AI. • Machine Learning (ML) in Accounting. • Natural Language Processing (NLP) in Accounting. • Robotics in Accounting. • Basic programming. • Ethical Implications of AI and Related Technologies. • The future of Accounting in the era dominated by AI.		

Outcomes	Students should be able to:
	- analyse and discuss how key AI technologies have evolved and their impact on the industry and business, as well as understanding the concept of collective intelligence; - discuss the concept of Machine Learning, including being able to substantially differentiate between deep and shallow learning. Students must be able to explain how Machine Learning can be used to design, understand, and use computer programs to learn from experience; - analyse and discuss the use of Natural Language Processing, which, amongst others, includes the machine translation, summarisation, and sentiment analysis in the accounting environment. Students are further expected to critically reflect on how Natural Language Processing can be deployed in the accounting profession; - evaluate and assess the deployment of robotics as a key element for the transformative technologies; - critically assess and discuss other forms of AI, including the growing field looking at human-machine relationships from an ethical perspective; and - imagine the future of accounting by imagining what their role will be within the business in the era dominated by AI.
Calculation criteria	CE

6.4.9 ENHANCING AUDIT COMMITTEE EFFECTIVENESS

Code	S34ACQ	NQF level	8
Mode of offering	Contact	Credits	0
Site of delivery	APB	Certification	Attendance based
Duration	Two-day programme		
Relationship with other UJ modules/ qualifications	N/A		
Articulation with subsidised UJ programmes	N/A		
Admission requirements	A person must be a member of an audit committee, a director of a company or a company secretary.		

Purpose of the programme

The purpose of this SLP is to equip directors of companies with the knowledge and skills to effectively discharge legal and governance responsibilities regarding audit committees.

Programme content

SEMESTER MODULES			
FIRST SEMESTER		SECOND SEMESTER	
MODULE NAME	MODULE CODE	MODULE NAME	MODULE CODE
Enhancing Audit Committee Effectiveness	S34ACQ1	Enhancing Audit Committee Effectiveness	S34ACQ2

Learning activities

ACTIVITY	HOURS	CREDITS
Contact time	14	-
Work-based learning	-	-
Independent learning (e.g. reading time, interacting with learning material, completing online activities, asynchronous learning activities)	2	-
Preparation for and completion of assessments	-	-
Student support (e.g. tutorial, online support, additional learning material)	-	-
Other	-	-
TOTAL HOURS	16	-
TOTAL NUMBER OF CREDITS	-	-

Assessment

An attendance-based certificate will be issued if students attend 50% of the workshops.

Modules and outcomes

Module name	Enhancing Audit Committee Effectiveness	Module code	S34ACQ1/S34ACQ2
Topics that will be covered	- Companies Act. - Internal controls. - External audit. - Internal audit. - International Financial Reporting Standards (IFRS). - Stakeholder engagement.		
Outcomes	Students should be able to: Discuss and describe principles of the audit committee's role and responsibility regarding: - Governance; - Companies Act; - Internal controls; - External audit; - Internal audit; - IFRS; and - Stakeholders.		
Calculation criteria	N/A		

6.4.10 Integrated Reporting for Professionals in Business

Code	S34P4O	NQF level	5
Mode of offering	Distance	Credits	0
Site of delivery	N/A	Certification	Competency based
Duration	40 hours over 8 weeks to complete the programme. - There will be four intakes during the year.		
Relationship with other UJ modules/ qualifications	N/A		
Articulation with subsidised UJ programmes	N/A		

Admission requirements	• Minimum requirement is a completed secondary education at NQF level 4 or an equivalent NQF level 5 qualification; and • a degree or advanced diploma or equivalent NQF level 4 qualification at NQF level 7 is recommended.

Purpose of the programme

The purpose of this SLP is to provide students specialising in the fields of accountancy, taxation, auditing and assurance, risk management and control, financial management and management. We hope this course will equip you with the skills and tools to be able to start your journey in preparing relevant and stakeholder-focused integrated reports.

Programme content

SEMESTER MODULE	
MODULE NAME	MODULE CODE
Integrated Reporting for Professionals in Business	S34PAO4

Learning activities

ACTIVITY	HOURS	CREDITS
Contact time – Online distance learning	15	-
Work-based learning	-	-
Independent learning (e.g. reading time, interacting with learning material, completing online activities, asynchronous learning activities)	15	-
Preparation for and completion of assessments	10	-
Student support (e.g. tutorial, online support, additional learning material)	-	-
Other	-	-
TOTAL HOURS	40	-
TOTAL NUMBER OF CREDITS	-	-

Assessment

- Students will be continuously assessed through distance assessment utilising the assessment utilities of Moodle Learner Management System (LMS).
- At the end of the short learning programme, the students will be required to complete a comprehensive online assessment (examination).
- The students will be assessed by qualified UJ assessors as competent or not competent.

Modules and outcomes

Module name	Integrated Reporting for Professionals in Business	Module code	S3PAO11
Topics that will be covered	• History and Evolution of Corporate Reporting • Integrated Thinking • Using the Framework • The Fundamental Principles of Integrated Reporting • The Guiding Concepts of Integrated Reporting • The Content Elements of Integrated Reporting		
Outcomes	Students should be able to:		
	• explain the importance of integrated reporting as a reporting tool in the business environment.		

	- explain the concept of value creation by referencing the application of the six capitals of integrated reporting. - discuss the role of integrated thinking in strategic decision-making, employment of the six capitals, and value creation. - understand the role of those charged with governance in preparing integrated reports. - explain the importance of a multi-capital approach to respond to stakeholders' needs and fulfilling the role of a good corporate citizen. - explain the role that the guiding principles and content elements have in effective reporting of value creation of an organisation. - analyse integrated reports by focusing on the application of guiding principles and content elements in practical examples.
Calculation criteria	CE

6.4.11 CIMA MANAGEMENT LEVEL FINANCIAL LEADERSHIP PROGRAMME (FLP™)

[Abbreviated name: CIMA MANAGEMENT FLP]

Code	S3P18O	NQF level	7
Mode of offering	Distance	Credits	0
Site of delivery	N/A	Certification	Attendance-based
Duration	A year		
Relationship with other UJ modules/ qualifications	N/A		
Articulation with subsidised UJ programmes	N/A		
Admission requirements	- Students in possession of: An Advanced Diploma in Financial Management (ADFM); or - BCom (Accounting) and has been awarded exemptions for the CIMA Operational level; or - Students who have completed the CIMA Operational level case study examinations or who have been awarded exemptions by CIMA at the Operational level.		

About this SLP

- The Chartered Institute of Management Accountants (CIMA) Management Level short learning programme provides students with access to the CIMA Finance Leadership Program™ (FLP).
- Upon registration, students will be provided with vouchers to access the appropriate learning material on the CIMA distance platform via the UJ Moodle Learner Management System (LMS).
- The learning material is prepared and updated by CIMA and consists of reading material, case study applications, and short webinars.
- Students are guided through each section of the content while being required to perform various tasks and formative assessments.
- Once all the tasks for a section (outcome) are completed, students must pass a Competency test before being allowed to continue with the next section.
- Students must complete all outcomes for the Management Level FLP before they are allowed to register for the management level case study exam.
- A token to write the CIMA case study exam is included as part of the FLP.
- The UJ course coordinator and tutors track the students' progress and follow up with students who do not progress as planned, and therefore run the risk of not completing
- UJ also provides access to distance tutors.

Purpose of the programme

The purpose of the CIMA Management FLP is to provide students with the necessary competencies required to operate as a financial professional in a management role. Students will gain knowledge and skills in cost management, financial reporting, people management, and leadership. Upon completion of the programme, students should be prepared to sit the CIMA Management Level Case Study exam.

Programme content

SEMESTER MODULE	
MODULE NAME	MODULE CODE
CIMA Management Level Financial Leadership Programme (FLP™)	S3PAO18

Learning activities

ACTIVITY	HOURS	CREDITS
Contact time – Online distance learning	-	-
Work-based learning	-	-
Independent learning (e.g. reading time, interacting with learning material, completing online activities, asynchronous learning activities)	250	-
Preparation for and completion of assessments	300	-
Student support (e.g. tutorial, online support, additional learning material)	-	-
Other	-	-
TOTAL HOURS	550	-
TOTAL NUMBER OF CREDITS	-	-

Assessment

- The short learning programme serves as a preparation course for CIMA Management Level exams.
- All assessments are externally managed and monitored and are not the responsibility of UJ.
- The assessments required to qualify for the case study exam are administered and recorded on the CIMA FLP online learning platform.
- The UJ short learning programme course coordinator will, however, have access to the platform dashboards to monitor student activity and progress.
- The students book and write the case study exam with CIMA.
- CIMA also assesses the exam, publishes results, and issues certification.
- The continuous assessments required to qualify for the case study exam are administered and recorded on the CIMA FLP distance learning platform.
- The programme is completed and assessed one outcome at a time.
- Students need to complete the online activities and pass the assessments for each of the 6 outcomes.
- Students will be reassessed on an outcome until they demonstrate sufficient competency.
- After completing the 6 **outcomes**, students may use the token provided as part of the FLP to register and write the Management level case study exam.
- Students have one year to complete the programme. Failure to do so will result in the student having to re-register.

Moderation

CIMA is responsible for setting and moderating all the assessments available through the FLP platform.

Modules and outcomes

Module name	CIMA Management Level Financial Leadership Programme (FLP™)	Module code	S3PAO18
Topics that will be covered	• Cost Management. • Reporting Frameworks and Accounting Standards. • Financial Statement preparation and analysis. • Leadership and Management. • Business Models. • Organisational Performance Management, including People Management.		
Outcomes	Students should be able to: • analyse and discuss how key AI technologies have evolved and their impact on the industry and business, as well as understanding the concept of collective intelligence; • discuss the concept of Machine Learning, including being able to substantially differentiate between deep and shallow learning. Students must be able to explain how Machine Learning can be used to design, understand, and use computer programs to learn from experience; • analyse and discuss the use of Natural Language Processing, which, amongst others, includes the machine translation, summarisation, and sentiment analysis in the accounting environment. Students are further expected to critically reflect on how Natural Language Processing can be deployed in the accounting profession; • evaluate and assess the deployment of robotics as a key element for the transformative technologies; • critically assess and discuss other forms of AI, including the growing field looking at human-machine relationships from an ethical perspective; and • imagine the future of accounting by imagining what their role will be within the business in the era dominated by AI.		
Calculation criteria	N/A		

6.4.11 CIMA OPERATIONAL LEVEL FINANCIAL LEADERSHIP PROGRAMME (FLP™)

[Abbreviated name: CIMA OPERATIONAL FLP]

Code	S3P19O	NQF level	6
Mode of offering	Distance	Credits	0
Site of delivery	N/A	Certification	Attendance-based
Duration	A year		
Relationship with other UJ modules/ qualifications	N/A		
Articulation with subsidised UJ programmes	N/A		
Admission requirements	• A Diploma in Accounting or equivalent qualification at NQF level 6; and who have been awarded exemptions for the CIMA certificate; OR • students who have completed the CIMA Certificate award; OR • any student with a BCom who has been awarded exemptions for the CIMA Certificate award.		

About this SLP

- The Chartered Institute of Management Accountants (CIMA) Operational Level short learning programme provides students with access to the CIMA Finance Leadership Program™ (FLP).
- Upon registration, students will be provided with vouchers to access the appropriate learning material on the CIMA distance platform via the UJ Moodle Learner Management System (LMS).
- The learning material is prepared and updated by CIMA and consists of reading material, case study applications, and short webinars.
- Students are guided through each section of the content while being required to perform various tasks and formative assessments.
- Once all the tasks for a section (outcome) are completed, students must pass a Competency test before being allowed to continue with the next section.
- Students must complete all outcomes for the Operational Level FLP before they are allowed to register for the Operational Level case study exam.
- A token to write the CIMA case study exam is included as part of the FLP.
- The UJ course coordinator and tutors track the students' progress and follow up with students who do not progress as planned, and therefore run the risk of not completing
- UJ also provides access to distance tutors.

Purpose of the programme

The purpose of the CIMA Operational FLP is to provide students with the necessary competencies required to operate as a financial professional in a management role. Students will gain knowledge and skills in cost management, financial reporting, people management, and leadership. Upon completion of the programme, students should be prepared to sit the CIMA Operational Level Case Study exam.

Programme content

MODULE NAME	MODULE CODE
CIMA Operational Level Financial Leadership Programme (FLP™)	S3PAO19

Learning activities

ACTIVITY	HOURS	CREDITS
Contact time – Online distance learning	-	-
Work-based learning	-	-
Independent learning (e.g. reading time, interacting with learning material, completing online activities, asynchronous learning activities)	200	-
Preparation for and completion of assessments	300	-
Student support (e.g. tutorial, online support, additional learning material)	-	-
Other	-	-
TOTAL HOURS	500	-
TOTAL NUMBER OF CREDITS	-	-

Assessment

- The SLP serves as a preparation course for CIMA Operational Level exams.
- All assessments are externally managed and monitored and are not the responsibility of UJ.
- The assessments required to qualify for the case study exam are administered and recorded on the CIMA FLP distance platform.
- The UJ SLP course coordinator will, however, have access to the platform dashboards to monitor student activity and progress.
- The students book and write the case study exam with CIMA. CIMA also assesses the exam, publishes results, and issues certificates.
- The programme is completed and assessed one outcome at a time.

- Students need to complete all the online activities and pass the assessments for each of the 11 outcomes.
- Students are reassessed on an outcome until they demonstrate the required competency.
- After completing the 11 outcomes, students are exempt from writing the three Operational Level Objective papers. They may then use the token provided as part of the FLP to register and write the case study exam.
- Students have one year to complete the 11 outcomes and register for the case study exam. Failure to do so will result in the student having to re-register.

Moderation

CIMA is responsible for setting and moderating all the assessments available through the FLP platform.

Modules and outcomes

Module name	CIMA Operational Level Financial Leadership Programme (FLP™)	Module code	S3PAO19
Topics that will be covered	• The finance function. • Data Analytics. • Budgeting. • Regulatory Frameworks. • Cost Accounting. • The use of technology in finance.		
Outcomes	Students should be able to: • explain the role of the finance function; • explain the role of technology in a digital world; • describe the shape and structure of the finance function; • explain how cost accounting can be used for decision-making and control; • explain the budgeting process and budgetary controls; • recommend short-term commercial decisions; • evaluate the risks and uncertainty in the short term; • describe the regulatory environment of financial reporting; • prepare financial statements; • explain the principles of taxation; and • explain the management of cash and working capital.		
Calculation criteria	N/A		

6.4.12 CIMA STRATEGIC LEVEL FINANCIAL LEADERSHIP PROGRAMME (FLP™)

[Abbreviated name: CIMA STRATEGIC FLP]

Code	S3P200	NQF level	8
Mode of offering	Distance	Credits	0
Site of delivery	N/A	Certification	Attendance-based
Duration	A year		
Relationship with other UJ modules/ qualifications	N/A		
Articulation with subsidised UJ programmes	N/A		
Admission requirements	• A BComHons (Financial Management), or a PGDip (Financial Management); and completed CIMA Management Case study exams. OR		

	Students who have completed the CIMA Management level case study examinations or who have been awarded exemptions by CIMA at BOTH operational and management levels.

About this SLP

- The Chartered Institute of Management Accountants (CIMA) Strategic Level short learning programme provides students with a voucher to access the appropriate CIMA Finance Leadership Program™ (FLP) content via the UJ Moodle Learner Management System (LMS).
- The learning material is prepared and updated by CIMA and consists of reading material, case study applications, and short webinars.
- Students are guided through each section of the content while being required to perform various tasks and formative assessments.
- Once all the tasks for a section (outcome) are completed, students must pass a Competency test before being allowed to continue with the next section.
- Students must complete all outcomes for the Strategic Level FLP before they can register to write the Strategic Level case study exam.
- A token to write the CIMA case study exam is included as part of the FLP.
- Students have one year to complete the programme and to write the integrated case study exam.
- The UJ course coordinator and tutors track the students' progress and follow up with students who do not progress as planned and therefore run the risk of not completing the programme.
- UJ also provides access to distance tutors.

Purpose of the programme

The purpose of the CIMA Strategic Level Financial Leadership Programme (FLP™) is to provide students with the necessary financial and risk management knowledge and skills to support an organisation's long-term strategic decision-making. The Finance Leadership Program is designed to give students the skills, practical experience, and forward-thinking mindset businesses need from a finance professional. Upon completing the programme, students should be prepared to sit the CIMA Strategic level case study exam.

Programme content

SEMESTER MODULE	
MODULE NAME	MODULE CODE
CIMA Strategic Level Financial Leadership Programme (FLP™)	S3PAO20

Learning activities

ACTIVITY	HOURS	CREDITS
Contact time – Online distance learning	-	-
Work-based learning	-	-
Independent learning (e.g. reading time, interacting with learning material, completing online activities, asynchronous learning activities)	250	-
Preparation for and completion of assessments	250	-
Student support (e.g. tutorial, online support, additional learning material)	-	-
Other	-	-
TOTAL HOURS	500	-
TOTAL NUMBER OF CREDITS	-	-

Assessment

- The short learning programme serves as a preparation course for CIMA Strategic Level exams.
- All assessments are externally managed and monitored and are not the responsibility of UJ.
- The assessments required to qualify for the case study exam are administered and recorded on the CIMA FLP distance platform.
- The UJ short learning programme course coordinator will, however, have access to the platform dashboards to monitor student activity and progress.
- The students book and write the case study exam with CIMA.
- CIMA also assesses the exam, publishes results, and issues certification.
- The Strategic Level case study exam is the final CIMA exam.
- The programme is completed and assessed one outcome at a time.
- Students need to complete the online activities and pass the assessments for each of the 12 outcomes.
- Students are reassessed on an outcome until they demonstrate the required competency.
- After completing the 12 outcomes, students are exempt from writing the three Strategic Level Objective papers.
- They may then use the token provided as part of the FLP to register and write the case study exam.
- Students have one year to complete the 12 outcomes and register for the case study exam; failure to do so will result in the student having to re-register.

Moderation

CIMA is responsible for setting and moderating all the assessments available through the FLP platform.

Modules and outcomes

Module name	CIMA Strategic Level Financial Leadership Programme (FLP™)	Module code	S3PAO20
Topics that will be covered	• Strategy formulation and execution. • Risk oversight. • Internal Controls. • Governance. • Ethics. • Financial Objectives.		
Outcomes	Students should be able to: • discuss the strategy process; • analyse the organisational ecosystem; • generate and recommend strategic options; • recommend and evaluate digital strategy; • evaluate enterprise risk; • evaluate strategic risk; • recommend internal controls; • evaluate cyber risks; • advise on financial policy decisions; • evaluate and recommend sources of long-term funds; • evaluate financial risks; and • perform and interpret business valuations.		
Calculation criteria	N/A		

6.4.14 CORPORATE GOVERNANCE

Code	S3CG2O	NQF level	8
Mode of offering	Distance	Credits	0
Site of delivery	-	Certification	Competency based
Duration	• The SLP will be completed in a semester and offered in both semesters. • It is presented in two 4-week lecture blocks with a break between the first and second blocks to allow for independent study and completion of assessment activities by students.		
Relationship with other UJ modules/ qualifications	This SLP does not bear any credits towards any formal qualification.		
Articulation with subsidised UJ programmes	N/A		
Admission requirements	Prospective students on the non-credit-bearing SLP must meet one of the following entry requirements: • have obtained any qualification at an NQF level 7; OR • have a national senior certificate or equivalent qualification with at work experience in a role that involves governance or control responsibilities.		

About this SLP

- Content is presented using a combination of synchronous and asynchronous lectures and online discussion forums on Moodle Learner Management System (LMS).
- Synchronous lectures are recorded and made available to students through the Moodle learning management system.
- Synchronous distance lectures are supplemented with pre-recorded videos, question and answer sessions, and webinars.
- Students are provided with a study guide, workbooks, and additional reading material to aid distance learning.

Purpose of the programme

The purpose of this SLP is to provide students with a theoretical understanding and the practical skills to implement sound corporate governance structures and practices. The programme further aims to provide individuals with governance responsibilities in the private and public sectors with the knowledge and skills to identify the limitations of existing corporate governance structures and practices and recommend improvements. The SLP promotes ethical leadership attributes needed for a well-functioning society.

The teaching and learning for the short learning programme in Corporate Governance are conducted from two perspectives:

- The first is from a compliance perspective, in other words, enabling students to know the stipulations of the applicable corporate governance code and to understand the legal requirements relating to corporate governance responsibilities.
- The second is, from an implementation point of view. It requires students to evaluate existing corporate governance practices and to recommend improvements, considering the appropriate corporate governance guidelines.

Programme content

SEMESTER MODULES			
FIRST SEMESTER		SECOND SEMESTER	
MODULE NAME	MODULE CODE	MODULE NAME	MODULE CODE
Corporate Governance A	S3CG201	Corporate Governance B	S3CG202

Learning activities

ACTIVITY	HOURS	CREDITS
Contact time – Online distance learning	40	-
Work-based learning	-	-
Independent learning (e.g. reading time, interacting with learning material, completing online activities, asynchronous learning activities)	130	-
Preparation for and completion of assessments	70	-
Student support (e.g. tutorial, online support, additional learning material)	-	-
Other	-	-
TOTAL HOURS	240	-
TOTAL NUMBER OF CREDITS	-	-

Assessment

- Formative assessments consist of online assignments, of which the marks are weighted to calculate the Full Period Mark.
- The summative assessment consists of a final online written assessment.

Modules and outcomes

Module name	Corporate Governance A and B	Module code	S3CG201/S3CG202
Topics that will be covered	- Ethical leadership and corporate governance. - The legal and regulatory environment affects corporate governance. - Fraud and corruption risk governance. - Audit, control, and corporate governance. - Information risk and cybersecurity. - Corporate reporting and disclosures. - Risk management. - Corporate governance in the public sector.		
Outcomes	Students should be able to: - demonstrate ethical leadership by evaluating ethical dilemmas and making recommendations that reflect good corporate citizenship; - evaluate the legal implications of corporate governance in the public and private sectors; - explain the role of the board of directors or the governing body regarding mitigating the risk of fraud and corruption; - review and evaluate the responsibilities of the board of directors in relation to the internal and external audit functions and ensure an effective control environment of organisations in the public and private sectors; - advise on the responsibility of the board of directors towards addressing information system risks in an organisation; - evaluate and debate the purpose of various forms of corporate reporting and disclosures; and - discuss the role of the board of directors relating to the development and implementation of risk management and disclosure strategies in organisations.		

Calculation criteria	SH

**NSPs OFFERED IN THE SCHOOL OF ACCOUNTING
DEPARTMENT OF COMMERCIAL ACCOUNTING**

7.	NSPs offered in the School of Accounting – Department of Commercial Accounting	CONTACT	DISTANCE	PAGE
7.1	Bridging programmes			
7.1.1	Bridging programme in Commercial Accounting	X		7.2
7.1.2	Bridging programme for Tax Technician	X		7.6
7.2	Whole programmes - NONE			
7.3	Credit-bearing Short Learning Programmes - NONE			
7.4	Non-credit bearing Short Learning Programmes			
7.4.1	Preparation for ACCA Advanced Audit and Assurance	X		7.7
7.4.2	Preparation for ACCA Advanced Financial Management	X		7.9
7.4.3	Preparation for ACCA Advanced Performance Management	X		7.10
7.4.4	Preparation for ACCA Advanced Taxation	X		7.12
7.4.5	Preparation for ACCA Taxation Applied Skills	X		7.13
7.4.6	Preparation for ACCA Audit and Assurance	X		7.15
7.4.7	Preparation for ACCA Audit and Assurance		X	7.16
7.4.8	Preparation for ACCA Business and Technology	X		7.18
7.4.9	Preparation for ACCA Business and Technology		X	7.19
7.4.10	Preparation for ACCA Certificate in Financial Management	X		7.21
7.4.11	Preparation for ACCA Certificate in Financial Management		X	7.22
7.4.12	Preparation for ACCA Financial Accounting	X		7.24
7.4.13	Preparation for ACCA Financial Accounting		X	7.25
7.4.14	Preparation for ACCA Financial Management	X		7.27
7.4.15	Preparation for ACCA Financial Management		X	7.28
7.4.16	Preparation for ACCA Financial Reporting	X		7.30
7.4.17	Preparation for ACCA Financial Reporting		X	7.31
7.4.18	Preparation for ACCA Foundations in Auditing	X		7.32
7.4.19	Preparation for ACCA Foundations in Auditing		X	7.34
7.4.20	Preparation for ACCA Management Accounting	X		7.36
7.4.21	Preparation for ACCA Management Accounting		X	7.37
7.4.22	Preparation for ACCA Performance Management	X		7.39
7.4.23	Preparation for ACCA Performance Management		X	7.40
7.4.24	Preparation for ACCA Strategic Business Leader	X		7.42
7.4.25	Preparation for ACCA Strategic Business Reporting	X		7.44
7.4.26	Training for Accounting Technicians	X		7.45

7.1 Bridging Programmes

Take note that all bridging programmes are non-credit-bearing.

7.1.1 BRIDGING PROGRAMME IN COMMERCIAL ACCOUNTING

Code	S3C11Q	NQF level	5
Mode of offering	Contact	Credits	0
Site of delivery	SWC	Certification	Competency based
Duration	12 hours per week for 28 weeks, daytime - Months to complete: February to November		
Relationship with other UJ modules/ qualifications	- Bridging to the Diploma in Accounting and the Diploma (Financial Services Operations). - After the successful completion of the Bridging Programme in Commercial Accounting, the student may apply to enrol for the Diploma in Accounting and or the Diploma in Financial Services Operations. - Students may also apply for credits for Financial Services Computing 1A and Introduction to Business Management 1B.		
Articulation with subsidised UJ programmes	The student may apply for credits for Financial Services Computing 1A (FSC11A1) (12 credits) and Introduction to Business Management 1B (IBM01B1) (12 credits).		
Admission requirements	- National Senior Certificate from 2008. - Diploma endorsement plus the required total Admission Points Score (APS) of 18 (with Mathematics) or 20 (with Mathematical Literacy); and - Subject requirements: APS English - 3, Mathematics - 2 or Mathematical Literacy - 4.		

Purpose of the programme

The purpose of this SLP is to provide students with a solid foundation in both academic and non-academic modules within the business environment, enabling them to transition into related diploma programmes. These students did not initially meet the entry requirements of the related diploma programmes. On successful completion of this SLP, students will be considered for admission into a related diploma programme.

Programme content

YEAR MODULES			
MODULE NAME		MODULE CODE	
Academic and Professional Skills		S3PCAQ5	
Basic Business Calculations		S3PCAQ3	
English Language and Communication Skills		S3PCAQ2	
Principles of Accounting		S3PCAQ1	
SEMESTER MODULES			
FIRST SEMESTER		SECOND SEMESTER	
MODULE NAME	MODULE CODE	MODULE NAME	MODULE CODE
Financial Services Computing 1A	S3PCAQ6	Introduction to Business Management 1B	S3PCAQ7

Learning activities

ACTIVITY	HOURS	CREDITS
Contact time	400	-
Work-based learning	-	-
Independent learning (e.g. reading time, interacting with learning material, completing online activities, asynchronous learning activities)	70	-
Preparation for and completion of assessments	150	-
Student support (e.g. tutorial, online support, additional learning material)	100	-
Other		-
TOTAL HOURS	720	-
TOTAL NUMBER OF CREDITS	-	-

Assessment

- Formative and summative assessments, including assignments.
- All modules must be passed in the same academic year.

Modules and outcomes

Module name	Academic and Professional Skills A/B	Module code	S3PCAQ5
Purpose	The purpose of this module is to demonstrate the use of effective study habits, apply relevant study techniques, and explain how to apply principles of time, stress, and personal change management.		
Outcomes	Students should be able to: • demonstrate the use of effective, individualised study habits and apply relevant study techniques, i.e. Appropriate note-taking, reading, and exam-taking skills to their academic work; • apply the principles of time management to their own personal situation; • identify and apply the principles of stress management; • identify and apply the principles and models of personal change management and develop and apply appropriate coping strategies; • discuss leadership theories and different team roles that may be adopted; • explain and apply a variety of personal and interpersonal skills; • manage their personal finances effectively; • explain values and principles and their importance; and • understand and apply the principles of goal-setting.		
Calculation criteria	CE		

Module name	Basic Business Calculations	Module code	S3PCAQ3
Purpose	The purpose of this module is to provide a solid foundation for the performance of basic mathematical and financial calculations in the business environment as a means of assisting in decision-making.		
Outcomes	Students should be able to: • accurately do calculations in Algebra; • accurately solve problems involving the perimeter, volume, and surface area of different shapes; • accurately do basic calculations in Financial Mathematics; • accurately do basic calculations in Statistics; and • correctly apply all the skills that they have learned in Accounting, Economics, and Business.		
Calculation criteria	CE		

Module name	English Language and Communication Skills	Module code	S3PCAQ2
Purpose	The purpose of this module is to introduce students to basic communication theories and concepts and to enhance students' written and verbal English communication skills.		
Outcomes	Students should be able to:		
	• demonstrate and understand group work; • use a dictionary effectively and develop basic work attack skills; • apply the principles of effective listening; • analyse and write complete, grammatically correct sentences; • understand and apply various types of punctuation; • write an effective paragraph • use basic referencing skills in academic writing; • explain and apply the principles of effective public speaking; • explain and apply basic elements of communication theory; • identify the functions and types of non-verbal communication; and • apply a basic understanding of intercultural communication.		
Calculation criteria	CE		

Module name	Principles of Accounting	Module code	S3PCAQ1
Purpose	The purpose of this module is to introduce the student to basic accounting principles, concepts and processes for the recording of transactions from source documents through to the financial statements of a sole trader. The focus is on the measurement and recognition of Value Added Tax, assets, liabilities, income and expenses, accounting adjustments, and period-end adjustments.		
Outcomes	Students should be able to:		
	• integrate technology-assisted learning by means of an accounting software package throughout the module; • explain and discuss the basic accounting principles and the accounting process, and apply these for a sole trader using the accounting software; • set up a service entity (sole trader) using the accounting software and convert it to a trading entity; • use accounting tools to analyse and understand the accounting implications of transactions and the effect the transactions have on the elements of the financial statements (assets, liabilities, equity, income, and expenses); • measure and recognise value-added tax (VAT); • prepare source documents, journal entries, and general ledger accounts using the accounting software; • set up and monitor individual trade receivables accounts; • recognise transactions in specialised journal entries and the respective subsidiary ledgers; • reconcile the cashbook to the bank statement balance; • reconcile the subsidiary ledgers and the control accounts in the general ledger for trade receivables and payables; • prepare and recognise journal entries for accounting adjustments, correction of errors, and period-end adjustments; • identify, measure, and recognise inventories; and • present basic financial statements for a sole trader.		
Calculation criteria	CE		

Module name	Financial Services Computing 1A	Module code	S3PCAQ6
Purpose	The purpose of this module is to introduce students to general computer applications commonly used in financial services operations. Students will be equipped with the necessary skills for end-user computing as well as academic and financial industry applications.		
Outcomes	Students should be able to:		
	• Demonstrate both theoretical and practical use of the following computer-based tasks to: ○ save, retrieve files, and navigate the basic operating system for end-user computing; ○ use basic functions for successful end-user computing; ○ use a word processing application, such as Microsoft Word; ○ use a presentation application, such as Microsoft PowerPoint; ○ use a data analysis application, such as Microsoft Excel; • Demonstrate understanding of computer applications on practical case studies, such as: ○ loan amortisation analysis; ○ ordinary least square regression analysis; ○ editing research articles; and ○ presentation skills.		
Calculation criteria	CE		

Module name	Introduction to Business Management 1B	Module code	S3PCAQ7
Purpose	The purpose of this module is to provide students with a global overview of Business Management as a science and prepare them for challenges in the South African Business environment in a multicultural context.		
Outcomes	Students should be able to:		
	• explain the role of business in society, considering the needs and resources of the community, the main economic systems, and the nature of Business Management; • identify and explain the internal and external business environment and the interaction between an organisation and its environment; • define and explain the entrepreneurial process, the characteristics of an entrepreneur, the difference between an entrepreneurial venture and a small business, and the phases of growth in a business; • explain the importance of business ethics and analyse the relevant aspects to be considered in developing ethical behaviour and a code of ethical conduct in an organisation; • identify and explain the origin of management theory and modern approaches currently at hand; • analyse the skills, roles, and characteristics of managers as important role players in establishing effective and efficient business practices; and • identify and explain all the relevant aspects, processes, characteristics, theories, models and techniques relevant to the four primary management tasks.		
Calculation criteria	SH		

7.1.2 BRIDGING FOR TAX TECHNICIANS

Code	S3C09Q	NQF level	6
Mode of offering	Contact	Credits	0
Site of delivery	SWC	Certification	Competency based
Duration	- Is offered in both semesters - Contact time (Lectures) will be held for 4 hours a week for 12 weeks and 2 hours for the 13th week (50 hours in total).		
Relationship with other UJ modules/ qualifications	N/A		
Articulation with subsidised UJ programmes	N/A		
Admission requirements	- Students who have completed the taxation modules (which are at an NQF level 6) in the Diploma (Accountancy) (D3A15Q) at UJ. OR - Students with at least an NQF level 6 qualification in the commerce field from any institution. These students must have completed a taxation module on NQF level 6 as part of their previous qualification.		

Purpose of the programme

The purpose of this SLP is to prepare the students to be able to write the knowledge component of the Occupational Certificate Tax Technician Qualification exam, administered by the South African Institute of Tax (SAIT).

Programme content

SEMESTER MODULES			
FIRST SEMESTER		SECOND SEMESTER	
MODULE NAME	MODULE CODE	MODULE NAME	MODULE CODE
Bridging for Tax Technicians	S3C09QA	Bridging for Tax Technicians	S3C09QB

Learning activities

ACTIVITY	HOURS	CREDITS
Contact time	50	-
Work-based learning	-	-
Independent learning (e.g. reading time, interacting with learning material, completing online activities, asynchronous learning activities)	50	-
Preparation for and completion of assessments	80	-
Student support (e.g. tutorial, online support, additional learning material)	-	-
Other	-	-
TOTAL HOURS	180	-
TOTAL NUMBER OF CREDITS	-	-

Assessment

- Students will be continuously assessed through online-distance assessment utilising the assessment utilities of the Moodle Learner Management System (LMS), by performing a formal presentation to a panel, as well as written assessments.

Modules and outcomes

Module name	Bridging for Tax Technicians A/B	Module code	S3C09QA/S3C09QB
Topics that will be covered	- An overview of the South African Tax Legislation. - South African Taxation of Businesses. - South African Taxation of Individuals. - Skills required for the management of a business, including appropriate tax ethics and responses to tax risks.		
Outcomes	Students should be able to: - demonstrate a basic understanding of the different South African tax legislation; - distinguish between the appropriate South African tax treatment of different types of businesses; - demonstrate a basic understanding of the South African tax principles and legislation applicable to individuals; and - demonstrate an understanding of professional business skills, ethics, and risk applicable to the tax environment.		
Calculation criteria	CE		

7.2 Whole Programmes - NONE

7.3 Credit-bearing Short Learning Programmes - NONE

7.4 Non-credit-bearing Short Learning Programmes

7.4.1 PREPARATION FOR ACCA: ADVANCED AUDIT AND ASSURANCE

[This SLP is presented in collaboration with the Association of Chartered Certified Accountants (ACCA)]

Code	S3C18Q	NQF level	8
Mode of offering	Contact	Credits	0
Site of delivery	APB	Certification	Attendance based
Duration	The SLP will be completed in a semester and will be offered in both semesters.		
Relationship with other UJ modules/ qualifications	N/A		
Articulation with subsidised UJ programmes	N/A		
Admission requirements	Students who are registered with ACCA and have access to the ACCA Study Hub.		

Purpose of the programme

The purpose of the SLP is to prepare students to take the Advanced Audit and Assurance Exam administered by ACCA. The SLP will develop the knowledge of the application and evaluation of the concepts, principles, and practices that underpin the preparation and interpretation of corporate reports in various contexts, including the ethical assessment of management's stewardship and the information needs of a diverse group of stakeholders.

Programme content

SEMESTER MODULES			
MODULE NAME	MODULE CODE	MODULE NAME	MODULE CODE
Preparation for ACCA: Advanced Audit Assurance	S3CA18A	Preparation for ACCA: Advanced Audit Assurance	S3CA18B

Learning activities

ACTIVITY	HOURS	CREDITS
Contact time	38	-
Work-based learning	-	-
Independent learning (e.g. reading time, interacting with learning material, completing online activities, asynchronous learning activities)	82	-
Preparation for and completion of assessments	-	-
Student support (e.g. tutorial, online support, additional learning material)	-	-
Other	-	-
TOTAL HOURS	120	-
TOTAL NUMBER OF CREDITS	-	-

Assessment

- This SLP will not have any formal assessments because it is non-credit-bearing.
- However, students will write informal mock examinations to prepare them for the ACCA exams.
- Students will receive a certificate of attendance if 70% of the face-to-face sessions are attended.

Modules and outcomes

Module name	Preparation for ACCA: Advanced Audit and Assurance	Module code	S3CA18A/ S3CA18B
Topics that will be covered	• Regulatory Environment. • Professional and Ethical Considerations. • Quality Management and Practice Management. • Planning and conducting an audit of historical financial information. • Other assignments OR Non-Audit assignments. • Current Issues and Developments. • Professional skills. • Employability and technology skills.		
Outcomes	Students should be able to:		
	• recognise the legal and regulatory environment and its impact on audit and assurance practice; • demonstrate the ability to work effectively on an assurance or other service engagement within a professional and ethical framework; • assess and recommend appropriate quality management policies and procedures in practice management and recognise the auditor's position concerning the acceptance and retention of professional appointments; • identify and formulate the work required to meet the objectives of audit assignments and apply the International Standards on Auditing; • evaluate findings and the results of work performed and draft suitable reports on assignments; • identify and formulate the work required to meet the objectives of non-audit assignments; • understand the current issues and developments relating to the provision of audit-related and assurance services;		

	• apply a range of professional skills in addressing requirements within the Advanced Audit and Assurance exam and in preparation for or to support current work experience; and • demonstrate employability and technology skills.
Calculation criteria	N/A

7.4.2 PREPARATION FOR ACCA: ADVANCED FINANCIAL MANAGEMENT

[This SLP is presented in collaboration with the Association of Chartered Certified Accountants (ACCA)]

Code	S3C12Q	NQF level	8
Mode of offering	Contact	Credits	0
Site of delivery	APB	Certification	Attendance based
Duration	The SLP will be completed in a semester and will be offered in both semesters.		
Relationship with other UJ modules/ qualifications	N/A		
Articulation with subsidised UJ programmes	N/A		
Admission requirements	Students who are registered with ACCA and have access to the ACCA Study Hub.		

Purpose of the programme

The purpose of the SLP is to prepare students to take the Advanced FIA Exam administered by ACCA. The SLP will develop the knowledge of the application and evaluation of the concepts, principles, and practices that underpin the preparation and interpretation of corporate reports in various contexts, including the ethical assessment of management's stewardship and the information needs of a diverse group of stakeholders.

Programme content

SEMESTER MODULES			
MODULE NAME	MODULE CODE	MODULE NAME	MODULE CODE
Preparation for ACCA: Advanced Financial Management	S3CA12A	Preparation for ACCA: Advanced Financial Management	S3CA12B

Learning activities

ACTIVITY	HOURS	CREDITS
Contact time	38	-
Work-based learning	-	-
Independent learning (e.g. reading time, interacting with learning material, completing online activities, asynchronous learning activities)	82	-
Preparation for and completion of assessments	-	-
Student support (e.g. tutorial, online support, additional learning material)	-	-
Other	-	-
TOTAL HOURS	120	-
TOTAL NUMBER OF CREDITS	-	-

Assessment

- This SLP will not have any formal assessments because it is non-credit-bearing.
- However, students will write informal mock examinations to prepare them for the ACCA exams.
- Students will receive a certificate of attendance if 70% of the face-to-face sessions are attended.

Modules and outcomes

Module name	Preparation for ACCA: Advanced Financial Management	Module code	S3CA12A/ S3CA12B
Topics that will be covered	• Role of senior financial adviser in a multinational organisation. • Advance investment appraisal. • Acquisitions and mergers. • Corporate reconstruction and re-organisation. • Treasury and advanced risk management techniques. • Professional skills. • Employability and technology skills.		
Outcomes	Students should be able to: • explain and evaluate the role and responsibility of the senior financial executive or advisor in meeting the conflicting needs of stakeholders and recognise the role of international financial institutions in managing multinationals; • evaluate potential investment decisions and assess their financial and strategic consequences, both domestically and internationally; • assess and plan acquisitions and mergers as an alternative growth strategy; • evaluate and advise on alternative corporate re-organisation strategy; • apply and evaluate alternative advanced treasury and risk management techniques; • apply a range of professional skills in addressing requirements within the advanced financial management exam and in preparation for, to support, current work experience; and • apply employability and technology skills.		
Calculation criteria	N/A		

7.4.3 PREPARATION FOR ACCA: ADVANCED PERFORMANCE MANAGEMENT

[This SLP is presented in collaboration with the Association of Chartered Certified Accountants (ACCA)]

Code	S3C13Q	NQF level	8
Mode of offering	Contact	Credits	0
Site of delivery	APB	Certification	Attendance based
Duration	The SLP will be completed in a semester and will be offered in both semesters.		
Relationship with other UJ modules/ qualifications	N/A		
Articulation with subsidised UJ programmes	N/A		
Admission requirements	Students who are registered with ACCA and have access to the ACCA Study Hub.		

Purpose of the programme

The purpose of the SLP is to prepare students to take the Advanced Performance Management Exam administered by ACCA. The SLP will develop knowledge of the application of strategic management accounting techniques in different business contexts to contribute to the planning, control, and evaluation of the performance of an organisation and its strategic and operational development.

Programme content

SEMESTER MODULES			
MODULE NAME	MODULE CODE	MODULE NAME	MODULE CODE
Preparation for ACCA: Advanced Performance Management	S3CA13A	Preparation for ACCA: Advanced Performance Management	S3CA13B

Learning activities

ACTIVITY	HOURS	CREDITS
Contact time	38	-
Work-based learning	-	-
Independent learning (e.g. reading time, interacting with learning material, completing online activities, asynchronous learning activities)	82	-
Preparation for and completion of assessments	-	-
Student support (e.g. tutorial, online support, additional learning material)	-	-
Other	-	-
TOTAL HOURS	120	-
TOTAL NUMBER OF CREDITS	-	-

Assessment

- This SLP will not have any formal assessments because it is non-credit-bearing.
- However, students will write informal mock examinations to prepare them for the ACCA exams.
- Students will receive a certificate of attendance if 70% of the face-to-face sessions are attended.

Modules and outcomes

Module name	Preparation for ACCA: Advanced Performance Management	Module code	S3CA13A/ S3CA13B
Topics that will be covered	• Strategic planning and control. • Performance management information systems and developments in technology. • Strategic performance measurement. • Performance evaluation. • Professional skills. • Employability and technology skills.		
Outcomes	Students should be able to: • use strategic planning and control models to plan and monitor organisational performance; • identify and evaluate the design features of effective performance management information and monitoring systems and recognise the impact of technological developments on performance measurement and management systems; • apply appropriate strategic performance measurement techniques in evaluating and improving organisational performance; • advise clients and senior management on strategic business performance evaluation;		

	• apply a range of professional skills in addressing requirements within the advanced performance management exam and in preparation for, or to support, current work experience; and • employability and technology skills.
Calculation criteria	N/A

7.4.4 PREPARATION FOR ACCA: ADVANCED TAXATION

[This SLP is presented in collaboration with the Association of Chartered Certified Accountants (ACCA)]

Code	S3C14Q	NQF level	8
Mode of offering	Contact	Credits	0
Site of delivery	APB	Certification	Attendance based
Duration	The SLP will be completed in a semester and will be offered in both semesters.		
Relationship with other UJ modules/ qualifications	N/A		
Articulation with subsidised UJ programmes	N/A		
Admission requirements	Students who are registered with ACCA and have access to the ACCA Study Hub.		

Purpose of the programme

The purpose of this SLP is to prepare students to take the Advanced Taxation Exam administered by ACCA. The SLP will develop knowledge and understanding of providing relevant information and advice to individuals and businesses on the impact of the major taxes on financial decisions and situations, as required at the strategic level.

Programme content

SEMESTER MODULES			
MODULE NAME	MODULE CODE	MODULE NAME	MODULE CODE
Preparation for ACCA: Advanced Taxation	S3CA14A	Preparation for ACCA: Advanced Taxation	S3CA14B

Learning activities

ACTIVITY	HOURS	CREDITS
Contact time	38	-
Work-based learning	-	-
Independent learning (e.g. reading time, interacting with learning material, completing online activities, asynchronous learning activities)	82	-
Preparation for and completion of assessments	-	-
Student support (e.g. tutorial, online support, additional learning material)	-	-
Other	-	-
TOTAL HOURS	120	-
TOTAL NUMBER OF CREDITS	-	-

Assessment

- This SLP will not have any formal assessments because it is non-credit-bearing.
- However, students will write informal mock examinations to prepare them for the ACCA exams.
- Students will receive a certificate of attendance if 70% of the face-to-face sessions are attended.

Modules and outcomes

Module name	Preparation for ACCA: Advanced Taxation	Module code	S3CA14A/ S3CA14B
Topics that will be covered	• Knowledge and understanding of the South African tax system through the study of further taxes, together with more advanced topics within the taxes studied previously. • The impact of relevant taxes on various situations and courses of action, including the interaction of taxes. • Minimising and/or deferring tax liabilities by the use of standard tax planning measures.		
Outcomes	Students should be able to: • apply further knowledge and understanding of the South African tax system through the study of further taxes, together with more advanced topics within the taxes studied previously; • identify and evaluate the impact of relevant taxes on various situations and courses of action, including the interaction of taxes; • provide advice on minimising and/or deferring tax liabilities using standard tax planning measures; • apply a range of professional skills in addressing requirements within the ATX-ZAF examination in preparation for, or to support, current work experience; and • demonstrate employability and technology skills.		

7.4.5 PREPARATION FOR ACCA: TAXATION APPLIED SKILLS

[This SLP is presented in collaboration with the Association of Chartered Certified Accountants (ACCA)]

Code	S3C17Q	NQF level	7
Mode of offering	Contact	Credits	0
Site of delivery	APB	Certification	Attendance based
Duration	The SLP will be completed in a semester and will be offered in both semesters.		
Relationship with other UJ modules/ qualifications	N/A		
Articulation with subsidised UJ programmes	N/A		
Admission requirements	Students who have completed the Diploma (Accountancy) (D3A15Q) or any other accounting-related qualification equivalent to NQF level 6, or completion or exemption of ACCA Foundation Level of the Association of Chartered Certified Accountants (ACCA).		

Purpose of the programme

The purpose of the SLP is to prepare students to take the Taxation exam at the Applied Skills level that is administered by ACCA. The SLP will develop the knowledge and understanding of the South African tax system as applicable to individuals and companies

This SLP provides the opportunity for Bachelor of Commerce (Accounting) or Bachelor of Accounting degree students, or those who are registered with ACCA, to further their studies in the accountancy field, filling the gap in the market and increasing their chances of securing better employment.

Programme content

SEMESTER MODULES			
MODULE NAME	MODULE CODE	MODULE NAME	MODULE CODE
Preparation for ACCA: Taxation Applied Skills	S3CA17A	Preparation for ACCA: Taxation Applied Skills	S3CA17B

Learning activities

ACTIVITY	HOURS	CREDITS
Contact time	38	-
Work-based learning	-	-
Independent learning (e.g. reading time, interacting with learning material, completing online activities, asynchronous learning activities)	82	-
Preparation for and completion of assessments	-	-
Student support (e.g. tutorial, online support, additional learning material)	-	-
Other	-	-
TOTAL HOURS	120	-
TOTAL NUMBER OF CREDITS	-	-

Assessment

- This SLP will not have any formal assessments because it is non-credit-bearing.
- However, students will write informal mock examinations to prepare them for the ACCA exams.
- Students will receive a certificate of attendance if 70% of the face-to-face sessions are attended.

Modules and outcomes

Module name	Preparation for ACCA: Taxation Applied Skills	Module code	S3CA17A/ S3CA17B
Topics that will be covered	• The South African tax system. • Income tax liabilities. • Company tax liabilities, including dividends tax for in-specie dividends. • Chargeable capital gains. • Value-added tax. • Employability and technology skills.		
Outcomes	Students should be able to: • explain the operation and scope of the South African tax system and the obligations of taxpayers and/or their agents; • explain and compute the income tax liabilities of individuals; • explain and compute the income tax liabilities of companies; • explain and compute the chargeable capital gains arising on companies and individuals; • explain and compute the effects of value-added tax on incorporated and unincorporated businesses; and • demonstrate employability and technology skills.		

7.4.6 PREPARATION FOR ACCA: AUDIT AND ASSURANCE

[This SLP is part of a suite of the Association of Chartered Certified Accountants (ACCA) preparation modules]

Code	S3C02Q	NQF level	7
Mode of offering	Contact	Credits	0
Site of delivery	APK	Certification	Attendance based
Duration	50 hours of contact lectures. - This SLP will be presented in both semesters.		
Relationship with other UJ modules/ qualifications	N/A		
Articulation with subsidised UJ programmes	N/A		
Admission requirements	Students who have completed the Diploma (Accountancy) (D3A15Q) or any other accounting-related qualification equivalent to NQF level 6, or completion or exemption of ACCA Foundation Level of the Association of Chartered Certified Accountants (ACCA).		

Purpose of the programme

The purpose of this SLP is to develop knowledge and understanding of the process of carrying out the assurance engagement and its application in the context of the professional regulatory framework.

Programme content

SEMESTER MODULES			
MODULE NAME	MODULE CODE	MODULE NAME	MODULE CODE
Preparation for ACCA: Audit and Assurance A	S3CA02A	Preparation for ACCA: Audit and Assurance B	S3CA02B

Learning activities

ACTIVITY	HOURS	CREDITS
Contact time	50	-
Work-based learning	-	-
Independent learning (e.g. reading time, interacting with learning material, completing online activities, asynchronous learning activities)	50	-
Preparation for and completion of assessments	60	-
Student support (e.g. tutorial, online support, additional learning material)	-	-
Other	-	-
TOTAL HOURS	160	-
TOTAL NUMBER OF CREDITS	-	-

Assessment

- This SLP will not have any formal assessments because it is non-credit-bearing.
- Moodle Learner Management System (LMS) assessments will be set by UJ, and ACCA student portal practice assessments will be set by ACCA.
- Students will write informal computer-based mock examinations to prepare them for the ACCA exams.

Modules and outcomes

Module name	Preparation for ACCA: Audit and Assurance A/B	Module code	S3CA02A/ S3CA02B
Topics that will be covered	• Audit framework and regulation. • Planning and risk assessment. • Internal control. • Audit evidence. • Review and reporting.		
Outcomes	Students should be able to: • explain the concept of audit and assurance and the functions of audit, and corporate governance, including ethics and professional conduct; • demonstrate how the auditor obtains and accepts audit engagements, obtains an understanding of the entity and its environment, assesses the risk of material misstatement (whether arising from fraud or other irregularities) and plans an audit of financial statements; • describe and evaluate internal controls, techniques and audit tests, including it systems to identify and communicate control risks and their potential consequences, making appropriate recommendations. Describe the scope, role and function of internal audit; • identify and describe the work and evidence obtained by the auditor and others required to meet the objectives of audit engagements and the application of the international standards on auditing (ISAs); and • explain how consideration of subsequent events and the going concern principle can inform the conclusions from audit work and are reflected in different types of auditor's reports, written representations and the final review and reports.		

7.4.7 PREPARATION FOR ACCA: AUDIT AND ASSURANCE

[This SLP is part of a suite of the Association of Chartered Certified Accountants (ACCA) preparation modules]

Code	S3C02O	NQF level	7
Mode of offering	Distance	Credits	0
Site of delivery	N/A	Certification	Attendance based
Duration	• 50 hours of online lectures. • This SLP will be presented in both semesters.		
Relationship with other UJ modules/ qualifications	N/A		
Articulation with subsidised UJ programmes	N/A		
Admission requirements	Students who have completed the Diploma (Accountancy) (D3A15Q) or any other accounting-related qualification equivalent to NQF level 6, or completion or exemption of ACCA Foundation Level of the Association of Chartered Certified Accountants (ACCA).		

Purpose of the programme

The purpose of this SLP is to develop knowledge and understanding of the process of carrying out the assurance engagement and its application in the context of the professional regulatory framework.

Programme content

SEMESTER MODULES			
MODULE NAME	MODULE CODE	MODULE NAME	MODULE CODE
Preparation for ACCA: Audit and Assurance A	S3CA02O	Preparation for ACCA: Audit and Assurance B	S3CB02O

Learning activities

ACTIVITY	HOURS	CREDITS
Contact time – Online distance learning	50	-
Work-based learning	-	-
Independent learning (e.g. reading time, interacting with learning material, completing online activities, asynchronous learning activities)	50	-
Preparation for and completion of assessments	60	-
Student support (e.g. tutorial, online support, additional learning material)	-	-
Other	-	-
TOTAL HOURS	160	-
TOTAL NUMBER OF CREDITS	-	-

Assessment

- This SLP will not have any formal assessments because it is non-credit-bearing.
- Moodle Learner Management System (LMS) assessments will be set by UJ, and ACCA student portal practice assessments will be set by ACCA.
- Students will write informal mock examinations to prepare them for the ACCA exams.

Modules and outcomes

Module name	Preparation for ACCA: Audit and Assurance A/B	Module code	S3CA02O/ S3CA02O
Topics that will be covered	• Audit framework and regulation. • Planning and risk assessment. • Internal control. • Audit evidence. • Review and reporting.		
Outcomes	Students should be able to: • explain the concept of audit and assurance and the functions of audit, and corporate governance, including ethics and professional conduct; • demonstrate how the auditor obtains and accepts audit engagements, obtains an understanding of the entity and its environment, assesses the risk of material misstatement (whether arising from fraud or other irregularities) and plans an audit of financial statements; • describe and evaluate internal controls, techniques and audit tests, including IT systems to identify and communicate control risks and their potential consequences, making appropriate recommendations. Describe the scope, role and function of internal audit; • identify and describe the work and evidence obtained by the auditor and others required to meet the objectives of audit engagements and the application of the international standards on auditing (ISAs); and • explain how consideration of subsequent events and the going concern principle can inform the conclusions from audit work and are reflected in different types of auditor's reports, written representations and the final review and reports.		

7.4.8 PREPARATION FOR ACCA: BUSINESS AND TECHNOLOGY

[This SLP is part of a suite of the Association of Chartered Certified Accountants (ACCA) preparation modules]

Code	S3CA0Q	NQF level	5
Mode of offering	Contact	Credits	0
Site of delivery	SWC	Certification	Attendance based
Duration	50 hours of contact lectures. - This SLP will be presented in both semesters.		
Relationship with other UJ modules/ qualifications	N/A		
Articulation with subsidised UJ programmes	N/A		
Admission requirements	- Applicants who have completed secondary education on NQF level 4 or an equivalent NQF level 4 qualification. - An APS score equivalent of at least 25 points is recommended.		

Purpose of the programme

The purpose of this SLP is to introduce knowledge and understanding of the business and its environment, and the influence this has on how organisations are structured and on the role of the accounting and other key business functions in contributing to the efficient, effective and ethical management and development of an organisation and its people and their interaction with technology, data and information systems.

Programme content

SEMESTER MODULES			
MODULE NAME	MODULE CODE	MODULE NAME	MODULE CODE
Preparation for ACCA: Business and Technology A	S3CA0QA	Preparation for ACCA: Business and Technology B	S3CA0QB

Learning activities

ACTIVITY	HOURS	CREDITS
Contact time	50	-
Work-based learning	-	-
Independent learning (e.g. reading time, interacting with learning material, completing online activities, asynchronous learning activities)	50	-
Preparation for and completion of assessments	60	-
Student support (e.g. tutorial, online support, additional learning material)	-	-
Other	-	-
TOTAL HOURS	160	-
TOTAL NUMBER OF CREDITS	-	-

Assessment

- This SLP will not have any formal assessments because it is non-credit-bearing.
- Moodle Learner Management System (LMS) assessments will be set by UJ, and ACCA student portal practice assessments will be set by ACCA.
- Students will write informal mock examinations to prepare them for the ACCA exams.

Modules and outcomes

Module name	Preparation for ACCA: Business and Technology A/B	Module code	S3CA0QA / S3CA0QB
Topics that will be covered	- Purpose and types of businesses and interactions with stakeholders and the external environment. - Business organisation structures and corporate governance. - Functions, systems, and technologies in accounting and audit. - Principles of authority, leadership, and teams. - Personal effectiveness, effective teams, and organisational behaviour. - Professional ethics and professional values.		
Outcomes	Students should be able to: - understand the purpose and types of businesses and how they interact with key stakeholders and the external environment; - understand business organisation structure, functions and the role of corporate governance; - recognise the functions, systems and new technologies in accounting and audit in communicating, reporting and assuring financial information, including the effective compliance, internal control and security of financial and other data; - recognise the principles of authority and leadership and how teams and individuals are recruited, managed, motivated and developed; - understand the importance of personal effectiveness as the basis for effective team and organisational behaviour; and - recognise that all aspects of business and finance should be conducted in a manner which complies with and is in the spirit of accepted professional ethics and professional values.		

7.4.9 PREPARATION FOR ACCA: BUSINESS AND TECHNOLOGY

[This SLP is part of a suite of the Association of Chartered Certified Accountants (ACCA) preparation modules]

Code	S3CA00	NQF level	5
Mode of offering	Distance	Credits	0
Site of delivery	N/A	Certification	Attendance based
Duration	50 hours of online lectures. - This will be presented in both semesters.		
Relationship with other UJ modules/ qualifications	N/A		
Articulation with subsidised UJ programmes	N/ASLP		
Admission requirements	- Applicants who have completed secondary education on NQF level 4 or an equivalent NQF level 4 qualification. - An APS score equivalent of at least 25 points is recommended.		

Purpose of the programme

The purpose of this SLP is to introduce knowledge and understanding of the business and its environment, and the influence this has on how organisations are structured and on the role of the accounting and other key business functions in contributing to the efficient, effective, and ethical management and development of an organisation and its people and their interaction with technology, data, and information systems.

Programme content

SEMESTER MODULES			
MODULE NAME	MODULE CODE	MODULE NAME	MODULE CODE
Preparation for ACCA: Business and Technology A	S3CA00	Preparation for ACCA: Business and Technology B	S3CB00

Learning activities

ACTIVITY	HOURS	CREDITS
Contact time – Online distance learning	50	-
Work-based learning	-	-
Independent learning (e.g. reading time, interacting with learning material, completing online activities, asynchronous learning activities)	50	-
Preparation for and completion of assessments	60	-
Student support (e.g. tutorial, online support, additional learning material)	-	-
Other	-	-
TOTAL HOURS	160	-
TOTAL NUMBER OF CREDITS	-	-

Assessment

- This SLP will not have any formal assessments because it is non-credit-bearing.
- Moodle Learner Management System (LMS) assessments will be set by UJ, and ACCA student portal practice assessments will be set by ACCA.
- Students will write informal mock examinations to prepare them for the ACCA exams.

Modules and outcomes

Module name	Preparation for ACCA: Business and Technology A/B	Module code	S3CA00/ S3CA00
Topics that will be covered	• Purpose and types of businesses and interactions with stakeholders and the external environment. • Business organisation structures and corporate governance. • Functions, systems and technologies in accounting and audit. • Principles of authority, leadership and teams. • Personal effectiveness, effective teams and organisational behaviour. • Professional ethics and professional values.		
Outcomes	Students should be able to: • understand the purpose and types of businesses and how they interact with key stakeholders and the external environment; • understand business organisation structure, functions and the role of corporate governance; • recognise the functions, systems and new technologies in accounting and audit in communicating, reporting and assuring financial information, including the effective compliance, internal control and security of financial and other data; • recognise the principles of authority and leadership and how teams and individuals are recruited, managed, motivated and developed; • understand the importance of personal effectiveness as the basis for effective team and organisational behaviour; and • recognise that all aspects of business and finance should be conducted in a manner which complies with and is in the spirit of accepted professional ethics and professional values.		

7.4.10 PREPARATION FOR ACCA: CERTIFICATE IN FINANCIAL MANAGEMENT

[This SLP is part of a suite of the Association of Chartered Certified Accountants (ACCA) preparation modules]

Code	S3C08Q	NQF level	6
Mode of offering	Contact	Credits	0
Site of delivery	SWC	Certification	Attendance based
Duration	50 hours of contact lectures. - This SLP will be presented in both semesters.		
Relationship with other UJ modules/ qualifications	N/A		
Articulation with subsidised UJ programmes	N/A		
Admission requirements	- Applicants who have completed secondary education and the following preparation short learning programme: - Preparation for ACCA Business and Technology; - Preparation for ACCA Financial Accounting; and - Preparation for ACCA Management Accounting, or passed the ACCA exams for the mentioned learning areas; or - Applicant who has completed secondary education and has passed the ACCA exams for the learning areas mentioned above.		

Purpose of the programme

The purpose of this SLP is to develop knowledge and understanding of ways organisations finance their operations, plan and control cash flows, optimise their use of working capital and allocate resources to long-term investment projects.

Programme content

SEMESTER MODULES			
MODULE NAME	MODULE CODE	MODULE NAME	MODULE CODE
Preparation for ACCA: Certificate in Financial Management A	S3CA08A	Preparation for ACCA: Certificate in Financial Management B	S3CA08B

Learning activities

ACTIVITY	HOURS	CREDITS
Contact time	50	-
Work-based learning	-	-
Independent learning (e.g. reading time, interacting with learning material, completing online activities, asynchronous learning activities)	50	-
Preparation for and completion of assessments	60	-
Student support (e.g. tutorial, online support, additional learning material)	-	-
Other	-	-
TOTAL HOURS	160	-
TOTAL NUMBER OF CREDITS	-	-

Assessment

- This SLP will not have any formal assessments because it is non-credit-bearing.
- Moodle Learner Management System (LMS) assessments will be set by UJ, and ACCA student portal practice assessments will be set by ACCA.
- Students will write informal mock examinations to prepare them for the ACCA exams.

Modules and outcomes

Module name	Preparation for ACCA: Certificate in Financial Management A/B	Module code	S3CA08A / S3CA08B
Topics that will be covered	• Principles of effective working capital management. • The impact working capital has on an organisation's cash flow. • Techniques for forecasting cash. • Cash management. • Principles of fund investments for capital projects. • Credit management.		
Outcomes	Students should be able to: • explain and apply the principles of working capital management; • apply a range of accounting techniques used to forecast cash within the organisation; • describe methods and procedures for managing cash balances; • explain principles in making medium to long-term financing decisions; • explain and apply principles in making capital investment decisions; and • describe credit management methods and procedures.		

7.4.11 PREPARATION FOR ACCA: CERTIFICATE IN FINANCIAL MANAGEMENT

[This SLP is part of a suite of the Association of Chartered Certified Accountants (ACCA) preparation modules]

Code	S3C08O	NQF level	6
Mode of offering	Distance	Credits	0
Site of delivery	SWC	Certification	Attendance based
Duration	• 50 hours of distance lectures. • This SLP will be presented in both semesters.		
Relationship with other UJ modules/ qualifications	N/A		
Articulation with subsidised UJ programmes	N/A		
Admission requirements	• Applicants who have completed secondary education and the following preparation short learning programme: ○ Preparation for ACCA Business and Technology; ○ Preparation for ACCA Financial Accounting; and ○ Preparation for ACCA Management Accounting, or passed the ACCA exams for the mentioned learning areas; or • Applicant who has completed secondary education and has passed the ACCA exams for the learning areas mentioned above.		

Purpose of the programme

The purpose of this SLP is to develop knowledge and understanding of ways organisations manage their operations, plan and control cash flows, optimise their use of working capital, and allocate resources to long-term investment projects.

Programme content

SEMESTER MODULES			
MODULE NAME	MODULE CODE	MODULE NAME	MODULE CODE
Preparation for ACCA: Certificate in Financial Management A	S3CA08O	Preparation for ACCA: Certificate in Financial Management B	S3CB08O

Learning activities

ACTIVITY	HOURS	CREDITS
Contact time – Online distance learning	50	-
Work-based learning	-	-
Independent learning (e.g. reading time, interacting with learning material, completing online activities, asynchronous learning activities)	50	-
Preparation for and completion of assessments	60	-
Student support (e.g. tutorial, online support, additional learning material)	-	-
Other	-	-
TOTAL HOURS	160	-
TOTAL NUMBER OF CREDITS	-	-

Assessment

- This SLP will not have any formal assessments because it is non-credit-bearing.
- Moodle Learner Management System (LMS) assessments will be set by UJ, and ACCA student portal practice assessments will be set by ACCA.
- Students will write informal mock examinations to prepare them for the ACCA exams.

Modules and outcomes

Module name	Preparation for ACCA: Certificate in Financial Management A/B	Module code	S3CA08O / S3CB08O
Topics that will be covered	• Principles of effective working capital management. • The impact working capital has on an organisation's cash flow. • Techniques for forecasting cash. • Cash management. • Principles of fund investments for capital projects. • Credit management.		
Outcomes	Students should be able to: • explain and apply the principles of working capital management; • apply a range of accounting techniques used to forecast cash within the organisation; • describe methods and procedures for managing cash balances; • explain principles in making medium to long-term financing decisions; • explain and apply principles in making capital investment decisions; and • describe credit management methods and procedures.		

7.4.12 PREPARATION FOR ACCA: FINANCIAL ACCOUNTING

[This SLP is part of a suite of the Association of Chartered Certified Accountants (ACCA) preparation modules]

Code	S3C03Q	NQF level	6
Mode of offering	Contact	Credits	0
Site of delivery	SWC	Certification	Attendance based
Duration	50 hours of contact lectures. - This SLP will be presented in both semesters.		
Relationship with other UJ modules/ qualifications	N/A		
Articulation with subsidised UJ programmes	N/A		
Admission requirements	- Applicants who have completed secondary education on NQF level 4 or an equivalent NQF level 4 qualification. - An APS score equivalent of at least 25 points is recommended.		

Purpose of the programme

The purpose of this SLP is to develop knowledge and understanding of the underlying principles and concepts relating to financial accounting and technical proficiency in the use of double-entry accounting techniques, including the preparation of basic single-entity financial statements and simple consolidated financial statements.

Programme content

SEMESTER MODULES			
MODULE NAME	MODULE CODE	MODULE NAME	MODULE CODE
Preparation for ACCA: Financial Accounting A	S3CA03A	Preparation for ACCA: Financial Accounting B	S3CA03B

Learning activities

ACTIVITY	HOURS	CREDITS
Contact time	50	-
Work-based learning	-	-
Independent learning (e.g. reading time, interacting with learning material, completing online activities, asynchronous learning activities)	50	-
Preparation for and completion of assessments	60	-
Student support (e.g. tutorial, online support, additional learning material)	-	-
Other	-	-
TOTAL HOURS	160	-
TOTAL NUMBER OF CREDITS	-	-

Assessment

- This SLP will not have any formal assessments because it is non-credit-bearing.
- Moodle Learner Management System (LMS) assessments will be set by UJ, and ACCA student portal practice assessments will be set by ACCA.
- Students will write informal mock examinations to prepare them for the ACCA exams.

Modules and outcomes

Module name	Preparation for ACCA: Financial Accounting A/B	Module code	S3CA03A/S3CA03B
Topics that will be covered	• The context and purpose of financial reporting. • Qualitative characteristics of financial information. • Double-entry and accounting systems. • Recording of transactions and events. • Trial balance preparation. • Basic financial statements for incorporated and unincorporated entities. • Simple consolidated financial statements. • Interpretation of financial statements.		
Outcomes	Students should be able to:		
	• explain the context and purpose of financial reporting; • demonstrate an understanding of the qualitative characteristics of financial information; • demonstrate the use of double-entry and accounting systems; • record transactions and events; • prepare a trial balance (including identifying and correcting errors); • prepare basic financial statements for incorporated and unincorporated entities; • prepare basic consolidated financial statements; and • interpret financial statements.		

7.4.13 PREPARATION FOR ACCA: FINANCIAL ACCOUNTING

[This SLP is part of a suite of the Association of Chartered Certified Accountants (ACCA) preparation modules]

Code	S3C03O	NQF level	6
Mode of offering	Distance	Credits	0
Site of delivery	N/A	Certification	Attendance based
Duration	• 50 hours of online lectures. • This SLP will be presented in both semesters.		
Relationship with other UJ modules/ qualifications	N/A		
Articulation with subsidised UJ programmes	N/A		
Admission requirements	• Applicants who have completed secondary education on NQF level 4 or an equivalent NQF level 4 qualification. • An APS score equivalent of at least 25 points is recommended.		

Purpose of the programme

The purpose of this SLP is to develop knowledge and understanding of the underlying principles and concepts relating to financial accounting and technical proficiency in the use of double-entry accounting techniques, including the preparation of basic single-entity financial statements and simple consolidated financial statements.

Programme content

SEMESTER MODULES			
MODULE NAME	MODULE CODE	MODULE NAME	MODULE CODE
Preparation for ACCA: Financial Accounting A	S3CA03O	Preparation for ACCA: Financial Accounting B	S3CB03O

Learning activities

ACTIVITY	HOURS	CREDITS
Contact time – Online distance learning	50	-
Work-based learning	-	-
Independent learning (e.g. reading time, interacting with learning material, completing online activities, asynchronous learning activities)	50	-
Preparation for and completion of assessments	60	-
Student support (e.g. tutorial, online support, additional learning material)	-	-
Other	-	-
TOTAL HOURS	160	-
TOTAL NUMBER OF CREDITS	-	-

Assessment

- This SLP will not have any formal assessments because it is non-credit-bearing.
- Moodle Learner Management System (LMS) assessments will be set by UJ, and ACCA student portal practice assessments will be set by ACCA.
- Students will write informal mock examinations to prepare them for the ACCA exams.

Modules and outcomes

Module name	Preparation for ACCA: Financial Accounting A/B	Module code	S3CA03O /S3CB3O
Topics that will be covered	• The context and purpose of financial reporting. • Qualitative characteristics of financial information. • Double-entry and accounting systems. • Recording of transactions and events. • Trial balance preparation. • Basic financial statements for incorporated and unincorporated entities. • Simple consolidated financial statements. • Interpretation of financial statements.		
Outcomes	Students should be able to: • explain the context and purpose of financial reporting; • demonstrate an understanding of the qualitative characteristics of financial information; • demonstrate the use of double-entry and accounting systems; • record transactions and events; • prepare a trial balance (including identifying and correcting errors);		

	• prepare basic financial statements for incorporated and unincorporated entities; • prepare basic consolidated financial statements; and • interpret financial statements.

7.4.14 PREPARATION FOR ACCA: FINANCIAL MANAGEMENT

[This SLP is part of a suite of the Association of Chartered Certified Accountants (ACCA) preparation modules]

Code	S3C04Q	NQF level	7
Mode of offering	Contact	Credits	0
Site of delivery	SWC	Certification	Attendance based
Duration	• 50 hours of contact lectures. • This SLP will be presented in both semesters.		
Relationship with other UJ modules/ qualifications	N/A		
Articulation with subsidised UJ programmes	N/A		
Admission requirements	Students who have completed the Diploma (Accountancy) (D3A15Q) or any other accounting-related qualification equivalent to NQF level 6, or completion or exemption of ACCA Foundation Level of the Association of Chartered Certified Accountants (ACCA).		

Purpose of the programme

The purpose of this SLP is to develop the knowledge and skills expected of a financial manager in relation to investment, financing, and dividend policy decisions.

Programme content

SEMESTER MODULES			
MODULE NAME	MODULE CODE	MODULE NAME	MODULE CODE
Preparation for ACCA: Financial Management A	S3CA04A	Preparation for ACCA: Financial Management B	S3CA04B

Learning activities

ACTIVITY	HOURS	CREDITS
Contact time	50	-
Work-based learning	-	-
Independent learning (e.g. reading time, interacting with learning material, completing online activities, asynchronous learning activities)	50	-
Preparation for and completion of assessments	60	-
Student support (e.g. tutorial, online support, additional learning material)	-	-
Other	-	-
TOTAL HOURS	160	-
TOTAL NUMBER OF CREDITS	-	-

Assessment

- This SLP will not have any formal assessments because it is non-credit-bearing.
- Moodle Learner Management System (LMS) assessments will be set by UJ, and ACCA student portal practice assessments will be set by ACCA.
- Students will write informal mock examinations to prepare them for the ACCA exams.

Modules and outcomes

Module name	Preparation for ACCA: Financial Management A/B	Module code	S3CA04A/ S3CA04B
Topics that will be covered	• Financial management function. • Economic environment in financial management. • Working capital management techniques. • Investment appraisal techniques. • Business finance. • Business and asset valuations. • Risk management techniques.		
Outcomes	Students should be able to: • discuss the role and purpose of the financial management function; • assess and discuss the impact of the economic environment on financial management; • discuss and apply working capital management techniques; • discuss and apply investment appraisal; • identify and evaluate alternative sources of business finance; • discuss and apply principles of business and asset valuations; and • explain and apply risk management techniques in business.		

7.4.15 PREPARATION FOR ACCA: FINANCIAL MANAGEMENT

[This SLP is part of a suite of the Association of Chartered Certified Accountants (ACCA) preparation modules]

Code	S3C04O	NQF level	7
Mode of offering	Distance	Credits	0
Site of delivery	N/A	Certification	Attendance based
Duration	• 50 hours of online lectures. • This SLP will be presented in both semesters.		
Relationship with other UJ modules/ qualifications	N/A		
Articulation with subsidised UJ programmes	N/A		
Admission requirements	Students who have completed the Diploma (Accountancy) (D3A15Q) or any other accounting-related qualification equivalent to NQF level 6, or completion or exemption of ACCA Foundation Level of the Association of Chartered Certified Accountants (ACCA).		

Purpose of the programme

The purpose of this SLP is to develop the knowledge and skills expected of a financial manager in relation to investment, financing, and dividend policy decisions.

Programme content

SEMESTER MODULES			
MODULE NAME	MODULE CODE	MODULE NAME	MODULE CODE
Preparation for ACCA: Financial Management A	S3CA04O	Preparation for ACCA: Financial Management B	S3CA04O

Learning activities

ACTIVITY	HOURS	CREDITS
Contact time – Online distance learning	50	-
Work-based learning	-	-
Independent learning (e.g. reading time, interacting with learning material, completing online activities, asynchronous learning activities)	50	-
Preparation for and completion of assessments	60	-
Student support (e.g. tutorial, online support, additional learning material)	-	-
Other	-	-
TOTAL HOURS	160	-
TOTAL NUMBER OF CREDITS	-	-

Assessment

- This SLP will not have any formal assessments because it is non-credit-bearing.
- Moodle Learner Management System (LMS) assessments will be set by UJ, and ACCA student portal practice assessments will be set by ACCA.
- Students will write informal mock examinations to prepare them for the ACCA exams.

Modules and outcomes

Module name	Preparation for ACCA: Financial Management A/B	Module code	S3CA04O / S3CA04O
Topics that will be covered	• Financial management function. • Economic environment in financial management. • Working capital management techniques. • Investment appraisal techniques. • Business finance. • Business and asset valuations. • Risk management techniques.		
Outcomes	Students should be able to: • discuss the role and purpose of the financial management function; • assess and discuss the impact of the economic environment on financial management; • discuss and apply working capital management techniques; • discuss and apply investment appraisal; • identify and evaluate alternative sources of business finance; • discuss and apply principles of business and asset valuations; and • explain and apply risk management techniques in business.		

7.4.16 PREPARATION FOR ACCA: FINANCIAL REPORTING

[This SLP is part of a suite of the Association of Chartered Certified Accountants (ACCA) preparation modules]

Code	S3C05Q	NQF level	7
Mode of offering	Contact	Credits	0
Site of delivery	SWC	Certification	Attendance based
Duration	50 hours of contact lectures. - This SLP will be presented in both semesters.		
Relationship with other UJ modules/ qualifications	N/A		
Articulation with subsidised UJ programmes	N/A		
Admission requirements	Students who have completed the Diploma (Accountancy) (D3A15Q) or any other accounting-related qualification equivalent to NQF level 6, or completion or exemption of ACCA Foundation Level of the Association of Chartered Certified Accountants (ACCA).		

Purpose of the programme

The purpose of this SLP is to develop knowledge and skills in understanding and applying accounting standards and applying the theoretical framework in the preparation of financial statements of entities, including groups, and how to analyse and interpret those financial statements.

Programme content

SEMESTER MODULES			
MODULE NAME	MODULE CODE	MODULE NAME	MODULE CODE
Preparation for ACCA: Financial Reporting A	S3CA05A	Preparation for ACCA: Financial Reporting B	S3CA05B

Learning activities

ACTIVITY	HOURS	CREDITS
Contact time	50	-
Work-based learning	-	-
Independent learning (e.g. reading time, interacting with learning material, completing online activities, asynchronous learning activities)	50	-
Preparation for and completion of assessments	60	-
Student support (e.g. tutorial, online support, additional learning material)	-	-
Other	-	-
TOTAL HOURS	160	-
TOTAL NUMBER OF CREDITS	-	-

Assessment

- This SLP will not have any formal assessments because it is non-credit-bearing.
- Moodle Learner Management System (LMS) assessments will be set by UJ, and ACCA student portal practice assessments will be set by ACCA.
- Students will write informal mock examinations to prepare them for the ACCA exams.

Modules and outcomes

Module name	Preparation for ACCA: Financial Reporting A/B	Module code	S3CA05A / S3CA05B
Topics that will be covered	- The conceptual and regulatory framework for financial reporting. - Accounting for transactions in financial statements. - Analysing and interpreting the financial statements of single entities and groups. - Preparation and presentation of financial statements.		
Outcomes	Students should be able to:		
	- discuss and apply the conceptual and regulatory frameworks for financial reporting; - account for transactions in accordance with International Financial Reporting Standards; - analyse and interpret financial statements of single entities and groups; and - prepare and present financial statements for single entities and business combinations in accordance with International Financial Reporting Standards.		

7.4.17 PREPARATION FOR ACCA: FINANCIAL REPORTING

[This SLP is part of a suite of the Association of Chartered Certified Accountants (ACCA) preparation modules]

Code	S3C05O	NQF level	7
Mode of offering	Distance	Credits	0
Site of delivery	SWC	Certification	Attendance based
Duration	50 hours of online lectures. - This SLP will be presented in both semesters.		
Relationship with other UJ modules/ qualifications	N/A		
Articulation with subsidised UJ programmes	N/A		
Admission requirements	Students who have completed the Diploma (Accountancy) (D3A15Q) or any other accounting-related qualification equivalent to NQF level 6, or completion or exemption of ACCA Foundation Level of the Association of Chartered Certified Accountants (ACCA).		

Purpose of the programme

The purpose of this SLP is to develop knowledge and skills in understanding and applying accounting standards and applying the theoretical framework in the preparation of financial statements of entities, including groups and how to analyse and interpret those financial statements.

Programme content

SEMESTER MODULES			
MODULE NAME	MODULE CODE	MODULE NAME	MODULE CODE
Preparation for ACCA: Financial Reporting A	S3CA05O	Preparation for ACCA: Financial Reporting A	S3CA05O

Learning activities

ACTIVITY	HOURS	CREDITS
Contact time – Online distance learning	50	-
Work-based learning	-	-
Independent learning (e.g. reading time, interacting with learning material, completing online activities, asynchronous learning activities)	50	-
Preparation for and completion of assessments	60	-
Student support (e.g. tutorial, online support, additional learning material)	-	-
Other	-	-
TOTAL HOURS	160	-
TOTAL NUMBER OF CREDITS	-	-

Assessment

- This SLP will not have any formal assessments because it is non-credit-bearing.
- Moodle Learner Management System (LMS) assessments will be set by UJ, and ACCA student portal practice assessments will be set by ACCA.
- Students will write informal mock examinations to prepare them for the ACCA exams.

Modules and outcomes

Module name	Preparation for ACCA: Financial Reporting A/B	Module code	S3CA05O / S3CB05O
Topics that will be covered	• The conceptual and regulatory framework for financial reporting. • Accounting for transactions in financial statements. • Analysing and interpreting the financial statements of single entities and groups. • Preparation and presentation of financial statements.		
Outcomes	Students should be able to: • discuss and apply the conceptual and regulatory frameworks for financial reporting; • account for transactions in accordance with International Financial Reporting Standards; • analyse and interpret financial statements of single entities and groups; and • prepare and present financial statements for single entities and business combinations in accordance with International Financial Reporting Standards.		

7.4.18 PREPARATION FOR ACCA: FOUNDATIONS IN AUDITING

[This SLP is part of a suite of the Association of Chartered Certified Accountants (ACCA) preparation modules]

Code	S3C10Q	NQF level	6
Mode of offering	Contact	Credits	0
Site of delivery	SWC	Certification	Attendance based
Duration	• 50 hours of contact lectures. • This SLP will be presented in both semesters.		
Relationship with other UJ modules/ qualifications	N/A		
Articulation with subsidised UJ programmes	N/A		

Admission requirements	- Applicants who have completed secondary education and the following preparation short learning programme: - Preparation for ACCA Business and Technology; - Preparation for ACCA Financial Accounting; and - Preparation for ACCA Management Accounting, or passed the ACCA exams for the mentioned learning areas; or - Applicants who have completed secondary education and have passed the ACCA exams for the learning areas mentioned above.

Purpose of the programme

The purpose of this SLP is to develop knowledge and understanding of the principles of external audit and the audit process, and technical proficiency in the skills used for auditing financial statements.

Programme content

SEMESTER MODULES			
MODULE NAME	MODULE CODE	MODULE NAME	MODULE CODE
Preparation for ACCA: Foundations in Auditing A	S3CA09A	Preparation for ACCA: Foundations of Auditing B	S3CA09B

Learning activities

ACTIVITY	HOURS	CREDITS
Contact time	50	-
Work-based learning	-	-
Independent learning (e.g. reading time, interacting with learning material, completing online activities, asynchronous learning activities)	50	-
Preparation for and completion of assessments	60	-
Student support (e.g. tutorial, online support, additional learning material)	-	-
Other	-	-
TOTAL HOURS	160	-
TOTAL NUMBER OF CREDITS	-	-

Assessment

- This SLP will not have any formal assessments because it is non-credit-bearing.
- Moodle Learner Management System (LMS) assessments will be set by UJ, and ACCA student portal practice assessments will be set by ACCA.
- Students will write informal mock examinations to prepare them for the ACCA exams.

Modules and outcomes

Module name	Preparation for ACCA: Foundations in Auditing A/B	Module code	S3CA09A / S3CA09B
Topics that will be covered	- The conceptual and regulatory framework for financial reporting. - Accounting for transactions in financial statements. - Analysing and interpreting the financial statements of single entities and groups. - Preparation and presentation of financial statements.		
Outcomes	Students should be able to:		
	- discuss and apply the conceptual and regulatory frameworks for financial reporting; - account for transactions in accordance with International Financial Reporting Standards; - analyse and interpret financial statements of single entities and groups; and - prepare and present financial statements for single entities and business combinations in accordance with International Financial Reporting Standards.		

7.4.19 PREPARATION FOR ACCA: FOUNDATIONS IN AUDITING

[This SLP is part of a suite of the Association of Chartered Certified Accountants (ACCA) preparation modules]

Code	S3C100	NQF level	6
Mode of offering	Distance	Credits	0
Site of delivery	N/A	Certification	Attendance based
Duration	50 hours of online lectures. - This SLP will be presented in both semesters.		
Relationship with other UJ modules/ qualifications	N/A		
Articulation with subsidised UJ programmes	N/A		
Admission requirements	- Applicants who have completed secondary education and the following preparation short learning programme: - Preparation for ACCA Business and Technology; - Preparation for ACCA Financial Accounting; and - Preparation for ACCA Management Accounting, or passed the ACCA exams for the mentioned learning areas; or - Applicants who have completed secondary education and have passed the ACCA exams for the learning areas mentioned above.		

Purpose of the programme

The purpose of this SLP is to develop knowledge and understanding of the principles of external audit and the audit process, and technical proficiency in the skills used for auditing financial statements.

Programme content

SEMESTER MODULES			
MODULE NAME	MODULE CODE	MODULE NAME	MODULE CODE
Preparation for ACCA: Foundations in Auditing A	S3CA09O	Preparation for ACCA: Foundations in Auditing B	S3CB09O

Learning activities

ACTIVITY	HOURS	CREDITS
Contact time – Online distance learning	50	-
Work-based learning	-	-
Independent learning (e.g. reading time, interacting with learning material, completing online activities, asynchronous learning activities)	50	-
Preparation for and completion of assessments	60	-
Student support (e.g. tutorial, online support, additional learning material)	-	-
Other	-	-
TOTAL HOURS	160	-
TOTAL NUMBER OF CREDITS	-	-

Assessment

- This SLP will not have any formal assessments because it is non-credit-bearing.
- Moodle Learner Management System (LMS) assessments will be set by UJ, and ACCA student portal practice assessments will be set by ACCA.
- Students will write informal mock examinations to prepare them for the ACCA exams.

Modules and outcomes

Module name	Preparation for ACCA: Foundations in Auditing A/B	Module code	S3CA09O / S3CB09O
Topics that will be covered	• The conceptual and regulatory framework for financial reporting. • Accounting for transactions in financial statements. • Analysing and interpreting the financial statements of single entities and groups. • Preparation and presentation of financial statements.		
Outcomes	Students should be able to: • discuss and apply the conceptual and regulatory frameworks for financial reporting; • account for transactions in accordance with International Financial Reporting Standards; • analyse and interpret financial statements of single entities and groups; and • prepare and present financial statements for single entities and business combinations in accordance with International Financial Reporting Standards.		

7.4.20 PREPARATION FOR ACCA: MANAGEMENT ACCOUNTING

[This SLP is part of a suite of the Association of Chartered Certified Accountants (ACCA) preparation modules]

Code	S3C06Q	NQF level	5
Mode of offering	Contact	Credits	0
Site of delivery	SWC	Certification	Attendance based
Duration	50 hours of contact lectures. - This SLP will be presented in both semesters.		
Relationship with other UJ modules/ qualifications	N/A		
Articulation with subsidised UJ programmes	N/A		
Admission requirements	- Applicants who have completed secondary education on NQF level 4 or an equivalent NQF level 4 qualification. - An APS score equivalent of at least 25 points is recommended.		

Purpose of the programme

The purpose of this SLP is to develop knowledge and understanding of management accounting techniques to support management in planning, controlling, and monitoring performance in a variety of business contexts.

Programme content

SEMESTER MODULES			
MODULE NAME	MODULE CODE	MODULE NAME	MODULE CODE
Preparation for ACCA: Management Accounting A	S3CA06A	Preparation for ACCA: Management Accounting B	S3CA06B

Learning activities

ACTIVITY	HOURS	CREDITS
Contact time	50	-
Work-based learning	-	-
Independent learning (e.g. reading time, interacting with learning material, completing online activities, asynchronous learning activities)	50	-
Preparation for and completion of assessments	60	-
Student support (e.g. tutorial, online support, additional learning material)	-	-
Other	-	-
TOTAL HOURS	160	-
TOTAL NUMBER OF CREDITS	-	-

Assessment

- This SLP will not have any formal assessments because it is non-credit-bearing.
- Moodle Learner Management System (LMS) assessments will be set by UJ, and ACCA student portal practice assessments will be set by ACCA.
- Students will write informal mock examinations to prepare them for the ACCA exams.

Modules and outcomes

Module name	Preparation for ACCA: Management Accounting A/B	Module code	S3CA06A / S3CA06B
Topics that will be covered	• The nature, source and purpose of management information. • Data analysis and statistical techniques. • Cost accounting techniques. • Budgets. • Actual and standard costing. • Performance measurement.		
Outcomes	Students should be able to: • explain the nature, source and purpose of management information; • explain data analysis and analyse data using statistical techniques; • explain and apply cost accounting techniques; • prepare budgets for planning and control; • compare actual costs with standard costs and analyse any variances; and • explain and apply performance measurements and monitor business performance.		

7.4.21 PREPARATION FOR ACCA: MANAGEMENT ACCOUNTING

[This SLP is part of a suite of the Association of Chartered Certified Accountants (ACCA) preparation modules]

Code	S3C06O	NQF level	5
Mode of offering	Distance	Credits	0
Site of delivery	SWC	Certification	Attendance based
Duration	• 50 hours of online lectures. • This SLP will be presented in both semesters.		
Relationship with other UJ modules/ qualifications	N/A		
Articulation with subsidised UJ programmes	N/A		
Admission requirements	• Applicants who have completed secondary education on NQF level 4 or an equivalent NQF level 4 qualification. • An APS score equivalent of at least 25 points is recommended.		

Purpose of the programme

The purpose of this SLP is to develop knowledge and understanding of management accounting techniques to support management in planning, controlling, and monitoring performance in a variety of business contexts.

Programme content

SEMESTER MODULES			
MODULE NAME	MODULE CODE	MODULE NAME	MODULE CODE
Preparation for ACCA: Management Accounting A	S3CA06O	Preparation for ACCA: Management Accounting A	S3CA06O

Learning activities

ACTIVITY	HOURS	CREDITS
Contact time – Online distance learning	50	-
Work-based learning	-	-
Independent learning (e.g. reading time, interacting with learning material, completing online activities, asynchronous learning activities)	50	-
Preparation for and completion of assessments	60	-
Student support (e.g. tutorial, online support, additional learning material)	-	-
Other	-	-
TOTAL HOURS	160	-
TOTAL NUMBER OF CREDITS	-	-

Assessment

- This SLP will not have any formal assessments because it is non-credit-bearing.
- Moodle Learner Management System (LMS) assessments will be set by UJ, and ACCA student portal practice assessments will be set by ACCA.
- Students will write informal mock examinations to prepare them for the ACCA exams.

Modules and outcomes

Module name	Preparation for ACCA: Management Accounting A/B	Module code	S3CA06O /S3CB06O
Topics that will be covered	• The nature, source and purpose of management information. • Data analysis and statistical techniques. • Cost accounting techniques. • Budgets. • Actual and standard costing. • Performance measurement.		
Outcomes	Students should be able to: • explain the nature, source and purpose of management information; • explain data analysis and analyse data using statistical techniques; • explain and apply cost accounting techniques; • prepare budgets for planning and control; • compare actual costs with standard costs and analyse any variances; and • explain and apply performance measurements and monitor business performance.		

7.4.22 PREPARATION FOR ACCA: PERFORMANCE MANAGEMENT

[This SLP is part of a suite of the Association of Chartered Certified Accountants (ACCA) preparation modules]

Code	S3C07Q	NQF level	7
Mode of offering	Contact	Credits	0
Site of delivery	SWC	Certification	Attendance based
Duration	50 hours of contact lectures. - This SLP will be presented in both semesters.		
Relationship with other UJ modules/ qualifications	N/A		
Articulation with subsidised UJ programmes	N/A		
Admission requirements	Students who have completed the Diploma (Accountancy) or any other accounting-related qualification equivalent to NQF level 6, or completion or exemption of ACCA Foundation Level of the Association of Chartered Certified Accountants (ACCA).		

Purpose of the programme

The purpose of this SLP is to develop knowledge and skills in the application of management accounting techniques to quantitative and qualitative information for planning, decision-making, performance evaluation, and control.

Programme content

SEMESTER MODULES			
MODULE NAME	MODULE CODE	MODULE NAME	MODULE CODE
Preparation for ACCA: Performance Management A	S3CA07A	Preparation for ACCA: Performance Management B	S3CA07B

Learning activities

ACTIVITY	HOURS	CREDITS
Contact time	50	-
Work-based learning	-	-
Independent learning (e.g. reading time, interacting with learning material, completing online activities, asynchronous learning activities)	50	-
Preparation for and completion of assessments	60	-
Student support (e.g. tutorial, online support, additional learning material)	-	-
Other	-	-
TOTAL HOURS	160	-
TOTAL NUMBER OF CREDITS	-	-

Assessment

- This SLP will not have any formal assessments because it is non-credit-bearing.
- Moodle Learner Management System (LMS) assessments will be set by UJ, and ACCA student portal practice assessments will be set by ACCA.
- Students will write informal mock examinations to prepare them for the ACCA exams.

Modules and outcomes

Module name	Preparation for ACCA: Performance Management A/B	Module code	S3CA07A / S3CA07B
Topics that will be covered	- Information, technologies and systems for organisational performance. - Specialist cost and management accounting techniques. - Decision-making techniques. - Budgeting techniques and control methods. - Performance measurement and control.		
Outcomes	Students should be able to: - identify and discuss the information, systems and developments in technology required for organisations to manage and measure the performance and security of information; - explain and apply specialist cost accounting and management techniques; - select and appropriately apply decision-making techniques to facilitate business decisions and promote efficient and effective use of scarce business resources, appreciating the risks and uncertainty inherent in business and controlling those risks; - identify and apply appropriate budgeting techniques and methods for planning and control, and use standard costing systems to measure and control business performance and to identify remedial action; and - assess the performance of an organisation from both a financial and non-financial control viewpoint, appreciating the problems of controlling divisionalised businesses and the importance of allowing for external aspects.		

7.4.23 PREPARATION FOR ACCA: PERFORMANCE MANAGEMENT

[This SLP is part of a suite of the Association of Chartered Certified Accountants (ACCA) preparation modules]

Code	S3C07T	NQF level	7
Mode of offering	Distance	Credits	0
Site of delivery	N/A	Certification	Attendance based
Duration	50 hours of online lectures. - This SLP will be presented in both semesters.		
Relationship with other UJ modules/ qualifications	N/A		
Articulation with subsidised UJ programmes	N/A		
Admission requirements	Students who have completed the Diploma (Accountancy) or any other accounting-related qualification equivalent to NQF level 6, or completion or exemption of ACCA Foundation Level of the Association of Chartered Certified Accountants (ACCA).		

Purpose of the programme

The purpose of this SLP is to develop knowledge and skills in the application of management accounting techniques to quantitative and qualitative information for planning, decision-making, performance evaluation, and control.

Programme content

SEMESTER MODULES			
MODULE NAME	MODULE CODE	MODULE NAME	MODULE CODE
Preparation for ACCA: Performance Management A	S3CA07T	Preparation for ACCA: Performance Management A	S3CB07T

Learning activities

ACTIVITY	HOURS	CREDITS
Contact time – Online distance learning	50	-
Work-based learning	-	-
Independent learning (e.g. reading time, interacting with learning material, completing online activities, asynchronous learning activities)	50	-
Preparation for and completion of assessments	60	-
Student support (e.g. tutorial, online support, additional learning material)	-	-
Other	-	-
TOTAL HOURS	160	-
TOTAL NUMBER OF CREDITS	-	-

Assessment

- This SLP will not have any formal assessments because it is non-credit-bearing.
- Moodle Learner Management System (LMS) assessments will be set by UJ, and ACCA student portal practice assessments will be set by ACCA.
- Students will write informal mock examinations to prepare them for the ACCA exams.

Modules and outcomes

Module name	Preparation for ACCA: Performance Management A/B	Module code	S3CA07T / S3CB07T
Topics that will be covered	• Information, technologies, and systems for organisational performance. • Specialist cost and management accounting techniques. • Decision-making techniques. • Budgeting techniques and control methods. • Performance measurement and control.		
Outcomes	Students should be able to: • identify and discuss the information, systems, and developments in technology required for organisations to manage and measure the performance and security of information; • explain and apply specialist cost accounting and management techniques; • select and appropriately apply decision-making techniques to facilitate business decisions and promote efficient and effective use of scarce business resources, appreciating the risks and uncertainty inherent in business and controlling those risks; • identify and apply appropriate budgeting techniques and methods for planning and control, and use standard costing systems to measure and control business performance and to identify remedial action; and • assess the performance of an organisation from both a financial and non-financial control viewpoint, appreciating the problems of controlling divisionalised businesses and the importance of allowing for external aspects.		

7.4.24 PREPARATION FOR ACCA: STRATEGIC BUSINESS LEADER

[This SLP is part of a suite of the Association of Chartered Certified Accountants (ACCA) preparation modules]

Code	S3C15Q	NQF level	8
Mode of offering	Contact	Credits	0
Site of delivery	SWC	Certification	Attendance-based – must attend 70% of lectures
Duration	38 hours of contact lectures. - This SLP will be presented in both semesters.		
Relationship with other UJ modules/ qualifications	N/A		
Articulation with subsidised UJ programmes	N/A		
Admission requirements	This SLP provides the opportunity for Bachelor of Commerce (Accounting) or Bachelor of Accounting degree students, or those who are registered with ACCA, to further their studies in the accountancy field, filling the gap in the market and increasing their chances of securing better employment.		

Purpose of the programme

The purpose of the SLP is to prepare students to take the Strategic Business Leader Exam administered by ACCA. The SLP will develop a student's ability to apply and evaluate the concepts, principles and practices that underpin the preparation and interpretation of corporate reports in various contexts, including the ethical assessment of management's stewardship and the information needs of a diverse group of stakeholders.

Programme content

SEMESTER MODULES			
MODULE NAME	MODULE CODE	MODULE NAME	MODULE CODE
Preparation for ACCA: Strategic Business Leader A	S3CA15A	Preparation for ACCA: Strategic Business Leader B	S3CA15B

Learning activities

ACTIVITY	HOURS	CREDITS
Contact time	38	-
Work-based learning	-	-
Independent learning (e.g. reading time, interacting with learning material, completing online activities, asynchronous learning activities)	82	-
Preparation for and completion of assessments	60	-
Student support (e.g. tutorial, online support, additional learning material)	-	-
Other	-	-
TOTAL HOURS	120	-
TOTAL NUMBER OF CREDITS	-	-

Assessment

- This SLP will not have any formal assessments because it is non-credit-bearing.
- Moodle Learner Management System (LMS) assessments will be set by UJ, and ACCA student portal practice assessments will be set by ACCA.
- Students will write informal mock examinations to prepare them for the ACCA exams.

Modules and outcomes

Module name	Preparation for ACCA: Strategic Business Leader A/B	Module code	S3CA15A / S3CA15B
Topics that will be covered	• Leadership. • Governance. • Strategy. • Risk. • Technology and data analytics. • Organisational control and audit. • Finance in planning and decision-making. • Enabling success and change management. • Professional skills. • Other employability and digital skills.		
Outcomes	Students should be able to: • apply excellent leadership and ethical skills to set the 'tone from the top' and promote a positive organisational culture, adopting a whole organisation perspective in managing performance and value creation; • evaluate the effectiveness of an organisation's governance and agency system and recognise the responsibility of the board or other agents towards their stakeholders, including the organisation's social responsibilities and the reporting implications; • evaluate the organisation's strategic position against the external environment and the availability of internal resources to identify feasible strategic options; • analyse the organisation's risk profile and any strategic options identified within a culture of responsible risk management. • select and apply appropriate information technologies and data analytics to analyse factors affecting the organisation's value chain, identify strategic opportunities, and implement strategic options within a framework of robust IT security controls; • evaluate management reporting and internal control and audit systems to ensure compliance and the achievement of the organisation's objectives and the safeguarding of organisational assets; • apply high-level financial techniques from the Applied Skills exams in the planning, implementing and evaluating strategic options and actions; • enable success through innovative thinking, applying best-in-class strategies and disruptive technologies in managing change, initiating, leading and organising projects while effectively managing talent and other business resources; • apply a range of professional skills to address requirements within the Strategic Business Leader examination and prepare for or support current work experience; and • demonstrate other employability and digital skills in preparing for and taking the Strategic Business Leader examination.		

7.4.25 PREPARATION FOR ACCA: STRATEGIC BUSINESS REPORTING

[This SLP is part of a suite of the Association of Chartered Certified Accountants (ACCA) preparation modules]

Code	S3C16Q	NQF level	8
Mode of offering	Contact	Credits	0
Site of delivery	APB	Certification	Attendance-based – must attend 70% of lectures
Duration	38 hours of contact lectures. - This SLP will be presented in both semesters.		
Relationship with other UJ modules/ qualifications	N/A		
Articulation with subsidised UJ programmes	N/A		
Admission requirements	This SLP provides the opportunity for Bachelor of Commerce (Accounting) or Bachelor of Accounting degree students, or those who are registered with ACCA, to further their studies in the accountancy field, filling the gap in the market and increasing their chances of securing better employment.		

Purpose of the programme

This SLP provides the opportunity for Bachelor of Commerce (Accounting) or Bachelor of Accounting degree students, or those who are registered with ACCA, to further their studies in the accountancy field, filling the gap in the market and increasing their chances of securing better employment.

Programme content

SEMESTER MODULES			
MODULE NAME	MODULE CODE	MODULE NAME	MODULE CODE
Preparation for ACCA: Strategic Business Reporting A	S3CA16A	Preparation for ACCA: Strategic Business Reporting B	S3CA16B

Learning activities

ACTIVITY	HOURS	CREDITS
Contact time – Online distance learning	38	-
Work-based learning	-	-
Independent learning (e.g. reading time, interacting with learning material, completing online activities, asynchronous learning activities)	82	-
Preparation for and completion of assessments	60	-
Student support (e.g. tutorial, online support, additional learning material)	-	-
Other	-	-
TOTAL HOURS	120	-
TOTAL NUMBER OF CREDITS	-	-

Assessment

- This SLP will not have any formal assessments because it is non-credit-bearing.
- Moodle Learner Management System (LMS) assessments will be set by UJ, and ACCA student portal practice assessments will be set by ACCA.
- Students will write informal mock examinations to prepare them for the ACCA exams.

Modules and outcomes

Module name	Preparation for ACCA: Strategic Business Reporting A/B	Module code	S3CA16A / S3CA16B
Topics that will be covered	• Fundamental ethical and professional principles. • The financial reporting framework. • Reporting the financial performance of a range of entities. • Financial statements of groups of entities. • Interpret financial statements for different stakeholders. • The impact of changes and potential changes in accounting regulation. • Employability and technology skills.		
Outcomes	Students should be able to: • apply fundamental ethical and professional principles to ethical dilemmas and discuss the consequences of unethical behaviour; • evaluate the financial reporting framework's appropriateness and critically discuss accounting regulation changes; • apply professional judgment in reporting the financial performance of a range of entities; • prepare the financial statements of groups of entities; • interpret financial statements for different stakeholders; • communicate the impact of changes and potential changes in accounting regulation on financial reporting; and • demonstrate employability and technology skills.		

7.4.27 TRAINING FOR ACCOUNTING TECHNICIANS

[This SLP is part of a suite of the Association of Chartered Certified Accountants (ACCA) preparation modules]

Code	S3TATQ	NQF level	5
Mode of offering	Contact	Credits	0
Site of delivery	SWC	Certification	Attendance-based – must attend 70% of lectures
Duration	• 240 hours of contact lectures. • 10 Months to complete (February to November)		
Relationship with other UJ modules/ qualifications	N/A		
Articulation with subsidised UJ programmes	N/A		
Admission requirements	• National Senior Certificate as from 2008; or • NQF 4/Grade 12 (passed) or equivalent; and • An overall APS of 18 (Excluding Life Orientation) with either Mathematics or Mathematical Literacy.		

Purpose of the programme

The purpose of this SLP is to provide students who do not have entry into a formal university programme with a basic accounting technician-level course. This provides students the opportunity to access a career path in the field of accountancy at a technician level.

Programme content

SEMESTER MODULES			
MODULE NAME	MODULE CODE	MODULE NAME	MODULE CODE
Financial Statements	S3TATQ1	Internal Control Systems	S3TATQ5
Financial Performance	S3TATQ2	Budgeting	S3TATQ6
Business Tax	S3TATQ4	Personal Tax	S3TATQ3

Learning activities

ACTIVITY	HOURS	CREDITS
Contact time	240	-
Work-based learning	-	-
Independent learning (e.g. reading time, interacting with learning material, completing online activities, asynchronous learning activities)	60	-
Preparation for and completion of assessments	110	-
Student support (e.g. tutorial, online support, additional learning material)	-	-
Other	-	-
TOTAL HOURS	410	-
TOTAL NUMBER OF CREDITS	-	-

Assessment

- During the year, students will write a minimum of two assessments for each unit, which will count 50% towards the final mark.
- Students who have passed all the units will receive a competency-based SLP certificate and can then undertake the South African Institute of Chartered Accountants (SAICA) Computer-Based Competency Assessment (whose pass mark is 70%), should they choose to.

Modules and outcomes

Module name	Financial Statements	Module code	S3TATQ1
Purpose	The purpose of this module is to provide students with the necessary knowledge and skills to prepare, interpret, analyse and reflect on financial statements and basic consolidated financial statements.		
Outcomes	Students should be able to: prepare, interpret, reflect and analyse financial statements and basic consolidated financial statements.		
Calculation criteria	CE		

Module name	Budgeting	Module code	S3TATQ6
Purpose	The purpose of this module is to provide students with the necessary knowledge and skills to prepare, interpret and analyse forecasts and budgets, as well as the impact that changes in the economic environment will have on the organisations budget and use budgetary control to ensure organisational targets are met.		
Outcomes	Students should be able to:		
	• prepare, interpret and analyse forecasts and budgets and be able to explain its effect on the company's operations; and • use budgetary controls as a means for achieving organisational targets.		
Calculation criteria	CE		

Module name	Internal Control and Accounting Systems	Module code	S3TATQ5
Purpose	The purpose of this module is to provide students with the necessary knowledge and skills to evaluate the internal controls underpinning accounting systems and to identify internal control areas for improvement. Furthermore, the module will equip students with the skills to make recommendations on improving the internal controls within the accounting system.		
Outcomes	Students should be able to:		
	• evaluate internal controls underpinning the accounting system within the organisation; and • make recommendations on improving the internal control system.		
Calculation criteria	CE		

Module name	Financial Performance	Module code	S3TATQ2
Purpose	The purpose of this module is to provide students with the necessary knowledge and skills to collate information from various sources in order to identify, analyse, prepare and interpret routine cost reports and make suggestions for improving financial performance.		
Outcomes	Students should be able to:		
	• prepare, identify, analyse and interpret cost reports; and • use these reports to make recommendations on the financial performance of organisations.		
Calculation criteria	CE		

Module name	Personal Tax	Module code	S3TATQ3
Purpose	The purpose of this module is to provide students with the necessary knowledge and skills to calculate tax payable on income accurately, account for capital gains tax correctly and complete relevant parts of self-assessment tax returns correctly.		
Outcomes	Students should be able to:		
	• calculate personal income tax and capital gains tax; and • complete relevant parts of a self-assessment tax return.		
Calculation criteria	CE		

Module name	Business Tax	Module code	S3TATQ4
Purpose	The purpose of this module is to provide students with the necessary knowledge and skills to prepare the relevant pages of a tax return for an unincorporated business and an incorporated business, whilst producing the computations to support this accurately.		
Outcomes	Students should be able to:		
	prepare tax returns for both businesses, incorporated and unincorporated.		
Calculation criteria	CE		

**NSPs OFFERED IN THE SCHOOL OF CONSUMER INTELLIGENCE AND
INFORMATION SYSTEMS – DEPARTMENT OF APPLIED INFORMATION SYSTEMS**

8.	NSPs offered in the School of Consumer Intelligence and Information Systems – Department of Applied Information Systems	CONTACT	DISTANCE	PAGE
8.1	Bridging Programmes - NONE			
8.2	Whole Programmes - NONE			
8.3	Credit-bearing Short Learning Programmes			
8.3.1	End-user Computing	X		8.2
8.4	Non-credit-bearing Short Learning Programmes			
8.4.1	Basics of Data in Programming and Application Business	X		8.4
8.4.2	Big Data Analytics and Application in Business	X		8.6
8.4.3	Enterprise Architecture: Principles and Practices	X		8.7
8.4.4	Internet of Things and Consumer Applications	X		8.9
8.4.5	Virtual Reality and Applications in Business	X		8.10

8.1 Bridging Programmes: NONE

8.2 Whole Programmes: NONE

8.3 Credit-bearing Short Learning Programmes

8.3.1 END-USER COMPUTING

Code	S1IS5Q	NQF level	5
Mode of offering	Contact	Credits	32
Site of delivery	APB	Certification	Attendance and Assessment-based
Duration	• Contact time: 120 hours of lecturing in 3 weeks. • Months to complete: February – November. • Minimum period to obtain: 6 months. • Maximum period to obtain: 1 Year.		
Relationship with other UJ modules/ qualifications	This is a compulsory module for some of the qualifications within the University. This short learning programme will allow the student to apply for credits for any qualification that includes the following End-User Computing (EUC) Module codes: End-user Computing 1A (EUC01A1) (16 credits), End-user Computing 1B (EUC01B1) (16 credits), Computer Competence (CCE1EXT) (6 credits), (CSL01A1) (6 credits), (EUC0100), (6 Credits), Financial Services Computing 1A (FSC11A1) (12 Credits).		
Articulation with subsidised UJ programmes	N/A		
Admission requirements	• Grade (12 NQF level 4), or • Recognition of Prior Learning		

Purpose of the programme

The purpose of this SLP is to introduce students to basic Information Technology (IT) terminology, skills, and the basic components of a computer. Students will be able to manipulate files and use software for word processing, presentations, spreadsheets, and database applications to solve business problems. Students will be able to search the internet and utilise email.

Programme content

YEAR MODULE	
MODULE NAME	MODULE CODE
End-User Computing	S1IS5Q

Learning activities

ACTIVITY	HOURS	CREDITS
Contact time	120	-
Work-based learning	-	-
Independent learning (e.g. reading time, interacting with learning material, completing online activities, asynchronous learning activities)	120	-
Preparation for and completion of assessments	60	-
Student support (e.g. tutorial, online support, additional learning material)	20	-
Other	-	-
TOTAL HOURS	320	-
TOTAL NUMBER OF CREDITS	-	32

Assessment

- Semester mark: Assessment: 2 days of online testing and 2 online projects.
- Examination: two 3-hour online examinations.
- Semester Mark to be calculated as follows:
 - Test 1: 15% weighting
 - Test 2: 15% weighting
 - Online learning: Project 1: 10.0% weighting
 - Online learning: Project 2: 10.0% weighting
- E-assessment Exam 1: 25.0% weighting
- E-assessment Exam 2: 25.0% weighting

Modules and outcomes

Module name	End-User Computing	Module code	S1IS5Q
Purpose	The purpose of this module is to equip students with the skills necessary to use computers effectively in the workplace. This latter skill set is to prepare students for a career in business.		
Outcomes	Students should be able to: • explain concepts and terms associated with information technology; • describe the common functions of a pc and its operating system; • demonstrate the ability to use a word processing application on a computer; • create and present a presentation application on a computer; • explain concepts and terms associated with using the internet; • demonstrate the ability to use e-mail software; • demonstrate the ability to use a spreadsheet application; and • demonstrate the ability to use a database.		
Calculation criteria	SH		

8.4 Non-credit bearing Short Learning Programmes

8.4.1 BASICS OF DATA IN PROGRAMMING AND APPLICATION BUSINESS

Code	S34C1Q	NQF level	6
Mode of offering	Contact	Credits	0
Site of delivery	APK	Certification	Competency based
Duration	- The SLP will take place either in February-June or in July-November, depending on demand. - Total number of hours required is 120, including contact time and lectures that are workshop-based.		
Relationship with other UJ modules/ qualifications	N/A		
Articulation with subsidised UJ programmes	N/A		
Admission requirements	Applicants with a minimum of an NSC or equivalent qualification on NQF level 4.		

Purpose of the programme

The purpose of this SLP is to introduce student to the foundations of data analysis, programming, and their application in addressing business challenges. In today's era, there is a growing demand for digital skills across all disciplines of study and fields of work, including in the fields of Marketing as well as in Information and Knowledge Management. With developments in the 4IR, digital know-how is going to become a vital basic skill set demanded of everyone. Employees and entrepreneurs will need to understand how they can innovate, enhance the customer journeys, and improve return on investment using digital technology. This SLP will serve the need in the market for a freestanding course from an accredited Higher Education Institution that helps equip individuals in industry, the public sector, as well as academia with the basics of data, programming, and applications.

The programme will form part of a series of SLP on digital know-how offered by the School of Consumer Intelligence and Information Systems (SCiIS). The SCiIS digital-know-how SLP series is aimed at capacitating individuals, including business professionals who are not experts in IT and/or in specific areas of applied information systems, with the knowledge and skills needed to become innovators and effective users of information technologies in their respective areas of information technology application.

The offering of the digital-know-how SLP series by UJ will help distinguish the University as a hub of learning 4IR-relevant digital technology skills in South Africa and on the continent.

Programme content

SEMESTER MODULES			
FIRST SEMESTER		SECOND SEMESTER	
MODULE NAME	MODULE CODE	MODULE NAME	MODULE CODE
Basics of Data in Programming and Application in Business A	S34C1Q1	Basics of Data in Programming and Application in Business B	S34C1Q2

Learning activities

ACTIVITY	HOURS	CREDITS
Contact time	-	-
Workshops	32	-
Independent learning (e.g. reading time, interacting with learning material, completing online activities, asynchronous learning activities)	50	-
Preparation for and completion of assessments	30	-
Student support (e.g. tutorial, online support, additional learning material)	8	-
Other	-	-
TOTAL HOURS	120	-
TOTAL NUMBER OF CREDITS	-	0

Assessment

- Theoretical knowledge: 3 Distance learning assessments (30%)
- Practical application: 6 Practical assignments (30%)
- Project: Group work to design a simple computational program to address a real-world business, economic, or social challenge (40%)

Modules and outcomes

Module name	Basics of Data in Programming and Application in Business A and B	Module code	S45C1Q1 / S34C1Q2
Topics that will be covered	• Explain different types of data, structures, and data sources used in business decision-making. • Apply basic statistical and computational techniques to analyse data for business decision-making. • Argue the value of programming knowledge for non-programmers. • Explain the foundation concepts of programming. • Write simple programmes to solve business and societal problems.		
Outcomes	Students should be able to: • correctly explain types of data used in business decision-making; • categorise sources of data appropriately; • data with potential insights to inform business decision-making can be suitably extracted; • use data structures correctly to inform appropriate business decision-making; • suitably extract data with potential insights to inform business decision-making; • correctly construct simple models for data analysis; • appropriately apply basic data analysis techniques to address business problems; • clearly argue the importance of programming knowledge for non-programmers; • correctly explain the foundation concepts of programming; • accurately describe common programming languages; • correctly analyse a business and/or social problem and determine the computing requirements for its solutions correctly; and • correctly design a simple computational programme using the Python programming language.		

Calculation criteria	CE

8.4.2 BIG DATA ANALYTICS AND APPLICATION IN BUSINESS

Code	S34C5Q	NQF level	7
Mode of offering	Contact	Credits	0
Site of delivery	APB	Certification	Competency based
Duration	- The SLP will be offered over a semester. - Students will be required to attend three blocks of two-day contact sessions, in of-peak time for contact sessions, spread over the semester. - The first block of the contact sessions will be held at the beginning of the semester, the second will be held mid-semester, and the last session will be towards the end of the semester.		
Relationship with other UJ modules/ qualifications	N/A		
Articulation with subsidised UJ programmes	N/A		
Admission requirements	- Diploma at NQF level 6, or equivalent qualification; OR - NSC (NQF level 4) with 3 years of relevant work experience in data analysis.		

Purpose of the programme

The purpose of this SLP, Big Data Analytics and Applications in Business, is to introduce students from different industries and fields of study, including those specialising in the fields of Applied Information Systems, Marketing and Retailing, and Information and Knowledge Management, to the fundamental concepts that support data science and provide them with basic hands-on knowledge on big data analytics for business decision-making.

Programme content

SEMESTER MODULES			
FIRST SEMESTER		SECOND SEMESTER	
MODULE NAME	MODULE CODE	MODULE NAME	MODULE CODE
Big Data Analytics and Applications in Business	S34C5QA	Big Data Analytics and Applications in Business	S34C5QB

Learning activities

ACTIVITY	HOURS	CREDITS
Contact time	24	-
Workshops	12	-
Independent learning (e.g. reading time, interacting with learning material, completing online activities, asynchronous learning activities)	55	-
Preparation for and completion of assessments	47	-
Student support (e.g. tutorial, online support, additional learning material)	12	-
Other	-	-
TOTAL HOURS	150	-
TOTAL NUMBER OF CREDITS	-	0

Assessment

- Theoretical knowledge: Distance learning assessments (30%)
- Practical application assessments: Practical assignments (30%)
Project: Group work to create a simple IOT consumer application to address a specific customer need (40%)

Modules and outcomes

Module name	Big Data Analytics and Applications in Business	Module code	S34C5QA / S34C5QB
Topics that will be covered	• Introduction to Big Data Analytics. • Big data challenges including: ○ infrastructure for data capturing, storage, and processing. ○ data privacy. • Frameworks, technologies, and tools for big data analytics. • Data preparation. • Analysing big data. • Data visualisation. • Hands-on activities covering the big data life cycle to address business problems.		
Outcomes	Students should be able to:		
	• demonstrate an understanding of big data and big data analytics; • evaluate challenges associated with big data analytics in an organisation; • evaluate existing frameworks and technologies for big data low and processing; • gain insight to be used for business decision-making from big data using techniques in Natural Language Processing (e.g. sentiment analysis), Machine Learning, and Associative rule learning; • apply visualisation tools to present findings from analysis of big data; and • motivate key considerations for building an effective analytics organisation.		
Calculation criteria	CE		

8.4.3 ENTERPRISE ARCHITECTURE: PRINCIPLES AND PRACTICES

Code	S34C6Q	NQF level	7
Mode of offering	Contact	Credits	0
Site of delivery	APB	Certification	Competency based
Duration	• The SLP will be offered over a semester. • Students will be required to attend three blocks of two-day contact sessions spread over the semester. • The first block of contact sessions will be held at the beginning of the semester, the second will be held mid-semester, and the last session will be towards the end of the semester.		
Relationship with other UJ modules/ qualifications	N/A		
Articulation with subsidised UJ programmes	N/A		
Admission requirements	• Diploma or equivalent qualification in Information Technology at NQF level 6 with 360 credits		

	OR NSC (NQF level 4) with 5 years of relevant work experience

Purpose of the programme

The purpose of this SLP is to introduce students to the foundation of enterprise architecture, using The Open Group Architecture Framework (TOGAF) as the baseline framework.

Programme content

SEMESTER MODULES			
FIRST SEMESTER		SECOND SEMESTER	
MODULE NAME	MODULE CODE	MODULE NAME	MODULE CODE
Enterprise Architecture: Principles and Practices	S34C6QA	Enterprise Architecture: Principles and Practices	S34C6QB

Learning activities

ACTIVITY	HOURS	CREDITS
Contact time	-	-
Workshops	36	-
Independent learning (e.g. reading time, interacting with learning material, completing online activities, asynchronous learning activities)	55	-
Preparation for and completion of assessments	47	-
Student support (e.g. tutorial, online support, additional learning material)	12	-
Other	-	-
TOTAL HOURS	150	-
TOTAL NUMBER OF CREDITS	-	0

Assessment

- Theoretical knowledge: Online assessments (35%)
- Practical application assessments: 9 Practical assignments (35%)
- Project: Group work to design an enterprise architecture governance (30%)

Modules and outcomes

Module name	Enterprise Architecture: Principles and Practices	Module code	S34C6QA / S34C6QB
Topics that will be covered	- Introduction to enterprise architecture. - Architecture in the context of the TOGAF standard. - The architecture development method. - The architecture content framework. - Architecture governance.		
Outcomes	Students should be able to: - define the basic concepts of Enterprise Architecture and the TOGAF standard; - compare the different kinds of architecture that the TOGAF Standard is designed to support; - apply the TOGAF Architecture Development Method (ADM), including the guidelines and techniques supporting it;		

	- develop an Architecture Roadmap and supporting implementation and immigration plan; - discuss architecture content framework; and - develop framework and guidelines for architecture governance.
Calculation criteria	CE

8.4.4 INTERNET OF THINGS AND CONSUMER APPLICATIONS

Code	S34C4Q	NQF level	7
Mode of offering	Contact	Credits	0
Site of delivery	APB	Certification	Competency based
Duration	- The SLP will be offered over a semester. - Students will be required to attend three blocks of two-day contact sessions spread over the semester. - The first block of contact sessions will be held at the beginning of the semester, the second will be held mid-semester, and the last session will be towards the end of the semester.		
Relationship with other UJ modules/ qualifications	N/A		
Articulation with subsidised UJ programmes	N/A		
Admission requirements	- Diploma or equivalent qualification at NQF level 6. - OR - NSC (NQF level 4) with 3 years of relevant work experience in digital consumer applications.		

Purpose of the programme

The purpose of this SLP is to introduce students to the Internet of Things (IOT) and to equip them with skills and competencies to design IOT consumer applications that help address business, economic and societal challenges.

Programme content

SEMESTER MODULES			
FIRST SEMESTER		SECOND SEMESTER	
MODULE NAME	MODULE CODE	MODULE NAME	MODULE CODE
Internet of Things and Consumer Applications	S34C4Q1	Internet of Things and Consumer Applications	S34C4Q2

Learning activities

ACTIVITY	HOURS	CREDITS
Contact time	24	-
Workshops	12	-
Independent learning (e.g. reading time, interacting with learning material, completing online activities, asynchronous learning activities)	55	-
Preparation for and completion of assessments	47	-
Student support (e.g. tutorial, online support, additional learning material)	12	-

Other	-	-
TOTAL HOURS	150	-
TOTAL NUMBER OF CREDITS	-	0

Assessment

- Theoretical knowledge: 3 online assessments (30%)
- Practical application assessments: 9 practical scenarios report (30%)
- Project: Group work to create a simple IOT consumer application to address a specific customer need (40%)

Modules and outcomes

Module name	Internet of Things and Consumer Applications	Module code	S34C4Q1 / S34C4Q2
Topics to be covered	• IOT - What is it and what is its value to business? • Components of IOT ecosystem, including sensors/actuators, connectivity, people, and processes. • IOT platforms including AWS, Google Cloud IOT, Microsoft Azure IOT Suite, Oracle IOT, IBM Watson IOT. • Designing and building IOT consumer products in varied consumer application areas. • Security, privacy, and trust issues for IOT. • Key considerations when introducing IOT in business.		
Outcomes	Students should be able to: • describe what the Internet of Things (IOT) is and its value to business; • explain the components of the IOT ecosystem, including sensors, actuators, connectivity, and people and process, and appraise the building blocks; • compare different IOT platforms, including AWS, Google Cloud IOT, Microsoft Azure IOT Suite, Oracle IOT, and IBM Watson IOT; • design and build simple IOT consumer applications; • analyse ways of addressing security, privacy, and trust concerns in IOT consumer applications; and • motivate key considerations when introducing IOT in business.		
Calculation criteria	CE		

8.4.5 VIRTUAL REALITY AND APPLICATIONS IN BUSINESS

Code	S34C3Q	NQF level	7
Mode of offering	Contact	Credits	0
Site of delivery	APB	Certification	Competency based
Duration	• The SLP will be offered over a semester. • Students will be required to attend three blocks of two-day contact sessions, in of-peak time for contact sessions, spread over the semester. • The first block of the contact sessions will be held at the beginning of the semester, the second will be held mid-semester, and the last session will be towards the end of the semester.		
Relationship with other UJ modules/ qualifications	N/A		

Articulation with subsidised UJ programmes	N/A
Admission requirements	- Diploma or equivalent qualification at NQF level 6 OR - NSC (NQF level 4) with 3 years of relevant work experience in digital consumer applications

Purpose of the programme

The purpose of this SLP is to introduce students to Virtual Reality, the design and implementation of interactive virtual experiences, as well as its applications in different areas of business.

Programme content

SEMESTER MODULES			
FIRST SEMESTER		SECOND SEMESTER	
MODULE NAME	MODULE CODE	MODULE NAME	MODULE CODE
Virtual Reality and Applications in Business	S34C3Q1	Virtual Reality and Applications in Business	S34C3Q2

Learning activities

ACTIVITY	HOURS	CREDITS
Contact time - Online distance learning	24	-
Workshops	12	-
Independent learning (e.g. reading time, interacting with learning material, completing online activities, asynchronous learning activities)	55	-
Preparation for and completion of assessments	47	-
Student support (e.g. tutorial, online support, additional learning material)	12	-
Other	-	-
TOTAL HOURS	150	-
TOTAL NUMBER OF CREDITS	-	0

Assessment

- Theoretical knowledge assessments (30%)
- Practical application assessments: Practical assignments (30%)
- Project: Group work to create a simple VR application to achieve a specific organisational goal (40%)

Modules and outcomes

Module name	Virtual Reality and Applications in Business	Module code	S34C3Q1 / S34C3Q2
Topics to be covered	• Introduction to Virtual Reality. • Value of Virtual Reality in different areas of business application. • Virtual Reality tools and platforms. • Key elements of Virtual Reality customer experience. • Design basic Virtual Reality scenes and experiences for business.		
Outcomes	Students should be able to: • describe virtual reality; • argue the value of VR in different areas of business application; • describe the key tools in the VR system and available VR technology platforms; • discuss the key elements of a virtual reality customer experience, including the participants, the virtual world, immersion, interactivity, and sensory stimulation; • understand the development of VR scenes and experiences in business; and • create a basic VR business application.		
Calculation criteria	CE		

**NSPs OFFERED IN THE SCHOOL OF CONSUMER INTELLIGENCE AND
INFORMATION SYSTEMS
DEPARTMENT OF INFORMATION AND KNOWLEDGE MANAGEMENT**

9.	NSPs offered in the School of Consumer Intelligence and Information Systems - Department of Information and Knowledge Management	CONTACT	DISTANCE	PAGE
9.1	Bridging Programmes - NONE			
9.2	Whole Programmes - NONE			
9.3	Credit-bearing Short Learning Programmes - NONE			
9.4	Non-credit-bearing Short Learning Programmes			
9.4.1	Competitive Intelligence: Tools and Analysis		X	9.2
9.4.2	Contemporary Knowledge Management Techniques		X	9.3
9.4.3	Information Management Fundamentals		X	9.5
9.4.4	Knowledge Management	X		9.6
9.4.5	Personal Information and Data Protection Training		X	9.7
9.4.6	Social Media Management		X	9.9
9.4.7	Strategic Competitive Analysis	X		9.11
9.4.8	The Knowledge Economy in the 4IR		X	9.12

9.1 Bridging Programmes: NONE

9.2 Whole Programmes: NONE

9.3 Credit-bearing Short Learning Programmes: NONE

9.4 Non-credit-bearing Short Learning Programmes

9.4.1 COMPETITIVE INTELLIGENCE: TOOLS AND ANALYSIS

Code	S3K01O	NQF level	5
Mode of offering	Distance	Credits	0
Site of delivery	N/A	Certification	Competency based
Duration	- The SLP is offered via distance learning for 25 hours over three weeks. - The SLP is offered in both the first and second semesters.		
Relationship with other UJ modules/ qualifications	N/A		
Articulation with subsidised UJ programmes	N/A		
Admission requirements	- National Senior Certification (NSC) - NQF level 4; OR - Senior Certificate (SC) (before 2009) – level 4.		

Purpose of the programme

The purpose of this SLP is to introduce students to analytical frameworks, such as scenario analysis and competitor benchmarking, in order to strategically identify and present information as actionable intelligence. The purpose of this SLP is also to focus on ethics in Competitive Intelligence, ensuring that students are made aware of and adhere to international standards in this regard. Students will further be introduced to the corporate structure as it relates to the function of Competitive Intelligence, and students will explore the skills and expertise required by a Competitive Intelligence Analyst.

Programme content

YEAR MODULE	
MODULE NAME	MODULE CODE
Competitive Intelligence: Tools and Analysis A	S3K01OA

Learning activities

ACTIVITY	HOURS	CREDITS
Contact time – Online distance learning	9	-
Work-based learning	-	-
Independent learning (e.g. reading time, interacting with learning material, completing online activities, asynchronous learning activities)	10	-
Preparation for and completion of assessments	6	-
Student support (e.g. tutorial, online support, additional learning material)	-	-
Other	-	-
TOTAL HOURS	25	-
TOTAL NUMBER OF CREDITS	-	-

Assessment

- Formative online assessments are completed during the three weeks.
- A summative assignment submitted at the end of the short learning programme.
- Weekly assessments: 75%
- Assignment: 25%

Modules and outcomes

Module name	Competitive Intelligence: Tools and Analysis A	Module code	S3K010A
Topics to be covered	• Overview of Strategic and Competitive Analysis relevance. • Planning of Strategic and Competitive Analysis work. • Competitive information collection methods and sources. • Analysis tools and techniques - Dissemination of intelligence.		
Outcomes	Students should be able to:		
	• discuss the strategic relevance of competitive intelligence; • develop the industry standards guiding competitive intelligence ethics; • identify sources of strategic information and intelligence; and • select the appropriate analytical tools to conduct successful strategic competitive analysis, resulting in actionable intelligence.		
Calculation criteria	CE		

9.4.2 CONTEMPORARY KNOWLEDGE MANAGEMENT TECHNIQUES

Code	S3K02O	NQF level	5
Mode of offering	Distance	Credits	0
Site of delivery	N/A	Certification	Competency based
Duration	• The SLP is offered via distance learning for 25 hours over three weeks. • The programme is offered in both the first and second semesters.		
Relationship with other UJ modules/ qualifications	N/A		
Articulation with subsidised UJ programmes	N/A		
Admission requirements	• National Senior Certification (NSC) - NQF level 4; OR • Senior Certificate (SC) (before 2009) - level 4.		

Purpose of the programme

The purpose of this SLP, Contemporary Knowledge Management Techniques, is to equip students with the knowledge and skills to identify the different elements of Knowledge Management (KM) within their work environments. The SLP is designed to equip students with the skills to formulate knowledge strategies and promote a knowledge-sharing culture through the use of Communities of Practice and knowledge cafés.

Programme content

YEAR MODULE	
MODULE NAME	MODULE CODE
Contemporary Knowledge Management Techniques A	S3K020A

Learning activities

ACTIVITY	HOURS	CREDITS
Contact time – Online distance learning	9	-
Work-based learning	-	-
Independent learning (e.g. reading time, interacting with learning material, completing online activities, asynchronous learning activities)	10	-
Preparation for and completion of assessments	6	-
Student support (e.g. tutorial, online support, additional learning material)	0	-
Other	-	-
TOTAL HOURS	25	-
TOTAL NUMBER OF CREDITS	-	0

Assessment

- Formative distance assessments are completed during the three weeks (75%)
- A summative assignment submitted on completion of the short learning programme (25%)

Modules and outcomes

Module name	Contemporary Knowledge Management Techniques A	Module code	S3K02OA
Topics to be covered	- Importance of and drivers of Knowledge Management. - Corporate culture as a foundation for successful Knowledge Management. - How to create a knowledge-sharing culture through various tools and techniques. - Conducting a Knowledge Audit. - Steps to formulate a Knowledge Strategy. - Measuring the current Knowledge Management state of the organisation and determining a Knowledge Management course of action.		
Outcomes	Students should be able to: - identify the importance of and drivers of knowledge management; - integrate corporate culture as a foundation for successful knowledge management; and - harness key success factors when managing knowledge assets.		
Calculation criteria	CE		

9.4.3 INFORMATION MANAGEMENT FUNDAMENTALS

Code	S3K03O	NQF level	5
Mode of offering	Distance	Credits	0
Site of delivery	N/A	Certification	Competency based
Duration	- The SLP is offered via distance learning over two months. 20 hours a week x 8 weeks.		
Relationship with other UJ modules/ qualifications	N/A		
Articulation with subsidised UJ programmes	N/A		

Admission requirements	- National Senior Certification (NSC) - NQF level 4; OR - Senior Certificate (SC) (before 2009) - level 4.

Purpose of the programme

The purpose of this SLP is to provide the student with the knowledge and skills to identify the different phases in the information life cycle, distinguish between the different types of information sources, and be familiar with information legislation and management principles. A student is equipped with the necessary competencies and skills to apply technology associated with the Internet, World Wide Web (WWW), and search engines for basic information management purposes.

Programme content

YEAR MODULE	
MODULE NAME	MODULE CODE
Information Management Fundamentals A	S3K03OA

Learning activities

ACTIVITY	HOURS	CREDITS
Contact time – Online distance learning	30	-
Work-based learning	-	-
Independent learning (e.g. reading time, interacting with learning material, completing online activities, asynchronous learning activities)	60	-
Preparation for and completion of assessments	70	-
Student support (e.g. tutorial, online support, additional learning material)	0	-
Other	-	-
TOTAL HOURS	160	-
TOTAL NUMBER OF CREDITS	-	-

Assessment

- Formative online assessments are completed during the two months.
- Weekly assessments: 75%
- A summative assignment submitted at the end of the short learning programme.
- Assignment: 25%

Modules and outcomes

Module name	Information Management Fundamentals A	Module code	S3K03OA
Topics to be covered	- The information life cycle. - Different types of information sources. - The Internet and WWW as an information infrastructure and its tools. - Information sharing strategy. - Information legislation. - Research skills on information management-related topics.		
Outcomes	Students should be able to:		
	- describe information management and identify the elements of the information life cycle; - classify the different types of information sources;		

	- demonstrate theoretical and practical knowledge of the role of the internet and WWW tools in accessing information and evaluating content found on the WWW; - demonstrate an awareness of information legislation; and - apply research skills to fundamental information management issues.
Calculation criteria	CE

9.4.4 KNOWLEDGE MANAGEMENT

Code	S3K03O	NQF level	5
Mode of offering	Contact	Credits	0
Site of delivery	APK	Certification	Competency based
Duration	- Contact time: 18 hours of face-to-face lectures over three days. - The SLP is presented over three days, and the assessment is submitted within a month thereafter. - Depending on interest, this SLP may be presented once in each semester.		
Relationship with other UJ modules/ qualifications	N/A		
Articulation with subsidised UJ programmes	N/A		
Admission requirements	- National Senior Certificate, NQF level 4 (NSC); OR - Senior Certificate (SC) (before 2009).		

Purpose of the programme

The purpose of this SLP is to introduce students to the concepts of Knowledge Management and the role this discipline plays within organisations. Furthermore, the programme aims to expose students to the fundamental elements associated with organisational Knowledge Management, ensuring a holistic view of Knowledge Management as it relates to other management concepts such as organisational culture and information management.

Programme content

SEMESTER MODULES			
FIRST SEMESTER		SECOND SEMESTER	
MODULE NAME	MODULE CODE	MODULE NAME	MODULE CODE
Knowledge Management A	IKM001A	Knowledge Management B	IKM001B

Learning activities

ACTIVITY	HOURS	CREDITS
Contact time	18	-
Work-based learning	-	-
Independent learning (e.g. reading time, interacting with learning material, completing online activities, asynchronous learning activities)	-	-
Preparation for and completion of assessments	4	-
Student support (e.g. tutorial, online support, additional learning material)	-	-
Other	-	-
TOTAL HOURS	22	-
TOTAL NUMBER OF CREDITS	-	-

Assessment

- Attendance at contact sessions is compulsory and required to submit the final written assignment.
- A final, open-book, written assignment will be submitted within a month after the completion of the contact sessions.

Modules and outcomes

Module name	Knowledge Management	Module code	IKM001A / IKM001B
Purpose	The purpose of this module is to equip students with knowledge and skills relating to the importance of Knowledge Management within a contemporary organisation. To this end, students will be introduced to essential concepts such as the drivers of Knowledge Management and the necessity of corporate culture as a foundation for successful Knowledge Management. Furthermore, the purpose of this module centres on teaching students how to facilitate a knowledge-sharing culture within an organisation, through employing various tools and techniques. These tools and techniques include conducting a knowledge audit, formulating a knowledge strategy, and measuring the current state of Knowledge Management within an organisation.		
Outcomes	Students should be able to:		
	• identify the importance of knowledge management; • integrate corporate culture as the foundation for successful knowledge management; and • harness key success factors when managing knowledge assets.		
Calculation criteria	CE		

9.4.5 PERSONAL INFORMATION AND DATA PROTECTION TRAINING

Code	S3K06O	NQF level	7
Mode of offering	Distance	Credits	0
Site of delivery	N/A	Certification	Competency based
Duration	The SLP is offered over three days.		
Relationship with other UJ modules/ qualifications	N/A		
Articulation with subsidised UJ programmes	N/A		

Admission requirements	• Minimum of 5 years working experience in any field and experience in middle management; and • National Senior Certification (NSC) - NQF level 4. OR • Senior Certificate (SC) (before 2009) - NQF level 4.

Purpose of the programme

The purpose of this SLP Personal Information and Data Protection is to introduce students to the concepts of data protection compliance in business within the private and public sectors in South Africa. By identifying how companies can successfully implement Privacy and Data Protection, ensuring compliance with the Protection of Personal Information Act (POPIA). The key focus of this SLP is the creation of a Privacy and Data Protection strategy by organisations, aligned with the organisational business objectives and corporate strategy, as well as to explore best practices regarding Privacy and Data Protection policy drafting and implementation in South Africa.

Programme content

YEAR MODULE	
MODULE NAME	MODULE CODE
Personal Information and Data Protection Training	S3K06OA

Learning activities

ACTIVITY	HOURS	CREDITS
Contact time – Online distance learning	10	-
Work-based learning	8	-
Independent learning (e.g. reading time, interacting with learning material, completing online activities, asynchronous learning activities)	-	-
Preparation for and completion of assessments	7	-
Student support (e.g. tutorial, online support, additional learning material)	-	-
Other	-	-
TOTAL HOURS	25	-
TOTAL NUMBER OF CREDITS	-	-

Assessment

- Two formative online assessments are completed during the 3 days.
- A summative assignment is submitted at the end of the short learning programme.
- Weighting for the full period mark will be as follows:
 - 50% for two assessments; and
 - 50% for the final assignment.

Modules and outcomes

Module name	Personal Information and Data Protection Training	Module code	S3K06OA
Topics to be covered	• A historical introduction to personal information and data protection. • Development and evolution of privacy rights. • Fundamentals of Privacy, POPIA, and General Data Protection Regulation. • Security: Technical and Organisational Measures - Feature focus. • Practical implementation measures and strategies, and ethical. • The future of Privacy and Data Protection		

Outcomes	Students should be able to:
	• discuss the historical introduction to personal information and data protection within a business context; • discuss the development and evolution of privacy rights; • identify and discuss the fundamentals of Privacy, POPIA, and GDPR; • develop technical and organisational measures of personal information and data protection practices in an organisational context; • develop practical implementation measures and strategies, and consider ethical implications of personal information and data protection in an organisation; and • discuss the future of Privacy and Data Protection.
Calculation criteria	CE

9.4.6 SOCIAL MEDIA MANAGEMENT

Code	S3K05O	NQF level	5
Mode of offering	Distance	Credits	0
Site of delivery	N/A	Certification	Competency based
Duration	The SLP is offered over three weeks.		
Relationship with other UJ modules/ qualifications	N/A		
Articulation with subsidised UJ programmes	N/A		
Admission requirements	• National Senior Certificate (NSC) - NQF level 4; OR • Senior Certificate (SC) (before 2009) - NQF level 4; and • A minimum of 2 years of working experience.		

Purpose of the programme

The purpose of this SLP Social Media Management is to introduce students to the concept of social media information management from a business perspective by investigating how companies successfully disseminate and gather information through social media. The purpose of this SLP is also to focus on the creation of a social media information management strategy, aligned to an organisation's business objectives, as well as to explore best practices regarding social media information management policy drafting and implementation.

Programme content

YEAR MODULE	
MODULE NAME	MODULE CODE
Social Media Management	S3K05OA

Learning activities

ACTIVITY	HOURS	CREDITS
Contact time – Online distance learning	9	-
Work-based learning	-	-
Independent learning (e.g. reading time, interacting with learning material, completing online activities, asynchronous learning activities)	10	-
Preparation for and completion of assessments	6	-
Student support (e.g. tutorial, online support, additional learning material)	-	-
Other	-	-
TOTAL HOURS	25	-
TOTAL NUMBER OF CREDITS	-	-

Assessment

- Two formative distance assessments are completed during the three weeks, and a summative assignment is submitted at the end of the short learning programme.
- Weighting for the full period mark will be as follows:
 - 50% for two assessments; and
 - 50% for the final assignment.

Modules and outcomes

Module name	Social Media Management	Module code	S3K05OA
Topics to be covered	• An introduction to social media information management from a business perspective. • Exploring the need for having a business-focused social media presence. • Writing a social media information strategy. • Writing a social media information policy. • Ethical implications of social media engagement and social media information management practices.		
Outcomes	Students should be able to:		
	• discuss the rise of social media engagement from a business perspective; • identify the need for business-focused social media information management; • develop a social media strategy; • develop a social media information management policy; and • discuss the ethical implications of social media engagement.		
Calculation criteria	CE		

9.4.7 STRATEGIC COMPETITIVE ANALYSIS

Code	S1SCAQ	NQF level	5
Mode of offering	Contact	Credits	0
Site of delivery	APK	Certification	Competency based
Duration	- Contact time: 18 hours of face-to-face lectures over three days. - The SLP is presented over three days, and the assignment is submitted within a month thereafter. - Depending on interest, this SLP may be presented once in each semester.		
Relationship with other UJ modules/ qualifications	N/A		
Articulation with subsidised UJ programmes	N/A		
Admission requirements	- National Senior Certificate (NSC) - NQF level 4; OR - Senior Certificate (SC) (before 2009)		

Purpose of the programme

The purpose of this SLP is to present the concept of Competitive Intelligence to students by highlighting the importance of identifying and analysing strategic information in an organisation's internal and external environments. Furthermore, this SLP aims to instil within students an alignment with the ethical standards that the international community of Competitive Intelligence professionals adheres to.

Programme content

SEMESTER MODULES			
FIRST SEMESTER		SECOND SEMESTER	
MODULE NAME	MODULE CODE	MODULE NAME	MODULE CODE
Strategic Competitive Analysis A	IKM002A	Strategic Competitive Analysis B	IKM002B

Learning activities

ACTIVITY	HOURS	CREDITS
Contact time	18	-
Work-based learning	-	-
Independent learning (e.g. reading time, interacting with learning material, completing online activities, asynchronous learning activities)	-	-
Preparation for and completion of assessments	4	-
Student support (e.g. tutorial, online support, additional learning material)	-	-
Other	-	-
TOTAL HOURS	22	-
TOTAL NUMBER OF CREDITS	-	-

Assessment

- Attendance at the contact sessions is compulsory and required to submit the final written assignment.
- A final, open-book, written assignment will be submitted within a month after the completion of the contact sessions.
- Assignment Mark Weight: 100%

Modules and outcomes

Module name	Strategic Competitive Analysis	Module code	IKM002A / IKM002B
Purpose	The purpose of this module is to introduce students to analytical frameworks, such as scenario analysis and competitor benchmarking, to strategically identify and present information as actionable intelligence. Through practical exercises and case studies, students will develop skills in formulating key intelligence needs by analysing and interpreting information to gain and report on competitive insights. The purpose of this module also includes a focus on ethics in Competitive Intelligence, ensuring that students are made aware of and adhere to international standards in this regard. Students will be introduced to the corporate structure as it relates to the function of Competitive Intelligence, and students will explore the skills and expertise required by a Competitive Intelligence analyst.		
Outcomes	Students should be able to:		
	• discuss the strategic relevance of competitive intelligence; • share the industry standards guiding competitive intelligence ethics; • identify sources of strategic information; and • select the appropriate tools to conduct successful strategic competitive analysis, resulting in actionable intelligence.		
Calculation criteria	CE		

9.4.8 THE KNOWLEDGE ECONOMY IN THE 4IR

Code	S3K04O	NQF level	5
Mode of offering	Distance	Credits	0
Site of delivery	N/A	Certification	Competency based
Duration	• The SLP is offered for 25 hours over three weeks.		
Relationship with other UJ modules/ qualifications	N/A		
Articulation with subsidised UJ programmes	N/A		
Admission requirements	• National Senior Certificate (NSC) - NQF level 4; OR • Senior Certificate (SC) (before 2009)		

Purpose of the programme

The purpose of this SLP is to equip the student with the necessary knowledge to identify the characteristics of a knowledge economy in the 4IR to be able to have a comprehensive understanding of the knowledge economy and intellectual capital as a key commodity in a knowledge economy and will be able to describe the importance of knowledge-intensive activities in wealth creation; show cognisance of the problems, issues and opportunities of developing countries moving towards a

knowledge economy; and skills necessary for knowledge workers to contribute to the workplace in the knowledge economy.

Programme content

YEAR MODULE	
MODULE NAME	MODULE CODE
The Knowledge Economy in the 4IR A	S3K040A

Learning activities

ACTIVITY	HOURS	CREDITS
Contact time – Online distance learning	9	-
Work-based learning	-	-
Independent learning (e.g. reading time, interacting with learning material, completing online activities, asynchronous learning activities)	10	-
Preparation for and completion of assessments	6	-
Student support (e.g. tutorial, online support, additional learning material)	-	-
Other	-	-
TOTAL HOURS	25	-
TOTAL NUMBER OF CREDITS	-	-

Assessment

- Formative online assessments are completed during the three weeks.
- A summative assignment submitted at the end of the short learning programme.
- Weekly assessments: 75%
- Assignment: 25%

Modules and outcomes

Module name	The Knowledge Economy in the 4IR A	Module code	S3K040A
Topics to be covered	• Characteristics of and the Four Pillar Framework of the Knowledge Economy. • Knowledge workers. • Concept of and skills of a knowledge worker. • Intellectual Capital. • Contextualising the Knowledge Economy in the 4IR.		
Outcomes	Students should be able to: • discuss the characteristics of the knowledge economy and the support framework needed; • describe the concept and skills of a 'knowledge worker'; • discuss the concept and components of 'intellectual capital'; and • contextualising the 4IR.		
Calculation criteria	CE		

**NSPs OFFERED IN THE SCHOOL OF CONSUMER INTELLIGENCE AND
INFORMATION SYSTEMS – DEPARTMENT OF MARKETING MANAGEMENT**

10.	NSPs offered in the School of Intelligence and Information Systems – Department of Marketing Management	CONTACT	DISTANCE	PAGE
10.1	Bridging Programmes - NONE			
10.2	Whole Programmes - NONE			
10.3	Credit-bearing Short Learning Programmes			
10.3.1	Marketing 101		X	10.2
10.3.2	Marketing Research		X	10.4
10.3.3	Strategic Marketing Management		X	10.5
10.4	Non-credit-bearing Short Learning Programmes			
10.4.1	Digital Marketing Practices		X	10.7

10.1 Bridging Programmes: NONE

10.2 Whole Programmes: NONE

10.3 Credit-bearing Short Learning Programmes

10.3.1 MARKETING 101

Code	S34M1Q	NQF level	5
Mode of offering	Distance	Credits	32
Site of delivery	N/A	Certification	Competency based
Duration	- Twelve workshops of 4 hours each will be held each semester. - The programme runs over a semester and may be presented in the 1st and 2nd semesters based on demand. - These will focus on the practical aspects of marketing. - Online learning content will be available to all students, and those who are unable to enrol for the contact workshops will be able to complete them on the distance platform through Moodle Learner Management System (LMS).		
Relationship with other UJ modules/ qualifications	N/A		
Articulation with subsidised UJ programmes	- Credits for the following Marketing modules: - Marketing 1A and 1B (MAR01A1) (16 credits), and (MAR01B1) (16 credits) in the Diploma (Marketing) (D34MKQ) /OR - Marketing 1A and 1B (CMS01A) (16 credits), and (CMS01B) (16 credits) in the Higher Certificate in Marketing and Sales (HCMSQ1). - Note: Students must comply with the entrance requirements for the said qualifications of the UJ programme as set out in the relevant yearbook.		
Admission requirements	Two entry routes are possible: - Applicants who aim to enter the Higher Certificate in Marketing and Sales – these students need an NSC with Higher Certificate endorsement; OR - Applicants who aim to enter the Diploma in Marketing - these students need an NSC with a Diploma endorsement and an appropriate APS score.		

Purpose of the programme

The purpose of this SLP is to introduce the student to marketing, mainly in a consumer product context. On a practical level, the student will have attained the necessary experience to identify environmental trends and understand basic consumer behaviour and market segmentation in a marketing context.

Programme content

SEMESTER MODULES			
MODULE NAME	MODULE CODE	MODULE NAME	MODULE CODE
Marketing 101 A	M01M1Q1	Marketing 101 B	M01M1Q2

Learning activities

ACTIVITY	HOURS	CREDITS
Contact time – Online distance learning	48	-
Work-based learning	-	-
Independent learning (e.g. reading time, interacting with learning material, completing online activities, asynchronous learning activities)	120	-
Preparation for and completion of assessments	152	-
Student support (e.g. tutorial, online support, additional learning material)	-	-
Other	-	-
TOTAL HOURS	320	-
TOTAL NUMBER OF CREDITS	-	32

Assessment

- Formative assessments are in the form of one assignment and one assessment (tests).
- A summative assessment (exam) will be conducted at the end of the short learning programme.

Modules and outcomes

Module name	Marketing 101 A/B	Module code	M01M1Q1 / M01M1Q2
Topics to be covered	- Introduction to Marketing. - Marketing Environment. - Consumer Behaviour. - Marketing Research. 7 P's of Marketing: - Product; - Price; - Promotion; - Place; - People; - Processes; and - Physical evidence.		
Outcomes	Students should be able to: - explain the fundamental concepts of marketing; - examine the impact the marketing environment has on the marketing function; - research, analyse and evaluate consumer behaviour; - evaluate and utilise the marketing mix to enhance the marketing function; - outline the ethical considerations that affect the marketing function; and - develop a marketing plan for a given case study, topic, or scenario.		
Calculation criteria	SH		

10.3.2 MARKETING RESEARCH

Code	S3MM30	NQF level	7
Mode of offering	Distance	Credits	16
Site of delivery	N/A	Certification	Competency based
Duration	- Two online classes held twice a week for 3 hours each for 7 weeks (2 sessions X 3 hours each X 7 weeks = 42 hours). - One online tutorial session held for 50 minutes per week for 7 weeks (50 minutes X 7 weeks = 5.8 hours = 6 hours). - Will be presented in semester 1 and semester 2.		
Relationship with other UJ modules/ qualifications	N/A		
Articulation with subsidised UJ programmes	Credit for the Marketing Research 3A module (MMA13A3 and MMK13A3) (16 credits) and on (NQF level 7) offered in the BCom (Marketing Management) (B1CMMQ) programme.		
Admission requirements	A student would need to be in the process of completing or in possession of a BCom / AdvDiploma / BTech (Marketing-related qualification), where both Marketing Management 1A and 1B modules or equivalents have been completed on NQF 5 level.		

Purpose of the programme

The purpose of the SLP is to focus on guiding the students through the marketing research process and enabling them to conduct and present sound marketing research. The aim is to develop the intellectual competencies and practical skills needed to make a range of decisions relating to the marketing research process and to be able to conduct a marketing research project.

Programme content

SEMESTER MODULES			
MODULE NAME	MODULE CODE	MODULE NAME	MODULE CODE
Marketing Research A	S3MM301	Marketing Research B	S3MM302

Learning activities

ACTIVITY	HOURS	CREDITS
Contact time – Online distance learning	42	-
Work-based learning	-	-
Independent learning (e.g. reading time, interacting with learning material, completing online activities, asynchronous learning activities)	70	-
Preparation for and completion of assessments	42	-
Student support (e.g. tutorial, online support, additional learning material)	6	-
Other	-	-
TOTAL HOURS	160	-
TOTAL NUMBER OF CREDITS	-	16

Assessment

- Formative assessments in the form of two-semester tests and one assignment.
- A summative assessment will be conducted at the end of the SLP.

Modules and outcomes

Module name	Marketing Research	Module code	S3MM301 / S3MM302
Purpose	The purpose of the module is for the student to develop applied competencies in the mastering, analysis, interpretation, and application of marketing management principles in an ethical and socially responsible manner in order to prepare them for a career in the marketing field, as well as to provide a basis for further learning. Students should be able to reflect on managerial decisions and applications to assess the effect thereof in the holistic context of management in practice. The qualification enables students to enter the marketing field in positions such as brand managers, market researchers, client and account managers, relationship managers, as well as marketing consultants.		
Outcomes	Students should be able to:		
	- explain, discuss, and apply the key concepts, processes, and principles required for the implementation of a marketing research task; - collect, analyse, organise, and critically evaluate secondary research information using the internet, academic journals, and other appropriate information sources; - collect, analyse, organise, and critically evaluate primary research information; and - explain, evaluate, and implement all the steps and research techniques to produce a research proposal or develop, conduct, and report on a marketing research project within a given scenario.		
Calculation criteria	SH		

10.3.3 STRATEGIC MARKETING MANAGEMENT

Code	S3MM20	NQF level	7
Mode of offering	Distance	Credits	16
Site of delivery	N/A	Certification	Competency based
Duration	- Two online classes are held twice a week for 3 hours each for 7 weeks (2 sessions X 3 hours each X 7 weeks = 42 hours). - One online tutorial session held for 50 minutes per week for 7 weeks (50 minutes X 7 weeks = 5,8 hours).		
Relationship with other UJ modules/ qualifications	N/A		
Articulation with subsidised UJ programmes	Credit for the Strategic Marketing 3B (MMK23B3) modules, each with 16 credits and on NQF level 7 offered in the BCom (Marketing Management) (B1CMMQ) programme.		
Admission requirements	A student would need to be in the process of completing or in possession of a BCom / Adv Diploma / BTech (Marketing-related qualification), where both Marketing Management 1A and 1B modules or equivalent modules have been completed on NQF 5 level.		

Purpose of the programme

The purpose of this SLP is to equip students with the integrated knowledge needed to develop strategic marketing plans that empower organisations to successfully compete and secure future growth prospects in their respective markets. The secondary purpose of this SLP is to provide students with a holistic view of the role, power, and strategic importance of the marketing function in an organisation.

Programme content

SEMESTER MODULES			
MODULE NAME	MODULE CODE	MODULE NAME	MODULE CODE
Strategic Marketing Management	MMA13A3	Strategic Marketing Management	MMK23B3

Learning activities

ACTIVITY	HOURS	CREDITS
Contact time – Online distance learning	42	-
Work-based learning	-	-
Independent learning (e.g. reading time, interacting with learning material, completing online activities, asynchronous learning activities)	70	-
Preparation for and completion of assessments	42	-
Student support (e.g. tutorial, online support, additional learning material)	6	-
Other	-	-
TOTAL HOURS	160	-
TOTAL NUMBER OF CREDITS	-	16

Assessment

- Formative assessments in the form of two-semester tests and assignments.
- A summative assessment will be conducted at the end of the short learning programme.

Modules and outcomes

Module name	Strategic Marketing Management	Module code	MMA13A3 / MMK23B3
Topics to be covered	• Marketing function. • Marketing environment. • Competitive advantage. • Segmentation, Targeting, and Positioning process. • Strategic marketing plan.		
Outcomes	Students should be able to:		
	Integrate the knowledge acquired of the roles, functions, and different levels of strategic marketing in order to develop a carefully crafted strategic marketing plan for an organisation. In order to produce this marketing plan, students will need to: • analyse the market, external and internal organisational environments; • evaluate the different competitive strategies that organisations can pursue; • understand the importance of developing a sustainable competitive advantage for the organisation selected; • apply the principles of market segmentation, targeting, and positioning to the strategic marketing plan; and • understand the importance of strategy implementation, monitoring, and control to secure the successful execution of a strategic marketing plan.		
Calculation criteria	SH		

10.4 Non-credit-bearing Short Learning Programmes

10.4.1 DIGITAL MARKETING PRACTICES

Code	S34DMO	NQF level	7
Mode of offering	Distance	Credits	0
Site of delivery	N/A	Certification	Competency based
Duration	Months to complete: either from February to June; OR July to November.		
Relationship with other UJ modules/ qualifications	N/A		
Articulation with subsidised UJ programmes	N/A		
Admission requirements	Applicants with a minimum of an NSC NQF level 4 qualification or equivalent qualification on NQF level 4.		

Purpose of the programme

The purpose of this SLP is the theory and practice of using digital marketing tools, techniques and processes. Students will gain knowledge about digital marketing fundamentals, digital platforms, channels, and digital mix elements available to the digital marketer.

Programme content

SEMESTER MODULES			
MODULE NAME	MODULE CODE	MODULE NAME	MODULE CODE
Digital Marketing in Practice	S34DMO1	Digital Marketing in Practice	S34DMO2

Learning activities

ACTIVITY	HOURS	CREDITS
Contact time – Online distance learning	-	-
Work-based learning	32	-
Independent learning (e.g. reading time, interacting with learning material, completing online activities, asynchronous learning activities)	-	-
Preparation for and completion of assessments	50	-
Student support (e.g. tutorial, online support, additional learning material)	68	-
Other	-	-
TOTAL HOURS	150	-
TOTAL NUMBER OF CREDITS		-

Assessment

- Formative assessments in the form of two-semester tests and assignments.
- A summative assessment will be conducted at the end of the short learning programme.

Modules and outcomes

Module name	Digital Marketing in Practice	Module code	S34DMO1 / S34DMO2
Topics to be covered	• Digital Marketing tools • Websites and e-Commerce • Mobile Marketing • Social Media-Marketing		
Outcomes	Students should be able to: • identify the latest digital marketing elements; • discuss the elements of a well-devised integrated digital marketing plan • compare the major digital marketing platforms, channels, and mix elements; and • describe practical digital marketing examples.		
Calculation criteria	CE		

NSPs OFFERED IN THE SCHOOL OF ECONOMICS

11.	NSPs offered in the School of Economics	CONTACT	DISTANCE	PAGE
11.1	Bridging Programmes			
11.1.1	Bridging Programme in Economics	X		11.2
11.2	Whole Programmes -NONE			
11.3	Credit-bearing Short Learning Programmes - NONE			
11.4	Non-credit-bearing Short Learning Programmes			
11.4.1	Applied Economics Analysis and Forecasting	X		11.4
11.4.2	Applied Spatial Econometrics and Related Techniques	X		11.6
11.4.3	Applied Spatial Econometrics and Related Techniques		X	11.8
11.4.4	Industrial Policy	X		11.10
11.4.5	Panel Data Analysis	X		11.11
11.4.6	Survey Data Analysis	X		11.13

11.1 Bridging programmes

Take note that all bridging programmes are non-credit-bearing.

11.1.1 BRIDGING PROGRAMME IN ECONOMICS

Code	S34BHQ	NQF level	7
Mode of offering	Contact	Credits	0
Site of delivery	APK	Certification	Competency based
Duration	• Contact time: 2 hours X 2 days X 28 weeks. • Months to complete: 12 Months. The module will be offered over two semesters, two modules in the first semester and two modules in the second semester.		
Relationship with other UJ modules/ qualifications	This programme may allow qualifying students to enrol for the BComHons (Economics) (UJ).		
Articulation with subsidised UJ programmes	Students who complete the Bridging Programme in Economics will be eligible to apply for admission into the BComHons (Economics).		
Admission requirements	• National Senior Certificate, NQF level 4 (NSC) obtained in 2008 or after, or Senior Certificate (SC) obtained before 2008; and • Having completed a degree with a minimum of 55% in Economics 3 on NQF level 7, or having completed an equivalent relevant qualification at NQF level 7.		

Purpose of the programme

The purpose of this bridging programme is to provide students with strong and academically sound knowledge, understanding, insight, and skills with the aim of further learning in Economics. The programme is designed mainly to prepare the student for further studies in Economics. The programme also provides students with training for the job market by providing them with the tools for the correct interpretation and understanding of the economy on a microeconomic level, within a framework of the business environment.

Programme content

SEMESTER MODULES			
FIRST SEMESTER		SECOND SEMESTER	
MODULE NAME	MODULE CODE	MODULE NAME	MODULE CODE
Microeconomics	S3EBHQ1	Macroeconomics	S3EBHQ3
Mathematical Economics	S3EBHQ2	Macroeconomic Research	S3EBHQ4

Learning activities

ACTIVITY	HOURS	CREDITS
Contact lecturing	122	-
Work-based learning	-	-
Independent learning (e.g. reading time, interacting with learning material, completing online activities, asynchronous learning activities)	236	-
Preparation for and completion of assessments	380	-
Student support (e.g. tutorial, online support, additional learning material)	56	-
Other	-	-
TOTAL HOURS	794	-
TOTAL NUMBER OF CREDITS		-

Assessment

Formative assessments take the form of tests and examinations, divided into theory and application.

Modules and outcomes

Module name	Microeconomics	Module code	S3EBHQ1
Purpose	The purpose of this module is to develop the key understanding of the micro-economy, to provide the tools for the correct interpretation and understanding of the economy on a microeconomic level, within a framework of the business environment.		
Outcomes	Students should be able to:		
	• apply microeconomic theories to decision-making by individual consumers and firms; • correctly calculate the utility and profit maximisation problems faced by consumers and firms; and • develop predictions of the pricing behaviour of firms under different market conditions.		
Calculation criteria	SH		

Module name	Mathematical Economics	Module code	S3EBHQ2
Purpose	The purpose of this module is to develop the key understanding of the concepts, functions, and principles of mathematical economics and to provide the student with tools for the correct interpretation and understanding of the mathematical systems that are relevant to the interpretation, understanding, and analysis of the data that relates to the functioning of the economy.		
Outcomes	Students should be able to:		
	• perform the mathematical operations in linear algebra, optimisation, matrix algebra, and integrals required in the manipulation of economic models; • perform differentiation of functions as applied to economic problems; • do constrained optimisation problems and solve these accurately; and • do simultaneous equations, which are properly specified and solved with the use of matrix algebra.		
Calculation criteria	SH		

Module name	Macroeconomics	Module code	S3EBHQ3
Purpose	The purpose of this module is to develop a key understanding of the real functioning of the macroeconomy, to provide the tools for the correct interpretation and understanding of the economy on a macroeconomic level, within a national and institutional framework.		
Outcomes	Students should be able to:		
	• apply macroeconomic theories to decision-making and policy prescription; • demonstrate how macroeconomic models are applied and correctly manipulated to produce predictions of economic events; and • explain how macroeconomic models are applied and correctly manipulated to produce prescriptions for economic policy.		
Calculation criteria	CE		

Module name	Macroeconomic Research	Module code	S3EBHQ4
Purpose	The purpose of this module is to develop a key understanding of the concepts, functions, and principles of economic research and to provide the tools for the correct procedures and practices that are required for effective research and research writing.		
Outcomes	Students should be able to:		
	• apply basic research methods in economics; • demonstrate how relevant data is sourced and appropriately presented with the aid of Excel; • show how written data commentaries, which convey the meaning behind the data, are produced; and • demonstrate how economic literature is synthesised into an argumentative essay which is coherent and well-researched.		
Calculation criteria	CE		

11.2 Whole programmes - NONE

11.3 Credit-bearing Short Learning Programmes - NONE

11.4 Non-credit-bearing Short Learning Programmes

11.4.1 APPLIED ECONOMICS ANALYSIS AND FORECASTING

Code	S3TEAQ	NQF level	7
Mode of offering	Contact	Credits	0
Site of delivery	APB / APK or of-campus	Certification	Attendance based
Duration	• Contact time: 8 hours X 5 days. • 1 Week. The module will be offered in both semesters.		
Relationship with other UJ modules/ qualifications	N/A		
Articulation with subsidised UJ programmes	N/A		
Admission requirements	BCom (Economics) • Experience in the fields related to economics, econometrics, statistics, or business. • Applicants will be subject to an internal selection process.		

	Basic knowledge of economics, statistics, or mathematics is recommended.

Purpose of the programme

The purpose of this SLP is to equip students with the quantitative skills necessary for building economic models underlying economic relationships that exist between variables. In addition, the programme assists candidates in forecasting major macroeconomic and financial variables using time-series techniques. Consequently, policymakers and practitioners with no quantitative background will be able to provide sound recommendations derived from quantitative analysis of economic relationships. A better forecasting is necessary for economic agents who are constantly making decisions on investments or other actions which are dependent on the future.

Programme content

SEMESTER MODULES			
FIRST SEMESTER		SECOND SEMESTER	
MODULE NAME	MODULE CODE	MODULE NAME	MODULE CODE
Applied Econometric Analysis and Forecasting A	S3TEAQ1	Applied Econometric Analysis and Forecasting B	S3TEAQ2

Learning activities

ACTIVITY	HOURS	CREDITS
Contact lecturing	40	-
Work-based learning	-	-
Independent learning (e.g. reading time, interacting with learning material, completing online activities, asynchronous learning activities)	-	-
Preparation for and completion of assessments	20	-
Student support (e.g. tutorial, online support, additional learning material)	20	-
Other	-	-
TOTAL HOURS	80	-
TOTAL NUMBER OF CREDITS	-	-

Assessment

N/A

Modules and outcomes

Module name	Applied Economics Analysis and Forecasting	Module code	S3TEAQ1 / S3TEAQ2
Purpose	The purpose of the module is to introduce students to basic time series analysis. Students who complete this module will have acquired the needed background to perform basic, simple, and multivariate regression analyses.		
Outcomes	Students should be able to:		
	- provide quantitative analysis of economic variables based on descriptive analysis and graphical representation; - interpret results obtained from quantitative estimation of economic relationship; - provide policy recommendations from quantitative estimation of economic relationships; and - forecast economic variables based on econometric models.		

Calculation criteria	SH

11.4.2 APPLIED SPATIAL ECONOMETRICS AND RELATED TECHNIQUES

Code	S3E24Q	NQF level	7
Mode of offering	Contact	Credits	0
Site of delivery	APK	Certification	Attendance-based.
Duration	This SLP will be completed in one semester.		
Relationship with other UJ modules/ qualifications	N/A		
Articulation with subsidised UJ programmes	N/A		
Admission requirements	• BCom (Economics / Econometrics) (NQF level 7) or an Advanced Diploma (Economics) (NQF level 7) or any qualification-related field, on NQF level 7; with a background in fundamental econometrics and the relevant undergraduate quantitative economics and/or econometrics, knowledge; and • Intermediate knowledge of the STATA software is required for the practical application aspect of this SLP.		

Purpose of the programme

The purpose of the SLP in Applied Spatial Econometrics is to enhance the quantitative competencies of postgraduate students, analysts, and researchers. Therefore, acquiring these skills will significantly contribute to participants' scholarly and analytical capabilities, aligning with the rigorous standards of academic excellence.

Programme content

SEMESTER MODULES			
FIRST SEMESTER		SECOND SEMESTER	
MODULE NAME	MODULE CODE	MODULE NAME	MODULE CODE
Econometrics and Related Techniques	S3E24Q1	Applied Spatial Econometrics and Related Techniques	SE24Q2

Learning activities

ACTIVITY	HOURS	CREDITS
Contact lecturing	56	-
Work-based learning	-	-
Independent learning (e.g. reading time, interacting with learning material, completing online activities, asynchronous learning activities)	4	-
Preparation for and completion of assessments	-	-
Student support (e.g. tutorial, online support, additional learning material)	10	-
Other	-	-
TOTAL HOURS	70	-
TOTAL NUMBER OF CREDITS	-	-

Assessment

To measure the learning progress of students in the short learning programme, instructors will use three methods:

- Regular oral quizzes or short tasks/learning activities will be conducted after every series of lectures and practical sessions to evaluate students' understanding of essential concepts and theories;
- Students will be given tasks that require them to apply the learned techniques using software tools. Instructors will then review and correct these tasks with the students; and
- For the final learning activity after each topic, instructors will give a task that requires students to apply spatial econometric techniques to real-world datasets. After submission, instructors will review and work out the assignment with students in class.

Modules and outcomes

Module name	Applied Spatial Econometrics and Related Techniques	Module code	S3E24Q1 / S3E24Q2
Topics that will be covered	• Application of Spatial Econometric Models. • Linear Spatial Dependence Models for Cross-Section Data. • Spatial Panel Data Models. • Other Spatial Data Techniques (i.e., Geographical Weighted Regression, Spatial Multilevel Models).		
Outcomes	Students should be able to: • apply spatial econometric models and related techniques to analyse economic and social data, enabling analysis of spatial dependency, spatial heterogeneity, and relationships within datasets. This implies that the student can: ◦ correctly identify and apply appropriate spatial econometrics models to different types of economic and social datasets; ◦ effectively communicate the rationale behind the choice of spatial econometric and related models for specific research questions; and ◦ clearly depict spatial dependency and spatial heterogeneity, and relationships within the datasets. • interpret spatial econometric and related models and conduct diagnostic tests for reliable and valid spatial analysis. This means that at the end of the programme, the student will be able to: ◦ demonstrate a deep understanding of spatial econometric models, interpreting coefficients and statistical significance in the context of spatial relationships; and ◦ appropriately applies diagnostic tests to ensure the reliability and validity of spatial analyses. • demonstrate proficiency in using spatial econometrics software and other tools to estimate spatial econometric models and interpret their results.		
Calculation criteria	N/A		

11.4.3 APPLIED SPATIAL ECONOMETRICS AND RELATED TECHNIQUES

Code	S3E24O	NQF level	7
Mode of offering	Distance	Credits	0
Site of delivery	APK	Certification	Attendance based
Duration	This SLP will be completed in one semester.		
Relationship with other UJ modules/ qualifications	N/A		
Articulation with subsidised UJ programmes	N/A		
Admission requirements	- BCom (Economics / Econometrics) (NQF level 7) or an Advanced Diploma (Economics) (NQF level 7) or any qualification-related field, on NQF level 7; with a background in fundamental econometrics and the relevant undergraduate quantitative economics and/or econometrics, knowledge; and - Intermediate knowledge of the STATA software is required for the practical application aspect of this SLP.		

Purpose of the programme

The purpose of the SLP in Applied Spatial Econometrics and related techniques is to enhance the quantitative competencies of postgraduate students, analysts, and researchers. Therefore, acquiring these skills will significantly contribute to participants' scholarly and analytical capabilities, aligning with the rigorous standards of academic excellence.

Programme content

SEMESTER MODULES			
FIRST SEMESTER		SECOND SEMESTER	
MODULE NAME	MODULE CODE	MODULE NAME	MODULE CODE
Applied Econometric Analysis and Forecasting A	S3E24O1	Applied Econometric Analysis and Forecasting B	S3E24O2

Learning activities

ACTIVITY	HOURS	CREDITS
Contact lecturing – Online distance learning	56	-
Work-based learning	-	-
Independent learning (e.g., reading time, interacting with learning material, completing online activities, asynchronous learning activities)	4	-
Preparation for and completion of assessments	-	-
Student support (e.g. tutorial, online support, additional learning material)	10	-
Other	-	-
TOTAL HOURS	70	-
TOTAL NUMBER OF CREDITS	-	-

Assessment

- To measure the learning progress of students in the short learning programme, instructors will use three methods (distance):
 - Regular oral quizzes or short tasks/learning activities will be conducted after every series of lectures and practical sessions to evaluate students' understanding of essential concepts and theories.
 - Students will be given tasks that require them to apply the learned techniques using software tools. Instructors will then review and correct these tasks with the students.
 - For the final learning activity after each topic, instructors will give a task that requires students to apply spatial econometric techniques to real-world datasets. After submission, instructors will review and work out the assignment with students in class.

Modules and outcomes

Module name	Applied Spatial Econometrics and Related Techniques	Module code	S3E24O1 / S3E24O2
Topics that will be covered	• Application of Spatial Econometric Models. • Linear Spatial Dependence Models for Cross-Section Data. • Spatial Panel Data Models. • Other Spatial Data Techniques (i.e., Geographical Weighted Regression, Spatial Multilevel Models.)		
Outcomes	Students should be able to: • apply spatial econometric models and related techniques to analyse economic and social data, enabling analysis of spatial dependency, spatial heterogeneity, and relationships within datasets. This implies that the student can: ○ correctly identify and apply appropriate spatial econometrics models to different types of economic and social datasets; ○ effectively communicate the rationale behind the choice of spatial econometric and related models for specific research questions; and ○ clearly depict spatial dependency and spatial heterogeneity, and relationships within the datasets. • interpret spatial econometric and related models and conduct diagnostic tests for reliable and valid spatial analysis. This means that at the end of the programme, the student will be able to: ○ demonstrate a deep understanding of spatial econometric models, interpreting coefficients and statistical significance in the context of spatial relationships; and ○ appropriately applies diagnostic tests to ensure the reliability and validity of spatial analyses. demonstrate proficiency in using spatial econometrics software and other tools to estimate spatial econometric models and interpret their results.		
Calculation criteria	N/A		

11.4.4 INDUSTRIAL POLICY

Code	S3CIPQ	NQF level	7
Mode of offering	Contact	Credits	0
Site of delivery	APB	Certification	Attendance based
Duration	- Contact time: 10 days over 2 weeks for 8 hours per day. - Will be presented in both semesters.		
Relationship with other UJ modules/ qualifications	It complements the short learning programme LED: Applied Trade and Industrial Policy of CENLED.		
Articulation with subsidised UJ programmes	N/A		
Admission requirements	- National Senior Certificate, NQF level 4 (NSC) obtained in 2008 or after, or Senior Certificate (SC) obtained before 2008; or - Recognition of prior learning, as the programme aims to train public servants in Africa.		

Purpose of the programme

The purpose of this SLP is to equip the relevant officials (students) with the necessary skills and techniques for an advanced understanding of industrial development strategies and policies in order to analyse, manage, and monitor industrial development programmes in their respective countries.

Programme content

SEMESTER MODULES			
FIRST SEMESTER		SECOND SEMESTER	
MODULE NAME	MODULE CODE	MODULE NAME	MODULE CODE
Applied Econometric Analysis and Forecasting A	S3E24O1	Applied Econometric Analysis and Forecasting B	S3E24O2

Learning activities

ACTIVITY	HOURS	CREDITS
Contact lecturing	56	-
Work-based learning	-	-
Independent learning (e.g., reading time, interacting with learning material, completing online activities, asynchronous learning activities)	4	-
Preparation for and completion of assessments	-	-
Student support (e.g. tutorial, online support, additional learning material)	10	-
Other	-	-
TOTAL HOURS	70	-
TOTAL NUMBER OF CREDITS	-	-

Assessment

N/A

Modules and outcomes

Module name	Industrial Policy in Africa A	Module code	S3CIPQ1
Purpose	The purpose of this module is to analyse industrial strategies and policies in Africa, examine the management and implementation of industrial policies, and rehabilitation and restructuring of the industrial sector.		
Outcomes	Students should be able to:		
	- analyse general industrial strategies and policies in Africa; - investigate the application of general industrial strategies and policies in Africa; - evaluate the conceptual aspects of the management of industrial policies; - assess the operational aspects of the management of industrial policies; - evaluate rehabilitation of the industrial sector; and - assess restructuring of the industrial sector.		
Calculation criteria	N/A		

Module name	Industrial Policy in Africa	Module code	S3CIPQ2
Purpose	The purpose of this module is to study the instruments and techniques of industrial sector analysis, the instruments and techniques of project evaluation, and to conduct environmental impact assessments of industrial projects and programmes.		
Outcomes	Students should be able to:		
	- explain the different instruments and techniques for industrial sector analysis; - apply the different instruments and techniques for industrial sector analysis; - explain the different instruments and techniques for project evaluation; - apply the different instruments and techniques for project evaluation; and - conduct an environmental impact assessment of industrial projects and programmes.		
Calculation criteria	N/A		

11.4.6 PANEL DATA ANALYSIS

Code	S34PAQ	NQF level	7
Mode of offering	Contact	Credits	0
Site of delivery	APK	Certification	Attendance based
Duration	- Contact time: 4 hours X 5 days. - The SLP will be presented either in July or November, depending on demand.		
Relationship with other UJ modules/ qualifications	This SLP complements the training conducted in the BCom (Economics / Econometrics) (B3N14Q), BComHons (Economics) (H3N14Q), BComHons (Econometrics) (H3M17Q), and MCom (Development Economics) (M3CNQ) programmes and/or Econometrics programme for which panel data econometrics is either not offered or only offered at an introductory level.		
Articulation with subsidised UJ programmes	N/A		
Admission requirements	- BCom (Economics / Econometrics) (NQF level 7) an Advanced Diploma in Economics (NQF level 7) or any related field, at NQF level 6 or 7, with a background in fundamental econometrics and the relevant undergraduate quantitative economics and/or econometrics, knowledge; and - Intermediate knowledge of the STATA software is required for the practical application aspect of this SLP.		

Purpose of the programme

The purpose of the SLP in panel data analysis is for academic and non-academic researchers to critically engage with the econometric methods of panel data and specific procedures for estimation using STATA software so that their analytical skills are strengthened to ensure evidence-based practice and decision-making in their respective contexts.

Programme content

SEMESTER MODULES			
FIRST SEMESTER		SECOND SEMESTER	
MODULE NAME	MODULE CODE	MODULE NAME	MODULE CODE
Panel Data Analysis A	S34PAQ1	Panel Data Analysis B	S34PAQ2

Learning activities

ACTIVITY	HOURS	CREDITS
Contact lecturing	20	-
Work-based learning	-	-
Independent learning (e.g., reading time, interacting with learning material, completing online activities, asynchronous learning activities)	-	-
Preparation for and completion of assessments	-	-
Student support (e.g. tutorial, online support, additional learning material)	10	-
Other	-	-
TOTAL HOURS	30	-
TOTAL NUMBER OF CREDITS	-	0

Assessment

N/A

Modules and outcomes

Module name	Panel Data Analysis	Module code	S34PAQ1 / S34PAQ2
Purpose	Panel data analysis offers students a wide range of technical tools designed to analyse issues that cannot otherwise be done in traditional econometrics (cross-sectional and time series econometrics). This SLP intends to contribute to capacity building, which is key to productivity improvement through professional development. Moreover, this training is particularly vital for policy decision-making and evaluation, which represents an important pillar of economics and development economics. The SLP covers cross-sectional panel data and panel time series analysis, which consists of the following: For a cross-sectional panel (dataset with many panels and few time periods), the SLP will cover: • Fixed-effects models; • Random-effects models; and • Dynamic panel-data models. For panel time series (datasets with few panels and many time periods), the SLP will address: • Estimation in heterogeneous parameter models with related issues such as: ○ Stationarity;		

	○ Heterogeneity; ○ Cointegration; and ○ Cross-sectional dependence. • Estimation in spatial panel topics such as: ○ The Seemingly Unrelated Regression (SUR); ○ Fixed and random effects spatial lag; and ○ Fixed and random effects spatial error models.
Outcomes	Students should be able to:
	• estimate a panel econometrics model; • apply advanced econometric techniques to the analysis of “longitudinal” or panel datasets; • evaluate the incidence of panel econometric issues such as heterogeneity, endogeneity, and cross-sectional dependence; • estimate various panel data specifications using STATA software; • evaluate policy decisions using panel data techniques; and • critically evaluate the techniques that can be used to exploit both cross-sectional and time dimensions for better inference and policy.
Calculation criteria	N/A

11.4.7 SURVEY DATA ANALYSIS

Code	S34SAQ	NQF level	7
Mode of offering	Contact	Credits	0
Site of delivery	APK	Certification	Attendance based
Duration	• Contact time: 4 hours X 5 days. • The SLP will be presented either in July or November, depending on demand.		
Relationship with other UJ modules/ qualifications	This SLP complements the training conducted in the BCom (Economics / Econometrics) (B3N14Q), BComHons (Economics) (H3N14Q), BComHons (Econometrics) (H3M17Q), and MCom (Development Economics) (M3CN3Q) programmes and/or Econometrics programme for which panel data econometrics is either not offered or only offered at an introductory level.		
Articulation with subsidised UJ programmes	N/A		
Admission requirements	• BCom in (Economics / Econometrics) (B3N14Q), (NQF level 7) or an Advanced Diploma in Economics (NQF level 7) or any related field, on NQF level 7 with a background in fundamental econometrics and the relevant undergraduate quantitative economics and/or econometrics, knowledge; and • Intermediate knowledge of the STATA software is required for the practical application aspect of this SLP.		

Purpose of the programme

The purpose of the SLP is to equip both academic and non-academic researchers with skills to process survey data appropriately by ensuring proper handling of data issues, such as stratification, clustering, dual frames, and unequal probability samples, among others, so that sound analyses and policy recommendations may take place.

Programme content

SEMESTER MODULES			
FIRST SEMESTER		SECOND SEMESTER	
MODULE NAME	MODULE CODE	MODULE NAME	MODULE CODE
Survey Data Analysis A	S34SAQ1	Survey Data Analysis B	S34SAQ2

Learning activities

ACTIVITY	HOURS	CREDITS
Contact lecturing	20	-
Work-based learning	-	-
Independent learning (e.g., reading time, interacting with learning material, completing online activities, asynchronous learning activities)		-
Preparation for and completion of assessments	-	-
Student support (e.g. tutorial, online support, additional learning material)	10	-
Other	-	-
TOTAL HOURS	30	-
TOTAL NUMBER OF CREDITS	-	-

Assessment

N/A

Modules and outcomes

Module name	Survey Data Analysis	Module code	S34SAQ1 / S34SAQ2
Purpose	Survey data analysis offers students valuable insight into the main components of rigorous survey data analysis, which is often required when making sound policy evaluations and/or recommendations. This programme is designed to: • apply the key components of survey design and analyse the relevant data using techniques related to survey errors in existing survey data; and • apply mostly limited-dependent variable regression techniques to survey data. The first part lays the foundation for survey design and survey data treatment. It introduces participants to: • Survey design; • Post-survey (sampling and non-responses) error corrections through appropriate weighting mechanisms using STATA; • Methodologies of bootstrapping, kernel density estimation, and basic regression analyses; and • Intermediate issues of using survey data to draw inferences on the underlying population. The second part covers: • limited dependent variable models both in cross-sectional and limited-time panel survey data.		
Outcomes	Students should be able to: • design a survey; • process and clean survey data, including, but not limited to, the determination of sampling and non-response errors and construction of weights to correct for sampling errors and techniques of non-response adjustments;		

	• apply bootstrapped methods for estimating standard errors, kernel density estimations, and regression techniques for both quantitative and qualitative variables; and • implement various other survey data estimation techniques for the analysis of socio-economic policy issues using the STATA software.
Calculation criteria	N/A

**NSPs OFFERED IN THE SCHOOL OF ECONOMICS
CENTRE FOR COMPETITION, REGULATION AND ECONOMIC DEVELOPMENT**

12.	NSPs offered in the School of Economics - Centre for Competition, Regulation and Economic Development (CCRED)	CONTACT	DISTANCE	PAGE
12.1	Bridging Programmes - NONE			
12.2	Whole Programmes - NONE			
12.3	Credit-bearing Short Learning Programmes - NONE			
12.4	Non-credit-bearing Short Learning Programmes			
12.4.1	Advanced Competition Economics	X		12.2
12.4.2	Core Principles in Economic Regulation and Competition Economics	X		12.3
12.4.3	Financial Analysis for Economic Regulation and Competition	X		12.5
12.4.4	Legal Principles for Competition and Economic Regulation	X		12.6

12.1 Bridging Programmes: NONE

12.2 Whole Programmes: NONE

12.3 Credit-bearing Short Learning Programmes: NONE

12.4 Non-credit-bearing Short Learning Programmes

12.4.1 ADVANCED COMPETITION ECONOMICS

Code	CCRED2	NQF level	8
Mode of offering	Contact	Credits	0
Site of delivery	JBS	Certification	Competency based
Duration	- Contact time: 8 hours x 5 days in one week. - The SLP will be offered in both semesters.		
Relationship with other UJ modules/ qualifications	N/A		
Articulation with subsidised UJ programmes	N/A		
Admission requirements	A Bachelor's Degree in Arts, Business, Commerce, Management or Science; or an equivalent qualification at NQF level 7.		

Purpose of the programme

- The purpose of the SLP is to develop knowledge and skills in South Africa in regulatory economics, including models of dominant firm conduct, incentives regarding investment decisions, and different approaches to regulation, such as rate of return and price-caps. It will provide an understanding of the key economic theories and concepts, coupled with how they are applied in practical scenarios. This will enable students to be better equipped to work as economists for economic regulatory bodies.

Programme content

SEMESTER MODULES			
FIRST SEMESTER		SECOND SEMESTER	
MODULE NAME	MODULE CODE	MODULE NAME	MODULE CODE
Advanced Competition Economics A	CCRED2A	Advanced Competition Economics B	CCRED2B

Learning activities

ACTIVITY	HOURS	CREDITS
Contact time (lectures and workshops)	30	-
Independent learning (e.g. reading time, interacting with learning material, completing online activities, asynchronous learning activities)	5	-
Preparation for and completion of assessments	5	-
Student support (e.g. tutorial, online support, additional learning material)	-	-
Other	-	-
TOTAL HOURS	40	-
TOTAL NUMBER OF CREDITS	-	0

Assessment

- Formative assessments in the form of class case study exercises and summaries of pre-reading and presentations that count a maximum of 50% toward the final mark.
- Summative assessments in the form of integrated work-based application assignments in the regulatory economics work environment that count a maximum of 50% toward the final mark.

Modules and outcomes

Module name	Advanced Competition Economics	Module code	CCRED2A / CCRED2B
Topics that will be covered	• Key concepts of regulatory economics • Market structure • Regulation in practice (regulation instruments) • Incentives in economic regulation • Regulation in actual and potentially competitive markets • Regulatory impact assessments regarding economic regulation • Sector regulation		
Outcomes	Students should be able to: • reflect on the core concepts and models of regulatory economics; • identify key steps in economic analysis of the regulation context; • explain how the economic analysis has been undertaken in the key regulation decisions in South Africa; and • apply the core concepts in regulatory economics to analyse case studies.		
Calculation criteria	SH		

12.4.2 CORE PRINCIPLES IN ECONOMIC REGULATION AND COMPETITION ECONOMICS

Code	SLPCE1	NQF level	8
Mode of offering	Contact	Credits	0
Site of delivery	JBS	Certification	Competency based
Duration	• Contact time: 8 hours x 5 days in 1 week. • The SLP will be offered in both semesters.		
Relationship with other UJ modules/ qualifications	N/A		
Articulation with subsidised UJ programmes	N/A		
Admission requirements	Bachelor's Degree in Commerce, Law on NQF level 7 or the equivalent, and a background in competition and policy.		

Purpose of the programme

The purpose of this SLP is to provide practitioners in the field, including those working for competition authorities and regulators in different African countries, with key economic theories and concepts coupled with how they are applied in practical scenarios. This will enable them to directly apply the knowledge gained to rigorously analyse mergers and acquisitions, assess the possible abuse of market power by dominant firms, and identify likely coordinated conduct (cartels).

Programme content

SEMESTER MODULES			
FIRST SEMESTER		SECOND SEMESTER	
MODULE NAME	MODULE CODE	MODULE NAME	MODULE CODE
Core Principles in Economic Regulation and Competition Economics A	COE0001	Core Principles in Economic Regulation and Competition Economics B	COE0002

Learning activities

ACTIVITY	HOURS	CREDITS
Contact time (lecturing and workshops)	20	-
Independent learning (e.g. reading time, interacting with learning material, completing online activities, asynchronous learning activities)	10	-
Preparation for and completion of assessments	10	-
Student support (e.g. tutorial, online support, additional learning material)	-	-
Other	-	-
TOTAL HOURS	40	-
TOTAL NUMBER OF CREDITS	-	0

Assessment

- Formative assessments in the form of class case study exercises, and summaries of pre-reading and presentations.
- Summative assessments in the form of integrated work-based application assignments in the Competition Economics work environment.

Modules and outcomes

Module name	Core Principles in Economic Regulation and Competition Economics A/B	Module code	COE0001/COE0002
Topics that will be covered	• Key concepts of competition economics • Market definition and assessing market power • Merger analysis • Detecting collusion • Exclusionary conduct • Exploitative abuse of dominance		
Outcomes	Students should be able to: • apply the core concepts and models of competition economics; • identify the key steps in the economic analysis of the main types of competition cases: mergers, collusive conduct, and exclusionary abuse of dominance; • explain how the economic analysis has been undertaken in the key cases in South Africa; and • apply the core concepts in competition economics to analyse case studies.		
Calculation criteria	SH		

12.4.3 FINANCIAL ANALYSIS FOR ECONOMIC REGULATION AND COMPETITION

Code	CCRED1	NQF level	8
Mode of offering	Contact	Credits	0
Site of delivery	JBS	Certification	Competency based
Duration	- Contact time: 8 hours x 5 days in 1 week. - The SLP will be offered in both semesters.		
Relationship with other UJ modules/ qualifications	N/A		
Articulation with subsidised UJ programmes	N/A		
Admission requirements	Bachelor's Degree in Arts, Business, Commerce, Management and Science; or an equivalent qualification at NQF level 7.		

Purpose of the programme

The purpose of the SLP is to develop knowledge and skills in financial analysis for economic regulation in South Africa. The SLP will develop knowledge and skills through providing an understanding of the key economic theories and concepts in financial analysis and regulatory economics, coupled with how they are applied in practical scenarios.

Programme content

SEMESTER MODULES			
FIRST SEMESTER		SECOND SEMESTER	
MODULE NAME	MODULE CODE	MODULE NAME	MODULE CODE
Financial Analysis for Competition and Economic Regulation A	CCRED1A	Financial Analysis for Competition and Economic Regulation B	CCRED1B

Learning activities

ACTIVITY	HOURS	CREDITS
Contact time (lectures and workshops)	30	-
Independent learning (e.g. reading time, interacting with learning material, completing online activities, asynchronous learning activities)	5	-
Preparation for and completion of assessments	5	-
Student support (e.g. tutorial, online support, additional learning material)	-	-
Other	-	-
TOTAL HOURS	40	-
TOTAL NUMBER OF CREDITS	-	0

Assessment

- Formative assessments in the form of class case study exercises and summaries of pre-reading and presentations that count a maximum of 50% toward the final mark.
- Summative assessments in the form of integrated work-based application assignments in the regulatory work environment that count a maximum of 50% toward the final mark.

Modules and outcomes

Module name	Financial Analysis for Competition and Economic Regulation A/B	Module code	CCRED1A / CCRED1B
Topics that will be covered	- Fundamental financial principles - Regulatory accounting, regulatory cost of accounts - Capital structure and asset valuation as part of the assessment of economic regulators - Measuring rates of return of regulated entities - Financial stability and competition - Principal regulatory strategies - Impact of economic regulation on valuation - Efficiency assessments of regulated entities		
Outcomes	Students should be able to:		
	- relect on the core concepts of financial analysis in economic regulation; - define the steps taken in setting tariffs, determining financial viability and assessing firm efficiencies; and - apply the core concepts of financial analysis in economic regulation to examine case studies.		
Calculation criteria	SH		

12.4.4 LEGAL PRINCIPLES FOR COMPETITION AND ECONOMIC REGULATION

Code	S3E22Q	NQF level	8
Mode of ofering	Contact	Credits	0
Site of delivery	JBS	Certification	Attendance based
Duration	- Contact time: 8 hours x 5 days in 1 week. - The SLP will be ofered in both semesters		
Relationship with other UJ modules/ qualifications	N/A		
Articulation with subsidised UJ programmes	N/A		
Admission requirements	Programme attendees will be expected to have at least an undergraduate Bachelor's Degree in Commerce, Law or the equivalent, recognition of prior learning or an equivalent qualification at the new NQF level 7 with a background in competition law and policy.		

Purpose of the programme

The purpose of the SLP is to develop knowledge and skills in South Africa in legal principles in competition and economic regulation. Knowledge and skills development will be implemented through providing an understanding of the key economic theories and concepts in competition and economic regulation as they apply to legal analysis. This will enable students to be better equipped to work as lawyers for competition authorities or economic regulatory bodies.

Programme content

SEMESTER MODULES			
FIRST SEMESTER		SECOND SEMESTER	
MODULE NAME	MODULE CODE	MODULE NAME	MODULE CODE
Legal Principles for Competition and Economic Regulation	S3E22QA	Legal Principles for Competition and Economic Regulation	S3E22QB

Learning activities

ACTIVITY	HOURS	CREDITS
Contact time (lectures and workshops)	10	-
Independent learning (e.g. reading time, interacting with learning material, completing online activities, asynchronous learning activities)	15	-
Preparation for and completion of assessments	15	-
Student support (e.g. tutorial, online support, additional learning material)	-	-
Other	-	-
TOTAL HOURS	40	-
TOTAL NUMBER OF CREDITS	-	0

Assessment

- Formative assessments in the form of class case study exercises, and summaries of pre-reading and presentations.
- Summative assessments in the form of integrated work-based application assignments in the regulatory law work environment.

Modules and outcomes

Module name	Legal Principles for Competition and Economic Regulation A/B	Module code	S3E22QA / S3E22QB
Topics to be covered	• Introduction to regulatory procedures • Important regulatory processes • Models for enabling public participation • State and regulator relations • Legal drafting • Confidentiality • Legal powers • Regulation and Competition Law		
Outcomes	Students should be able to: • understand competition law and sector regulations; • explain the requirements for each of the stages in competition proceedings and the economic regulatory process; and • draft legal documents essential for competition case's regulatory practice and functioning.		
Calculation criteria	SH		

**NSPs OFFERED IN THE SCHOOL OF ECONOMICS
CENTRE FOR LOCAL ECONOMIC DEVELOPMENT**

13.	NSPs offered in the School of Economics - Centre for Local Economic Development (CENLED)	CONTACT	DISTANCE	PAGE
13.1	Bridging Programmes - NONE			
13.2	Whole Programmes			
	Higher Certificate in Local Economic Development		X	13.2
13.3	Credit-bearing Short Learning Programmes			
13.3.1	Applied Entrepreneurship	X		13.8
13.3.2	Applied Entrepreneurship		X	13.10
13.3.3	Introduction to Local Economic Development	X		13.12
13.3.4	Introduction to Local Economic Development		X	13.13
13.4	Non-credit-bearing Short Learning Programmes			
13.4.1	Analysing Industrial Clustering for Economic Development	X		13.15
13.4.2	Applied Project Management for Local Economic Development	X		13.17
13.4.3	Applied Public-Private Partnerships for Local Economic Development	X		13.19
13.4.4	Applied Strategic Planning for Local Economic Development	X		13.21
13.4.5	Applied Trade and Industrial Policy for Local Economic Development	X		13.22
13.4.6	Business Retention and Expansion for Local Economic Development	X		13.24
13.4.7	Enabling Mechanisms for Local Economic Development	X		13.26
13.4.8	Establishing Cluster Initiatives	X		13.27
13.4.9	Introduction to Industrial Clustering	X		13.29
13.4.10	Investment Promotion for Local Economic Development	X		13.31
13.4.11	Leadership in Sustainable Local Economic Development	X		13.32
13.4.12	Managing a Local Economic Development Unit in South Africa	X		13.34
13.4.13	Mentorship in Local Economic Development	X		13.36
13.4.14	Quantitative Analysis: Compiling a Local Development Profile	X		13.38
13.4.15	Quantitative Analysis: Strategies from Statistics	X		13.39
13.4.16	Research for Local Economic Development Practitioners	X		13.41
13.4.17	Workforce Development in Local Economic Development	X		13.42

13.1 Bridging Programmes: NONE

13.2 Whole Programmes

13.2.1 HIGHER CERTIFICATE IN LOCAL ECONOMIC DEVELOPMENT

Code	S34PCQ	NQF level	5
Mode of offering	Distance	Credits	120
Site of delivery	N/A	Certification	Competency based
Duration	Months to complete: January to November.		
Relationship with other UJ modules/ qualifications	N/A		
Articulation with subsidised UJ programmes	• The successful completion of the 120-credit Higher Certificate Local Economic Development (LED) (F34E10) provides an opportunity for students who meet the minimum entry requirements of UJ for Mathematics or Mathematical Literacy to apply for admission to an extended Bachelor's degree. • Students are given foundational provisions covering relevant academic skills together with subject-related themes, required to facilitate learning in the regular modules of Bachelor of Commerce degree programmes. • The combination of foundational modules enables students to develop a comprehensive perspective and effective strategies for adjusting to and meeting the demands of the higher education environment to be successful in the chosen Bachelor of Commerce programme. • Horizontally, articulation possibilities exist with other NQF Level 5 programmes, and credits obtained by completion of a module in this programme may be credited to other programmes at NQF Level 5.		
Admission requirements	• A National Senior Certificate (NSC) NQF level 4, granting access to Higher Certificate studies; • A National Certificate (Vocational), (NQF Level 4), granting access to Higher Certificate studies; • A foreign qualification that is equivalent to the NSC as determined by the South African Qualifications Authority (SAQA); OR • Any further Education and Training Certificate (FETC) at NQF level 4.		

Purpose of the programme

The purpose of the Higher Certificate in Local Economic Development (LED) is to prepare students for a career in LED. This programme will develop theoretical knowledge and practical competency and skills on NQF 5 in LED to enable students in their working environment. The purpose of this qualification is to further prepare students who do not comply with the minimum statutory or institutional admission requirements to access a Diploma and/ or Degree studies, or students who want to explore various career path options relating to LED.

The envisaged outcomes of the programme are that students will be able to understand and apply basic local economic development principles, processes and procedures. The student should be able to make decisions in the context of local economic development, interpret relevant information and produce responses based on informed judgment to concrete but often unfamiliar problems.

Aligned with the requirements of the NQF Level 5 outcomes, the purpose of the qualification is also to provide the student with a range of fundamental knowledge and competencies in fields such as Local

Economic Development, Marketing, Entrepreneurship, Business Management, Transport and Accountancy in LED. The qualification should also improve the student's basic proficiency in English, their general computer skills and their basic numeracy skills which are required for these fields.

Programme content

SEMESTER MODULES					
FIRST SEMESTER			SECOND SEMESTER		
MODULE NAME	MODULE CODE	NQF CREDITS	MODULE NAME	MODULE CODE	NQF CREDITS
Applied Accounting Principles for Local Economic Development Practitioners	F34E1OC	12	Communication for Local Economic Development Practitioners	F34E1OG	12
English for Local Economic Development Practitioners	F34E1OA	12	End-user Computing for Local Economic Development Practitioners	F34E1OF	12
Fundamentals of Business Mathematics for Local Economic Development Practitioners	F34E1OD	12	Entrepreneurship for Local Economic Development Practitioners	F34E1OH	12
Introduction to Business Management for Local Economic Development Practitioners	F34E1OB	12	Introduction to Marketing for Local Economic Development Practitioners	F34E1OJ	12
Introduction to Local Economic Development	F34E1OE	12	The Role of Infrastructure in a Local Economic Development Context	F34E1OI	12
	5 Modules	60 Credits		5 Modules	60 Credits
Requirement to obtain qualification:	Total modules for the year - 10			Total Credits - 120	

PART-TIME:

Programme Content

FIRST YEAR					
SEMESTER MODULES					
FIRST SEMESTER			SECOND SEMESTER		
MODULE NAME	MODULE CODE	NQF CREDITS	MODULE NAME	MODULE CODE	NQF CREDITS
English for Local Economic Development Practitioners	F34E1OA	12	Communication for Local Economic Development Practitioners	F34E1OG	12
Fundamentals of Business Mathematics for Local Economic Development Practitioners	F34E1OD	12	End-user Computing for Local Economic Development Practitioners	F34E1OF	12

Introduction to Local Economic Development	F34E1OE	12	The Role of Infrastructure in a Local Economic Development context	F34E1OI	12
	3 Modules	36 Credits		3 Modules	36 Credits
Requirement to obtain qualification:	Total modules for the year - 6			Total Credits - 72	

SECOND YEAR					
SEMESTER MODULES (COMPULSORY)					
FIRST SEMESTER			SECOND SEMESTER		
MODULE NAME	MODULE CODE	NQF CREDITS	MODULE NAME	MODULE CODE	NQF CREDITS
Applied Accounting Principles for Local Economic Development Practitioners	F34E1OC	12	Entrepreneurship for Local Economic Development Practitioners	F34E1OH	12
Introduction to Business Management for Local Economic Development Practitioners	F34E1OB	12	Introduction to Marketing for Local Economic Development Practitioners	F34E1OJ	12
	2 Modules	24 Credits		2 Modules	24 Credits
Requirement to obtain qualification:	Total modules for the year - 4			Total Credits - 48	

Learning activities

ACTIVITY	HOURS	CREDITS
Contact time – Online Distance Learning	120	-
Work-based learning	-	-
Independent learning (e.g. reading time, interacting with learning material, completing online activities, asynchronous learning activities) (Case studies and multi-media)	240 600	-
Preparation for and completion of assessments	-	-
Student support (e.g. tutorial, online support, additional learning material)	120	-
Other	120	-
TOTAL HOURS	1200	-
TOTAL NUMBER OF CREDITS	-	120

Assessment

- Continuous formative online assessments consist of continuous knowledge checks and self-assessments.
- Each module consists of several units, and each unit will be continuously assessed. On its own, each unit has to be passed with 50%, before the student will be allowed to access the next unit within a specific module.
- Summative online assessments are scheduled at the end of each module.
- The summative online assessments will have a higher weighting than the continuous formative online assessments.
- Students will be permitted to complete formative and summative assessments in their own place of work or residence. In this instance, various controls will be in place regarding the summative assessment. A limited time will be provided for completion of the summative assessment. Furthermore, the function to

prohibit navigation between assessment questions is built in. The time is linked to the marks assigned to the summative assessment.

Modules and outcomes

Module name	Applied Accounting Principles for Local Development Practitioners	Module code	F34E10C
Purpose	The purpose of this module is to equip students with the knowledge to apply basic accounting principles for effective financial decision-making in a local economic environment/ organisation. Students will receive guidance on how to manage a local business in a financially sustainable way through the application of accounting principles.		
Outcomes	Students should be able to:		
	- describe the components and interrelationships of the different financial accounts; - explain double-entry accounting, debits and credits, and apply the basic rules governing the proper application of debit and credit in relation to major account classification; - explain the layout and application of the books of first entry and accounting system in a local enterprise; - prepare reconciliations and perform month-end accounting procedures; and - compare and contrast a statement of financial position (balance sheet), a statement of changes in equity, and a statement of comprehensive income (income statement), and identify the financial information reported by each.		
Calculation criteria	CE		

Module name	English for Local Economic Development Practitioners	Module code	F34E10A
Purpose	The purpose of this module is to enable students to gain a background in English grammar and usage, to develop an ability to read texts critically with comprehension and insight, and to acquire skills in reading and writing at the tertiary level. This module will also enable students to apply English writing skills in any career relating to Local Economic Development.		
Outcomes	Students should be able to:		
	- identify some of the main characteristics of academic writing; - analyse texts to identify informal and formal styles of writing; and - apply knowledge of the characteristics of academic writing by rewriting an informal text to make it more formal for the purposes of academic writing.		
Calculation criteria	CE		

Module name	Fundamentals of Business Mathematics for Local Economic Development Practitioners	Module code	F34E10D
Purpose	The purpose of this module is to provide students with foundational quantitative skills, which include having confidence and Competency when working with numbers to analyse and evaluate real-life economic and financial situations and case studies.		
Outcomes	Students should be able to:		
	- perform basic algebraic calculations to analyse and profile a local economy; - apply descriptive statistics to do investigations and to write reports; and - use appropriate empirical methodology to describe local economic problems.		
Calculation criteria	CE		

Module name	Introduction to Business Management for Local Economic Development Practitioners	Module code	F34E1OB
Purpose	The purpose of the module is to provide students with an overview of Business Management as a science and prepare them for challenges faced in the South African business environment in a Local Economic Development context. It will also address the need for and importance of business in local economies to improve the standards of living through the delivery of a range of better quality goods and services in order to satisfy the needs of communities and provide employment opportunities. Lastly, it will provide students to see how businesses take care of various welfare activities for workers, inter alia, providing a safer and healthier work environment for employees.		
Outcomes	Students should be able to:		
	• explain the role of business in society, considering the needs and resources of the community, the main economic systems, and the nature of the local economy; • identify and explain the internal and external business environment and the interaction between an organisation and its environment; • explain the importance of business ethics and analyse the relevant aspects to be considered in developing ethical behaviour and a code of ethical conduct in an organisation; • identify and explain the origin of management theory and modern approaches currently at hand; • analyse the skills, roles, and characteristics of managers as important role players in establishing an effective and efficient business practice; and • identify and explain the relevant aspects, processes, characteristics, theories, models, and techniques relevant to the four primary management tasks.		
Calculation criteria	CE		

Module name	Introduction to Local Economic Development (LED)	Module code	F34E1OE
Purpose	The purpose of this module is to prepare students to understand the challenges of what local economic development entails in a South African and African context, namely, poverty and unemployment. LED strategies must prioritise job creation and poverty alleviation and target previously disadvantaged people, marginalised communities and geographical regions, black economic empowerment enterprises, and Small, Medium and Micro Enterprises to allow them to participate fully in the economic life of the country.		
Outcomes	Students should be able to:		
	• classify the different local economic development theories and approaches to LED; • explain the basic concepts, goals and objectives of LED; • identify and describe the role of the different role players in the LED process; and • analyse a local economy and depict the main economic activities.		
Calculation criteria	CE		

Module name	Communication for Local Economic Development Practitioners	Module code	F34E1OG
Purpose	The purpose of this module is to provide students with the opportunity to learn about, and more importantly, to practice the written and verbal communication skills they will need to be successful in the local economic development profession and to promote the local economic development profession more broadly within communities.		
Outcomes	Students should be able to:		
	• discuss the terminology used in the communication process; • write effective business correspondence, in the form of letters, memoranda, paragraphs, investigative reports, and feedback reports; • describe how people communicate non-verbally; and • communicate effectively in a short oral presentation through Skype.		
Calculation criteria	CE		

Module name	End-user Computing for Local Economic Development Practitioners	Module code	F34E1OF
Purpose	The purpose of this module is to introduce students to basic Information Technology (IT) terms and the basic components of a computer. Students will learn to manipulate files and use word processing applications to record and process information and data relevant to local economic problems. Thirdly, students will learn how to use presentation software, spreadsheet applications, and database application software to solve problems. Lastly, students will learn how to search the internet and utilise email applications.		
Outcomes	Students should be able to:		
	• explain concepts and terms associated with Information Technology (IT); • identify common functions of a PC and its operating system; • illustrate the ability to use a presentation application on a computer; • explain concepts and terms associated with using the internet; • illustrate the ability to use e-mail software on a computer; • analyse data, draw diagrams, and complete tables using a spreadsheet application on a computer; and • demonstrate the ability to use a database application on a computer.		
Calculation criteria	CE		

Module name	Entrepreneurship for Local Economic Development Practitioners	Module code	F34E1OH
Purpose	The purpose of this module is to equip students with a thorough introduction to entrepreneurship theories, how these relate to local economic development, as well as the entrepreneurial mindset, to prepare students to successfully plan, launch and manage their own business venture or assist others to set up their own ventures.		
Outcomes	Students should be able to:		
	• describe the importance of entrepreneurship in local economic development; • discuss the entrepreneurial attitude and behaviour; • describe the basic concepts of creativity and innovation; • classify and discuss the different methods to identify new ventures; and • explain how networking can assist a venture.		
Calculation criteria	CE		

Module name	Introduction to Marketing for Local Economic Development Practitioners	Module code	F34E1OJ
Purpose	The purpose of this module is to assist students in developing a marketing mindset while exploring issues and topics relevant to consumer behaviour in the local economic environment and to realise how marketing today permeates every facet of our daily lives. It will also indicate how cities market themselves as places to live, play, and invest, and that developing a marketing mindset is one of the keys to success for Local Economic Development and other practitioners.		
Outcomes	Students should be able to:		
	- describe the principles of consumer behaviour in a local economic environment; - discuss the role of people, process, product, price, place, promotion, and physical evidence in the services marketing mix; - describe and apply the principles of relationship marketing in a local economic environment; and - design a marketing mix for a selected local area.		
Calculation criteria	CE		

Module name	The Role of Infrastructure in a Local Economic Development Context	Module code	F34E1OI
Purpose	The purpose of this module is to familiarise students with the role and importance of infrastructure in South Africa and its impact on the local economy. It will also address the fact that the infrastructure sector is an essential component of the economy with strong effects on development and the welfare of populations.		
Outcomes	Students should be able to:		
	- discuss the principles of taxation of companies in integrated and advanced practical case studies; and - discuss the principles of taxation of individuals in integrated and advanced practical case studies.		
Calculation criteria	SK – The best mark, the highest percentage, the 40:60 rule will apply		

13.3 Credit-bearing Short Learning Programmes

13.3.1 APPLIED ENTREPRENEURSHIP

The NSP is offered in association with the Economic Development Council of South Africa (EDCSA) professional body.

Code	S3E10Q	NQF level	7
Mode of offering	Contact (groups of 20)	Credits	12
Site of delivery	APK / APB or off-campus	Certification	Competency based
Duration	- Contact time: 8 hours per day over 5 days. - Months to complete: 6 Months. The module will be offered in both semesters.		
Relationship with other UJ modules/ qualifications	Students who passed this SLP will be credited for the module entitled Introduction to Local Economic Development Practitioners (LED) (F34E1OE) (12 credits), in the distance Higher Certificate in Local Economic Development (LED) (F34E1O).		
Articulation with subsidised UJ programmes	Students will receive no credits towards the completion of subsidised UJ programmes.		
Admission requirements	National Senior Certificate, NQF level 4 (NSC) obtained in 2008 or after, or Senior Certificate (SC) obtained prior to 2008;		

	• Experience in the fields related to public administration, economics, or business; and • Applicants may be subject to an internal selection process. • The short learning programme “Introduction to Local Economic Development” (S3E14Q) as a pre-study is recommended.

Purpose of the programme

The purpose of the SLP is to broaden and deepen the knowledge, understanding, insight and skills of Local Economic Development (LED) (managers and practitioners and others involved in LED-related activities who are working at the local government level to train and support entrepreneurs and Small, Medium and Micro-Enterprises (SMMEs) to promote economic development, in order to create employment opportunities, reduce poverty and improve service delivery to local communities.

Programme content

SEMESTER MODULES			
FIRST SEMESTER		SECOND SEMESTER	
MODULE NAME	MODULE CODE	MODULE NAME	MODULE CODE
Applied Entrepreneurship A	S3E10QA	Applied Entrepreneurship B	S3E10QB

Learning activities

ACTIVITY	HOURS	CREDITS
Contact time	40	-
Work-based learning	40	-
Independent learning (e.g. reading time, interacting with learning material, completing online activities, asynchronous learning activities)	20	-
Preparation for and completion of assessments	20	-
Student support (e.g. tutorial, online support, additional learning material)	-	-
Other	-	-
TOTAL HOURS	120	-
TOTAL NUMBER OF CREDITS	-	12

Assessment

Continuous summative and/or formative assessments are in the form of group class activities and discussions, class tests, summaries of self-study done, pre-readings, and a summative assessment in the form of an integrated work-based application in the LED work environment.

Modules and outcomes

Module name	Applied Entrepreneurship A/B	Module code	S3E10QA / S3E10QB
Topics that will be covered	• The entrepreneurship challenge in South Africa; • Developing a strategic framework for sustainable local/regional economic development; • Creating local/regional economic development momentum; • Activating and coordinating a local/regional economic development system and structures to train and support entrepreneurs and Small, Medium and Micro Enterprises (SMMEs) effectively; and • Setting up and managing an SMME incubator.		
Outcomes	Students should be able to:		
	• describe the entrepreneurship challenge in South Africa effectively in order to understand the contribution of applied entrepreneurship to Local Economic Development (LED) in a municipal context;		

	• develop a strategic framework for sustainable local/regional economic development to effectively encourage entrepreneurship in LED in a municipal context; • describe the activation and coordination of a local/regional economic development system and the necessary structures to train and support entrepreneurs and Small, Medium and Micro Enterprises (SMMEs) effectively in order to promote LED in a municipal context; and • demonstrate the setting up and management of an SMME incubator effectively in order to promote local/regional economic development in a municipal context through entrepreneurship and SMMEs.
Calculation criteria	CE

14.3.2 APPLIED ENTREPRENEURSHIP

The NSP is offered in association with the Economic Development Council of South Africa (EDCSA) professional body.

Code	S3CG20	NQF level	7
Mode of offering	Distance	Credits	12
Site of delivery	N/A	Certification	Competency based
Duration	Months to complete: 6 Months (module will be offered via distance learning in both semesters).		
Relationship with other UJ modules/ qualifications	Students who passed this short learning programme will be credited for the distance module entitled Entrepreneurship for Local Economic Development Practitioners (LED) (F34E1OH) (12 credits), in the Higher Certificate in Local Economic Development (F34E1O).		
Articulation with subsidised UJ programmes	N/A		
Admission requirements	• National Senior Certificate, NQF level 4 (NSC) obtained in 2008 or after, or Senior Certificate (SC) obtained prior to 2008; • Experience in the fields related to public administration, economics, or business; and • The short learning programme “Introduction to Local Economic Development” (S3E14O) as a pre-study is recommended; and • Applicants may be subject to an internal selection process.		

Purpose of the programme

The purpose of the SLP is to broaden and deepen the knowledge, understanding, insight and skills of Local Economic Development (LED) (managers and practitioners and others involved in LED-related activities who are working at the local government level to train and support entrepreneurs and Small, Medium and Micro-Enterprises (SMMEs) to promote economic development, in order to create employment opportunities, reduce poverty and improve service delivery to local communities.

Programme content

SEMESTER MODULE	
MODULE NAME	MODULE CODE
Applied Entrepreneurship A	S3E01OA

Learning activities

ACTIVITY	HOURS	CREDITS
Online Distance Learning	80	-
Work-based learning	-	-
Independent learning (e.g. reading time, interacting with learning material, completing online activities, asynchronous learning activities)	20	-
Preparation for and completion of assessments	20	-
Student support (e.g. tutorial, online support, additional learning material)	-	-
Other	-	-
TOTAL HOURS	120	-
TOTAL NUMBER OF CREDITS	-	12

Assessment

- Continuous formative assessments in the form of distance assessments, summaries of self-study done, and pre-readings.
- The online exam is in the format of an integrated application assessment in the LED work environment.

Modules and outcomes

Module name	Applied Entrepreneurship A	Module code	S3E01OA
Topics that will be covered	• The entrepreneurship challenge in South Africa. • Developing a strategic framework for sustainable local/regional economic development. • Creating local/regional economic development momentum. • Activating and coordinating a local/regional economic development system and structures to train and support entrepreneurs and Small, Medium, and Micro Enterprises (SMMEs) effectively. • Setting up and managing an SMME incubator.		
Outcomes	Students should be able to: • describe the entrepreneurship challenge in South Africa effectively in order to understand the contribution of applied entrepreneurship to Local Economic Development (LED) in a municipal context; • develop a strategic framework for sustainable local/regional economic development to effectively encourage entrepreneurship in LED in a municipal context; • describe the activation and coordination of a local/regional economic development system and the necessary structures to train and support entrepreneurs and SMMEs effectively in order to promote LED in a municipal context; and • demonstrate the setting up and management of an SMME incubator effectively in order to promote local/regional economic development in a municipal context through entrepreneurship and SMMEs.		
Calculation criteria	CE		

13.3.3 INTRODUCTION TO LOCAL ECONOMIC DEVELOPMENT

NSP is presented in association with the Economic Development Council of South Africa (EDCSA) professional body,

Code	S3E14Q	NQF level	5
Mode of offering	Contact (in groups of 20)	Credits	12
Site of delivery	APK / APB or off-campus	Certification	Competency based
Duration	- Contact time: 8 hours per day over 5 days. - Months to complete: 6 Months (module will be offered in both semesters).		
Relationship with other UJ modules/ qualifications	Students who pass this short learning programme will be credited for the distance module entitled Introduction to Local Economic Development (LED) (F34E1OE) (12 credits), in the Higher Certificate in Local Economic Development (LED) (F34E1O).		
Articulation with subsidised UJ programmes	N/A		
Admission requirements	- National Senior Certificate, NQF level 4 (NSC) obtained in 2008 or after, or Senior Certificate (SC) obtained before 2008; - Experience in the fields related to public administration, economics or business; and - Applicants may be subject to an internal selection process.		

Purpose of the programme

The purpose of the SLP is to broaden and deepen the knowledge, understanding, insight and skills of Local Economic Development (LED) managers and practitioners and others involved in LED-related activities who are working at the local government level to understand the background, philosophy and the principles underlying local economic development in order to promote economic development, create employment opportunities, reduce poverty and improve service delivery to local communities.

Programme content

SEMESTER MODULES			
FIRST SEMESTER		SECOND SEMESTER	
MODULE NAME	MODULE CODE	MODULE NAME	MODULE CODE
Introduction to Local Economic Development A	S3E14QA	Introduction to Local Economic Development B	S3E14QB

Learning activities

ACTIVITY	HOURS	CREDITS
Contact time	40	-
Work-based learning	40	-
Independent learning (e.g. reading time, interacting with learning material, completing online activities, asynchronous learning activities)	20	-
Preparation for and completion of assessments	20	-
Student support (e.g. tutorial, online support, additional learning material)	-	-
Other	-	-
TOTAL HOURS	120	-
TOTAL NUMBER OF CREDITS	-	0

Assessment

Continuous summative and/or formative assessments are in the form of group class activities and discussions, class tests, summaries of self-study done, pre-readings, and a summative assessment in the form of an integrated work-based application in the LED work environment.

Modules and outcomes

Module name	Introduction to Local Economic Development A/B	Module code	S3E14QA / S3E14QB
Topics that will be covered	- What constitutes local economic development (LED). - Challenges facing LED in the development context. - The key role players and stakeholders in LED. - The role of municipalities in LED and the role of LED in municipalities. - Differences in the LED focus and capabilities in different local contexts, e.g. Urban/rural, small/large municipalities. - The role of LED in relation to the Integrated Development Plan (IDP). - Legal framework governing LED, including: Municipal Systems Act, Municipal Structures Act, Financial Acts, and others pertaining to good governance, Department of Cooperative Government and Traditional Affairs planning documents and frameworks, DTI's LED frameworks, etc. Pertaining to the mandates of Local Government and specifically to the constitutionally unfunded mandate of LED. - The relationship between LED and other government programmes on national, regional, sector, district, and local levels. - The contribution of LED to promoting the objectives of the developmental state. - Factors that impact on the success of LED strategies and projects. - Monitoring and evaluation of LED projects. - Promoting the sustainability of LED projects.		
Outcomes	Students should be able to:		
	- define LED and identify the goals and objectives of LED; - identify the role players in LED in a region/municipality; - understand and explain the Legal framework governing LED; - acquire a foundation of the different theories relating to LED; and - apply the principles of the LED conceptual framework that will help strengthen LED's understanding, planning, implementation, and evaluation.		
Calculation criteria	CE		

13.3.4 INTRODUCTION TO LOCAL ECONOMIC DEVELOPMENT

This NSP is offered in association with the Economic Development Council SA, a professional body.

Code	S3E02O	NQF level	5
Mode of offering	Distance	Credits	12
Site of delivery	Various venues nationally	Certification	Competency based
Duration	Months to complete: 6 Months (module will be offered via online learning in both semesters).		
Relationship with other UJ modules/ qualifications	Students who pass this short learning programme will be credited for the distance learning module entitled Introduction to Local Development (LED) (F34E1OE) (12 credits) in the Higher Certificate in Local Economic Development (LED) (F34E1O).		

Articulation with subsidised UJ programmes	N/A
Admission requirements	• National Senior Certificate, NQF level 4 (NSC) obtained in 2008 or after, or Senior Certificate (SC) obtained prior to 2008; • Experience in the fields related to public administration, economics or business; and • Applicants may be subject to an internal selection process.

Purpose of the programme

The purpose of the SLP is to broaden and deepen the knowledge, understanding, insight and skills of Local Economic Development (LED) managers and practitioners and others involved in LED-related activities who are working at the local government level to understand the background, philosophy and the principles underlying local economic development to promote economic development, create employment opportunities, reduce poverty and improve service delivery to local communities.

Programme content

SEMESTER MODULES			
FIRST SEMESTER		SECOND SEMESTER	
MODULE NAME	MODULE CODE	MODULE NAME	MODULE CODE
Introduction to Local Economic Development A	S3E02OA	Introduction to Local Economic Development B	S3E02OB

Learning activities

ACTIVITY	HOURS	CREDITS
Online distance learning	80	-
Work-based learning	-	-
Independent learning (e.g. reading time, interacting with learning material, completing online activities, asynchronous learning activities)	20	-
Preparation for and completion of assessments	20	-
Student support (e.g. tutorial, online support, additional learning material)	-	-
Other	-	-
TOTAL HOURS	120	-
TOTAL NUMBER OF CREDITS	-	12

Assessment

- Continuous formative assessments in the form of distance assessments, summaries of self-study done, and pre-readings.
- The online exam is in the format of an integrated application assessment in the LED work environment.

Modules and outcomes

Module name	Introduction to Local Economic Development A/B	Module code	S3E02OA / S3E02OB
Topics that will be covered	• What constitutes Local Economic Development (LED); • Challenges facing LED in the development context; • The key role players and stakeholders in LED; • The role of Municipalities in LED and the role of LED in municipalities; • Differences in the LED focus and capabilities in different local contexts, e.g. Urban/rural, small/large municipalities; • The role of LED in relation to the Integrated Development Plan (IDP); • Legal framework governing LED, including the Municipal Systems Act, Municipal Structures Act, Financial Acts, and others pertaining to good governance, Department of Cooperative Government and Traditional Affairs planning documents and frameworks, DTI's LED frameworks, etc. Pertaining to the mandates of Local Government and specifically to the constitutionally unfunded mandate of LED; • The relationship between LED and other government programmes on national, regional, sector, district, and local levels; • The contribution of LED to promoting the objectives of the developmental state; • Factors that impact on the success of LED strategies and projects; • Monitoring and evaluation of LED projects; and • Promoting the sustainability of LED projects		
Outcomes	Students should be able to:		
	• define Local Economic Development (LED) and identify the goals and objectives of LED; • identify the role players in LED in a region/ municipality; • understand and explain the Legal framework governing LED; • acquire a foundation of the different theories relating to LED; and • apply the principles of the LED conceptual framework that will help strengthen LED's understanding, planning, implementation, and evaluation.		
Calculation criteria	CE		

13.4 Non-credit-bearing Short Learning Programmes

13.4.1 ANALYSING INDUSTRIAL CLUSTERING FOR ECONOMIC DEVELOPMENT

This NSP is offered in association with the Economic Development Council SA, a professional body. This SLP is the third of the three cluster SLPs.

Code	S3AICQ	NQF level	6
Mode of offering	Contact in groups of 20	Credits	0
Site of delivery	APK/ APB/ DFC/ SWC or off campus	Certification	Competency based
Duration	• Contact time: 6 hours x 5 consecutive days. • Months to complete: 1 week per semester.		
Relationship with other UJ modules/ qualifications	Articulates to short learning programme "Introduction to Industrial Clustering" (S3IICQ) (NQF level 5).		
Articulation with subsidised UJ programmes	N/A		

Admission requirements	Attained 70% in the SLP “Introduction to Industrial Clustering” (S3IICQ).

Purpose of the programme

The purpose of this SLP is to enable participants to analyse industrial clusters in order to stimulate a local economy.

Programme content

SEMESTER MODULES			
FIRST SEMESTER		SECOND SEMESTER	
MODULE NAME	MODULE CODE	MODULE NAME	MODULE CODE
Analysing Industrial Clustering for Economic Development A	S3AICQ1	Analysing Industrial Clustering for Economic Development B	S3AICQ2

Learning activities

ACTIVITY	HOURS	CREDITS
Contact time	30	-
Work-based learning	30	-
Independent learning (e.g. reading time, interacting with learning material, completing online activities, asynchronous learning activities)	20	-
Preparation for and completion of assessments	40	-
Student support (e.g. tutorial, online support, additional learning material)	-	-
Other	-	-
TOTAL HOURS	120	-
TOTAL NUMBER OF CREDITS	-	0

Assessment

Continuous summative and/or formative assessments are in the form of group class activities and discussions, class tests, summaries of self-study done, pre-readings, and a summative assessment in the form of an integrated work-based application in the LED work environment.

Modules and outcomes

Module name	Analysing Industrial Clustering for Economic Development A/B	Module code	S3AICQ1 / S3AICQ2
Topics that will be covered	- Overview of the rise in importance of industrial clusters. - Porter’s focus on industrial clusters. - The formation and characteristics of the main types of industrial clusters. - Michael Porter’s contribution to understanding clusters. - Cluster interventions in developed and developing countries. - Global best cluster practices. - Value chain and regional cluster analysis. - Introduction: understanding the value chain. - Value chain analysis. - The process of conducting a value chain analysis. - Porter’s value chain framework for value chain analysis. - Regional cluster analysis.		

Outcomes	Students should be able to:
	- investigate the clusters that exist in his/her own region or province and provide a brief description of at least five of the main clusters in terms of Porter's 'diamond of competitive advantage'; - analyse the global cluster best practices and describe at least 10 best practices of clusters that are relevant to the clusters he/she described, based on the best practice example; - analyse the contribution of the local authority and government institutions in promoting clusters in a region; and - select one of the established regional clusters and do a value chain analysis using Porter's value chain framework, as well as key success factors identified from B&M Analyst's regional cluster analysis.
Calculation criteria	CE

13.4.2 APPLIED PROJECT MANAGEMENT FOR LOCAL ECONOMIC DEVELOPMENT

This NSP is offered in association with the Economic Development Council of South Africa (EDCSA) professional body.

Code	S3E11Q	NQF level	7
Mode of offering	Contact in groups of 20	Credits	0
Site of delivery	APK / APB or off-campus	Certification	Competency based
Duration	- Contact time: 8 hours per day over 5 days. - Months to complete: 6 Months. The module will be offered in both semesters.		
Relationship with other UJ modules/ qualifications	N/A		
Articulation with subsidised UJ programmes	N/A		
Admission requirements	- National Senior Certificate, NQF level 4 (NSC) obtained in 2008 or after, or Senior Certificate (SC) obtained before 2008; - Experience in the fields related to public administration, economics, or business; and - Applicants may be subject to an internal selection process. - The short learning programme "Introduction to Local Economic Development" (S3E14Q) as pre-study is recommended.		

Purpose of the programme

The purpose of the SLP is to broaden and deepen the knowledge, understanding, insight and skills of Local Economic Development (LED) managers and practitioners and others involved in LED-related activities who are working at the local government level to apply project management principles and tools to promote economic development, to create employment opportunities, reduce poverty and improve service delivery to local communities.

Programme content

SEMESTER MODULES			
FIRST SEMESTER		SECOND SEMESTER	
MODULE NAME	MODULE CODE	MODULE NAME	MODULE CODE
Applied Project Management for Local Economic Development A	S3E11QA	Applied Project Management for Local Economic Development B	S3E11QB

Learning activities

ACTIVITY	HOURS	CREDITS
Contact time	40	-
Work-based learning	60	-
Independent learning (e.g. reading time, interacting with learning material, completing online activities, asynchronous learning activities)	20	-
Preparation for and completion of assessments	40	-
Student support (e.g. tutorial, online support, additional learning material)	-	-
Other	-	-
TOTAL HOURS	160	-
TOTAL NUMBER OF CREDITS	-	0

Assessment

Continuous summative and/or formative assessments are conducted in various forms, including group class activities and discussions, class tests, summaries of self-study, pre-readings, and a summative assessment in the form of an integrated work-based application within the LED work environment.

Modules and outcomes

Module name	Applied Project Management for Local Economic Development A/B	Module code	S3E11QA / S3E11QB
Topics that will be covered	• Introduction to project management and orientation towards project management philosophies. • Projects within the strategic domain, stakeholders, and project selection. • Organising for project management. • Formulation of project scope. • Project time management. • Project cost management. • Project control and monitoring.		
Outcomes	Students should be able to: • describe project management philosophies effectively in order to promote local economic development in a municipal context; • identify projects and the relevant stakeholders within the local economic domain effectively in order to promote local economic development in a municipal context; • explain how to organise for project management in local economic development effectively in a municipal context; • formulate the project scope for a project in local economic development (led) effectively in order to promote led in a municipal context; • apply project time management effectively in order to undertake led projects in a municipal environment; • apply project cost management effectively in order to undertake led projects in a municipal context; and		

	• apply project control and monitoring principles effectively to undertake led projects in a municipal context.
Calculation criteria	CE

13.4.3 APPLIED PUBLIC-PRIVATE PARTNERSHIPS FOR LOCAL ECONOMIC DEVELOPMENT

This NSP is offered in association with the Economic Development Council of South Africa (EDCSA) professional body.

Code	S3E12Q	NQF level	7
Mode of offering	Contact (in groups of 20)	Credits	0
Site of delivery	APK / APB or off-campus	Certification	Competency based
Duration	• Contact time: 8 hours per day over 5 days. • Months to complete: 6 Months. The module will be offered in both semesters.		
Relationship with other UJ modules/ qualifications	N/A		
Articulation with subsidised UJ programmes	N/A		
Admission requirements	• National Senior Certificate, NQF level 4 (NSC) obtained in 2008 or after, or Senior Certificate (SC) obtained before 2008. • Experience in the fields related to public administration, economics, or business. • Applicants may be subject to an internal selection process. • The short learning programme "Introduction to Local Economic Development" (S3E14Q) as a pre-study is recommended.		

Purpose of the programme

The purpose of the SLP is to broaden and deepen the knowledge, understanding, insight and skills of Local Economic Development managers and practitioners and others involved in LED-related activities who are working at the local government level to be able to identify and facilitate public-private partnerships for local economic development to promote economic development, in order to create employment opportunities, reduce poverty and improve service delivery to local communities.

Programme content

SEMESTER MODULES			
FIRST SEMESTER		SECOND SEMESTER	
MODULE NAME	MODULE CODE	MODULE NAME	MODULE CODE
Applied Public-Private Partnerships for Local Economic Development A	S3E12QA	Applied Public-Private Partnerships for Local Economic Development B	S3E12QB

Learning activities

ACTIVITY	HOURS	CREDITS
Contact time	40	-
Work-based learning	60	-
Independent learning (e.g. reading time, interacting with learning material, completing online activities, asynchronous learning activities)	20	-
Preparation for and completion of assessments	40	-
Student support (e.g. tutorial, online support, additional learning material)	-	-
Other	-	-
TOTAL HOURS	160	-
TOTAL NUMBER OF CREDITS	-	0

Assessment

Continuous summative and/or formative assessments are conducted in various forms, including group class activities and discussions, class tests, summaries of self-study, pre-readings, and a summative assessment in the form of an integrated work-based application within the LED work environment.

Modules and outcomes

Module name	Applied Public-Private Partnerships for Local Economic Development A/B	Module code	S3E12QA / S3E12QB
Topics that will be covered	- The definitions and importance of Public-Private Partnerships (PPPs). - The role, rationale, and different forms of PPPs. - The legal requirements of PPPs. - The key success factors and processes to design and implement PPPs in a municipal context. - Monitoring and evaluating PPPs in a municipal LED.		
Outcomes	Students should be able to: - describe the definitions and importance of PPP as outlined in the relevant theoretical and legal frameworks in a municipal Local Economic Development (LED) context to effectively promote LED; - describe the role, rationale, and different forms of PPP in a municipal context to effectively promote LED; - explain the legal requirements of PPP in a municipal context to promote access factors and processes to design and implement PPP effectively in a municipal LED work-based context; and - demonstrate the development of a monitoring and evaluation framework for PPP in a municipal LED work environment to improve PPP implementation and effective promotion of LED.		
Calculation criteria	CE		

13.4.4 APPLIED STRATEGIC PLANNING FOR LOCAL ECONOMIC DEVELOPMENT

This NSP is offered in association with the Economic Development Council of South Africa (EDCSA) professional body.

Code	S3E13Q	NQF level	7
Mode of offering	Contact (in groups of 20)	Credits	0
Site of delivery	APK / APB or off-campus	Certification	Competency based
Duration	- Contact time: 8 hours per day over 5 days. - Months to complete: 6 Months (module will be offered in both semesters).		
Relationship with other UJ modules/ qualifications	N/A		
Articulation with subsidised UJ programmes	N/A		
Admission requirements	- National Senior Certificate, NQF level 4 (NSC) obtained in 2008 or after, or Senior Certificate (SC) obtained before 2008; - Experience in the fields related to public administration, economics or business; and - Applicants may be subject to an internal selection process. - The short learning programme "Introduction to Local Economic Development" (S3E14Q) as pre-study is recommended.		

Purpose of the programme

The purpose of the SLP is to broaden and deepen the knowledge, understanding, insight and skills of Local Economic Development (LED) managers and practitioners and others involved in LED-related activities who are working at local government level and other institutions to be able to apply their knowledge to draw up a strategic plan for LED to promote economic development, in order to create employment opportunities, reduce poverty and improve service delivery to local communities.

Programme content

SEMESTER MODULES			
FIRST SEMESTER		SECOND SEMESTER	
MODULE NAME	MODULE CODE	MODULE NAME	MODULE CODE
Applied Strategic Planning for Local Economic Development A	S3E13QA	Applied Strategic Planning for Local Economic Development B	S3E13QB

Learning activities

ACTIVITY	HOURS	CREDITS
Contact time	40	-
Work-based learning	60	-
Independent learning (e.g. reading time, interacting with learning material, completing online activities, asynchronous learning activities)	20	-
Preparation for and completion of assessments	40	-
Student support (e.g. tutorial, online support, additional learning material)	-	-
Other	-	-
TOTAL HOURS	160	-
TOTAL NUMBER OF CREDITS	-	0

Assessment

Continuous summative and/or formative assessments are conducted in various forms, including group class activities and discussions, class tests, summaries of self-study, pre-readings, and a summative assessment in the form of an integrated work-based application within the LED work environment.

Modules and outcomes

Module name	Applied Strategic Planning for Local Economic Development A/B	Module code	S3E1EQ / S3E13QB
Topics that will be covered	- Organising and pre-planning of stakeholders, participation, and building consensus; - Setting mission, vision, goals, and objectives for strategic planning, strategies, options, and action planning; - Environmental analyses of the financial, human, and other resources for implementing strategic plans; - Measuring impact and performance of the community, economic inventory, institutional, and information sources; and - Survey of local businesses and residents using focus groups, data analysis, or fieldwork for the economic area of jurisdiction.		
Outcomes	Students should be able to: - organise, plan, and obtain consensus from the stakeholders effectively in order to promote the Local Economic Development (LED) within the municipal area; - develop the mission, vision, and objectives, strategies, options, and action planning for strategic planning effectively to promote LED in a municipal context; - outline an environmental analysis of the financial, human, and other resources effectively to implement strategic LED plans; - measure and discuss the impact and performance of the LED strategic plan effective order to determine the impact on the community in a municipal context; and - undertake a survey on the local businesses and residents effectively using focus groups, data analysis and/or fieldwork.		
Calculation criteria	CE		

13.4.5 APPLIED TRADE AND INDUSTRIAL POLICY FOR LOCAL ECONOMIC DEVELOPMENT

This NSP is offered in association with the Economic Development Council of South Africa (EDCSA) professional body.

Code	S3EC7Q	NQF level	7
Mode of offering	Contact (in groups of 20)	Credits	0
Site of delivery	APK / APB or off-campus	Certification	Competency based
Duration	- Contact time: 8 hours per day over 5 days. - Months to complete: 6 Months. The module will be offered in both semesters.		
Relationship with other UJ modules/ qualifications	N/A		
Articulation with subsidised UJ programmes	N/A		
Admission requirements	National Senior Certificate, NQF level 4 (NSC) obtained in 2008 or after, or Senior Certificate (SC) obtained prior to 2008;		

	• Experience in the fields related to public administration, economics, or business; and • Applicants may be subject to an internal selection process. • The short learning programme “Introduction to Local Economic Development” (S3E14Q) as pre-study is recommended.

Purpose of the programme

The purpose of the SLP is to broaden and deepen the knowledge, understanding, insight and skills of Local Economic Development (LED) managers and practitioners and others involved in LED-related activities who are working at the local government level to be able to apply the South African Trade and Industrial Policies to promote economic development, to create employment opportunities, reduce poverty and improve service delivery to local communities.

Programme content

SEMESTER MODULES			
FIRST SEMESTER		SECOND SEMESTER	
MODULE NAME	MODULE CODE	MODULE NAME	MODULE CODE
Applied Trade and Industrial Policy for Local Economic Development A	S3EC7QA	Applied Trade and Industrial Policy for Local Economic Development B	S3EC7QB

Learning activities

ACTIVITY	HOURS	CREDITS
Contact time	40	-
Work-based learning	60	-
Independent learning (e.g. reading time, interacting with learning material, completing online activities, asynchronous learning activities)	20	-
Preparation for and completion of assessments	40	-
Student support (e.g. tutorial, online support, additional learning material)	-	-
Other	-	-
TOTAL HOURS	160	-
TOTAL NUMBER OF CREDITS	-	0

Assessment

Continuous summative and/or formative assessments are in the form of group class activities and discussions, class tests, summaries of self-study done, pre-readings and a summative assessment in the form of an integrated work-based application in the LED work environment.

Modules and outcomes

Module name	Applied Trade and Industrial Policy for Local Economic Development A/B	Module code	S3EC7QA / S3EC7QB
Topics that will be covered	• Strategic programmes of the National Industrial Policy Framework (NIPF) and industrial financing. • Skills and educational issues relevant to industrial development. • The necessity of competition regulation and the enhancement of Small, Medium, and Micro Enterprises (SMMEs). • The importance of innovation, technology, and spatial infrastructure for sound industrial development.		

Outcomes	Students should be able to:
	• apply and evaluate the strategic programmes of the National Industrial Policy Framework (NIPF) in a local government environment; • apply the principles of sound industrial financing in a local government environment; • evaluate the skill and educational levels necessary for a sound local government industrialisation programme; • explain the competition policy framework, environmental laws and regulations; • evaluate the importance of SMME support within the boundaries of a municipality/metro; • evaluate the importance of innovation and technology in any industrial upgrading programme within a particular local government; and • evaluate the spatial industrial development and industrial infrastructure requirements of a local government.
Calculation criteria	CE

13.4.6 BUSINESS RETENTION AND EXPANSION FOR LOCAL ECONOMIC DEVELOPMENT

This NSP is offered in association with the Economic Development Council of South Africa (EDCSA) professional body.

Code	S3EC8Q	NQF level	7
Mode of offering	Contact (in groups of 20)	Credits	0
Site of delivery	APK / APB or off-campus	Certification	Competency based
Duration	• Contact time: 6 hours per day over 5 days. • Months to complete: 6 Months. The module will be offered in both semesters.		
Relationship with other UJ modules/ qualifications	N/A		
Articulation with subsidised UJ programmes	N/A		
Admission requirements	• National Senior Certificate, NQF level 4 (NSC) obtained in 2008 or after, or Senior Certificate (SC) obtained prior to 2008; • Experience in the fields related to public administration, economics, or business; • Applicants may be subject to an internal selection process; and • The short learning programme "Introduction to Local Economic Development" (S3E14Q) as pre-study is recommended.		

Purpose of the programme

The purpose of the SLP is to broaden and deepen the knowledge, understanding, insight and skills of Local Economic Development (LED) managers and practitioners and others involved in LED-related activities who are working at the local government level to design and execute a Business Retention and Expansion (BR & E) programme to promote economic development, in order to create employment opportunities, reduce poverty and improve service delivery to local communities.

Programme content

SEMESTER MODULES			
FIRST SEMESTER		SECOND SEMESTER	
MODULE NAME	MODULE CODE	MODULE NAME	MODULE CODE
Business Retention and Expansion for Local Economic Development A	S3EC8QA	Business Retention and Expansion for Local Economic Development B	S3EC8QB

Learning activities

ACTIVITY	HOURS	CREDITS
Contact time	30	-
Work-based learning	60	-
Independent learning (e.g. reading time, interacting with learning material, completing online activities, asynchronous learning activities)	30	-
Preparation for and completion of assessments	40	-
Student support (e.g. tutorial, online support, additional learning material)	-	-
Other	-	-
TOTAL HOURS	160	-
TOTAL NUMBER OF CREDITS	-	0

Assessment

Continuous summative and/or formative assessments are in the form of group class activities and discussions, class tests, summaries of self-study done, pre-readings and a summative assessment in the form of an integrated work-based application in the LED work environment.

Modules and outcomes

Module name	Business Retention and Expansion for Local Economic Development A/B	Module code	S3EC8QA / S3EC8QB
Topics that will be covered	- The importance of approaches to and elements of a Business Retention and Expansion (BR&E) programme; - Design a survey, mobilising and training interviewers, conducting interviews; - Collating and analysing survey data; - Briefing and mobilising local stakeholders and other role-players; and - Implementation plan.		
Outcomes	Students should be able to: - explain the importance of, approaches to, and elements of a Business Retention and Expansion programme effectively to promote Local Economic Development (LED) in a municipal context. - discuss how to plan a local Business Retention and Expansion programme to promote LED in a municipal context. - design a survey, mobilise and train interviewers, conduct interviews, and collate and analyse survey data effectively, - promote BR&E in a municipal context. - demonstrate the briefing of stakeholders to make recommendations and propose an implementation plan in order to promote LED in a municipal context.		
Calculation criteria	CE		

13.4.7 ENABLING MECHANISMS FOR LOCAL ECONOMIC DEVELOPMENT

This NSP is offered in association with the Economic Development Council of South Africa (EDCSA) professional body.

Code	S3EC9Q	NQF level	7
Mode of offering	Contact	Credits	0
Site of delivery	APK / APB or off-campus	Certification	Competency based
Duration	- Contact time: 8 hours per day over 5 days. - Months to complete: 6 Months. The module will be offered in both semesters.		
Relationship with other UJ modules/ qualifications	N/A		
Articulation with subsidised UJ programmes	N/A		
Admission requirements	- National Senior Certificate, NQF level 4 (NSC) obtained in 2008 or after, or Senior Certificate (SC) obtained prior to 2008; - Experience in the fields related to public administration, economics, or business; and - Applicants may be subject to an internal selection process. - The SLP "Introduction to Local Economic Development" (S3E14Q) as pre-study is recommended.		

Purpose of the programme

The purpose of the SLP is to broaden and deepen the knowledge, understanding, insight and skills of Local Economic Development (LED) managers and practitioners and others involved in LED-related activities who are working at the local government level to effectively apply the enabling mechanisms for local economic development to promote economic development, create employment opportunities, reduce poverty and improve service delivery to local communities.

Programme content

SEMESTER MODULES			
FIRST SEMESTER		SECOND SEMESTER	
MODULE NAME	MODULE CODE	MODULE NAME	MODULE CODE
Enabling Mechanisms for Local Economic Development A	S3EC9QA	Enabling Mechanisms for Local Economic Development B	S3EC9QB

Learning activities

ACTIVITY	HOURS	CREDITS
Contact time	40	-
Work-based learning	60	-
Independent learning (e.g. reading time, interacting with learning material, completing online activities, asynchronous learning activities)	20	-
Preparation for and completion of assessments	40	-
Student support (e.g. tutorial, online support, additional learning material)	-	-
Other	-	-
TOTAL HOURS	160	-
TOTAL NUMBER OF CREDITS	-	0

Assessment

Continuous summative and/or formative assessments are conducted in various forms, including group class activities and discussions, class tests, summaries of self-study, pre-readings, and a summative assessment in the form of an integrated work-based application within the LED work environment.

Modules and outcomes

Module name	Enabling Mechanisms for Local Economic Development A/B	Module code	S3EC9QA / S3EC9QB
Topics that will be covered	- The institutional sectors and their contribution to Local Economic Development (LED); - Mechanisms for community participation in planning and infrastructure development; - Co-operatives – their history and operation; - Business Chambers and Industrial Support Mechanisms; - Clusters, corridors, and zones; - Innovation Incubators and technology hubs; - Multinationals and Corporate Social Investment (CSI); and - How to facilitate LED.		
Outcomes	Students should be able to: - facilitate Local Economic Development (LED); - describe the institutional sectors and their contribution to LED effectively in a municipal context; - outline the mechanisms for community participation to plan an infrastructural development effectively to promote LED in a municipal context; - describe the history and operation of co-operatives effectively as a tool to promote LED in a municipal context; - compare the roles of business chambers, industrial support mechanisms, clusters, corridors, zones, innovation incubators, and technology hubs effectively as enabling mechanisms to promote LED in a municipal context; - examine the roles of multinationals and CSI effectively as enabling mechanisms to promote LED in a municipal environment; and - the LED facilitation process effectively in a municipal context.		
Calculation criteria	CE		

13.4.8 ESTABLISHING CLUSTER INITIATIVES

This NSP is offered in association with the Economic Development Council of South Africa (EDCSA) professional body. This SLP is the first of the three cluster SLPs.

Code	S3ECIQ	NQF level	8
Mode of offering	Contact	Credits	0
Site of delivery	APK / APB / DFC / SWC or off-campus (in groups of 20)	Certification	Competency based
Duration	- Contact time: 6 hours x 5 consecutive days per week. - Months to complete: 1 week per semester.		
Relationship with other UJ modules/ qualifications	N/A		
Articulation with subsidised UJ programmes	N/A		

Admission requirements	• An appropriate Bachelor's degree on NQF level 7; or • An appropriate postgraduate diploma; on NQF level 8; or • Appropriate Advanced Diploma on NQF level 7. • Attained 70% in the short learning programme "Analysing Industrial Clusters for Economic Development" (S3AICQ).

Purpose of the programme

The purpose of this SLP is to enable students to apply their knowledge to implement industrial cluster development projects in a local/regional economy.

Programme content

SEMESTER MODULES			
FIRST SEMESTER		SECOND SEMESTER	
MODULE NAME	MODULE CODE	MODULE NAME	MODULE CODE
Establishing Cluster Initiatives A	S3ECIQ1	Establishing Cluster Initiatives B	S3ECIQ2

Learning activities

ACTIVITY	HOURS	CREDITS
Contact time	30	-
Work-based learning	30	-
Independent learning (e.g. reading time, interacting with learning material, completing online activities, asynchronous learning activities)	30	-
Preparation for and completion of assessments	70	-
Student support (e.g. tutorial, online support, additional learning material)	-	-
Other	-	-
TOTAL HOURS	160	-
TOTAL NUMBER OF CREDITS	-	0

Assessment

Continuous summative and/or formative assessments are conducted in various forms, including group class activities and discussions, class tests, summaries of self-study, pre-readings, and a summative assessment in the form of an integrated work-based application within the LED work environment.

Modules and outcomes

Module name	Establishing Cluster Initiatives A/B	Module code	S3ECIQ1 / S3ECIQ2
Topics that will be covered	• Planning and preparation of a cluster initiative. • The 'natural' emergence of clusters. • The role of government in establishing cluster initiatives. • Profile of a cluster initiative. • Key role-players within a cluster initiative. • The role of government. • The role of academia. • Establishing a cluster management organisation. • Monitoring and evaluation of industrial clusters.		
Outcomes	Students should be able to:		
	• analyse existing clusters in their own region – or nationally to determine the status of the clusters to determine the potential for a Cluster Initiative (CI), or existing/declining CI's;		

	- analyse the main challenges experienced in establishing/managing CI's, and formulate recommendations on the role of the Cluster Management Organisation and Cluster Facilitator in addressing these challenges; - analyse key Department of Trade and Industry (DTI) and national policy documents to determine the guidelines and/or requirements for CI's, and the role of government institutions in promoting CI's; and - select one cluster with potential for a CI or a newly established CI and formulate recommendations on establishing/strengthening the CI, with particular reference to the role of government institutions in promoting the success of the CI.
Calculation criteria	CE

13.4.9 INTRODUCTION TO INDUSTRIAL CLUSTERING

This NSP is offered in association with the Economic Development Council of South Africa (EDCSA) professional body. This SLP is the second of the three cluster SLPs.

Code	S3IICQ	NQF level	5
Mode of offering	Contact	Credits	0
Site of delivery	APK / APB / DFC or off-campus	Certification	Competency based
Duration	- Contact time: 5 hours x 2 consecutive days per week. - Months to complete: 1 week per semester.		
Relationship with other UJ modules/ qualifications	Articulates to SLP: "Analysing Industrial Clustering for Economic Development" (S3AICQ).		
Articulation with subsidised UJ programmes	N/A		
Admission requirements	National Senior Certificate, NQF level 4 (NSC) obtained in 2008 or after, or Senior Certificate (SC) obtained before 2008.		

Purpose of the programme

The purpose of this SLP is to introduce industrial cluster development concepts to promote economic development to Local Economic Development (LED) practitioners.

Programme content

SEMESTER MODULES			
FIRST SEMESTER		SECOND SEMESTER	
MODULE NAME	MODULE CODE	MODULE NAME	MODULE CODE
Introduction to Industrial Clustering A	S3IICQ1	Introduction to Industrial Clustering B	S3IICQ2

Learning activities

ACTIVITY	HOURS	CREDITS
Contact time	10	-
Work-based learning	10	-
Independent learning (e.g. reading time, interacting with learning material, completing online activities, asynchronous learning activities)	10	-
Preparation for and completion of assessments	20	-
Student support (e.g. tutorial, online support, additional learning material)	-	-
Other	-	-
TOTAL HOURS	50	-
TOTAL NUMBER OF CREDITS	-	0

Assessment

Continuous summative and/or formative assessments are conducted in various forms, including group class activities and discussions, class tests, summaries of self-study, pre-readings, and a summative assessment in the form of an integrated work-based application within the LED work environment.

Modules and outcomes

Module name	Introduction to Industrial Clustering A/B	Module code	S3IICQ1 / S3IICQ2
Topics that will be covered	• Introduction to industrial clusters. • Overview of the rise in importance of industrial clusters. • Cluster success stories. • Porter's focus on industrial clusters. • Definitions of clusters. • The formation and characteristics of the main types of industrial clusters. • Sector typology. • Structural typology. • Functional typology. • Lifecycle typology. • Summary of typologies. • Origin and development of the concept of clustering. • The benefits of clusters. • Related concepts. • Cluster interventions in developed and developing countries. • Global best cluster practices.		
Outcomes	Students should be able to:		
	• state the main features of a cluster from definitions; • provide an example of each of the four main cluster typologies; • describe the difference between a cluster, Industrial Development Zone (IDZ), Special Economic Zone (SEZ), industrial park, and an enterprise hub; • describe the main benefits and disadvantages of clusters; and • describe the roles of the DTI and local government as well as other role players in clusters.		
Calculation criteria	CE		

13.4.10 INVESTMENT PROMOTION FOR LOCAL ECONOMIC DEVELOPMENT

This NSP is offered in association with the Economic Development Council of South Africa (EDCSA) professional body.

Code	S3E15Q	NQF level	7
Mode of offering	Contact (in groups of 20)	Credits	0
Site of delivery	APK / APB or off-campus	Certification	Competency based
Duration	- Contact time: 8 hours per day over 5 days - Months to complete: 6 Months. The module will be offered in both semesters.		
Relationship with other UJ modules/ qualifications	N/A		
Articulation with subsidised UJ programmes	N/A		
Admission requirements	- National Senior Certificate, NQF level 4 (NSC) obtained in 2008 or after, or Senior Certificate (SC) obtained prior to 2008; - Experience in the fields related to public administration, economics, or business; and - Applicants may be subject to an internal selection process. - The short learning programme "Introduction to Local Economic Development" (S3E14Q) as pre-study is recommended.		

Purpose of the programme

The purpose of the SLP is to broaden and deepen the knowledge, understanding, insight and skills of Local Economic Development (LED) managers and practitioners and others involved in LED-related activities who are working at local government level to initiate and implement investment promotion strategies for a local area to promote economic development, to create employment opportunities, reduce poverty and improve service delivery to local communities.

Programme content

SEMESTER MODULES			
FIRST SEMESTER		SECOND SEMESTER	
MODULE NAME	MODULE CODE	MODULE NAME	MODULE CODE
Investment Promotion for Local Economic Development A	S3E15QA	Investment Promotion for Local Economic Development B	S3E15QB

Learning activities

ACTIVITY	HOURS	CREDITS
Contact time	40	-
Work-based learning	60	-
Independent learning (e.g. reading time, interacting with learning material, completing online activities, asynchronous learning activities)	20	-
Preparation for and completion of assessments	40	-
Student support (e.g. tutorial, online support, additional learning material)	-	-
Other	-	-
TOTAL HOURS	160	-
TOTAL NUMBER OF CREDITS	-	0

Assessment

Continuous summative and/or formative assessments are conducted in various forms, including group class activities and discussions, class tests, summaries of self-study, pre-readings, and a summative assessment in the form of an integrated work-based application within the LED work environment.

Modules and outcomes

Module name	Investment Promotion for Local Economic Development A/B	Module code	S3E15QA / S3E15QB
Topics that will be covered	- Investor behaviour and psychology. - Process of foreign direct investment (FDI). - Regional investment promotion. - Investment policy and strategy.		
Outcomes	Students should be able to: - use investor behaviour and psychology methods effectively to develop a strategy to link local economic needs with foreign investor opportunities; - demonstrate a practical understanding of the process of investment into local economic development regions effectively in a municipal environment; - develop and apply a promotional tool to effectively promote regional or local investment; and - develop appropriate policies and strategies effectively in order to assist in promoting foreign direct investment (FDI) into local economic development regions.		
Calculation criteria	CE		

13.4.11 LEADERSHIP IN SUSTAINABLE LOCAL ECONOMIC DEVELOPMENT

This NSP is offered in association with the Economic Development Council of South Africa (EDCSA) professional body.

Code	S3E16Q	NQF level	7
Mode of offering	Contact	Credits	0
Site of delivery	APK / APB or off-campus	Certification	Competency based
Duration	- Contact time: 8 hours per day over 5 days. - Months to complete: 6 Months (module will be offered in both semesters).		
Relationship with other UJ modules/ qualifications	N/A		
Articulation with subsidised UJ programmes	N/A		
Admission requirements	- National Senior Certificate, NQF level 4 (NSC) obtained in 2008 or after, or Senior Certificate (SC) obtained prior to 2008; - Experience in the fields related to public administration, economics, or business; and - Applicants may be subject to an internal selection process. - The short learning programme "Introduction to Local Economic Development" (S3E14Q) as a pre-study is recommended.		

Purpose of the programme

The purpose of the SLP is to broaden and deepen the knowledge, understanding, insight and skills of Local Economic Development (LED) managers and practitioners and others involved in LED-related activities who are working at local government level to become leaders in sustainable local economic development to promote economic development, to create employment opportunities, reduce poverty and improve service delivery to local communities.

Programme content

SEMESTER MODULES			
FIRST SEMESTER		SECOND SEMESTER	
MODULE NAME	MODULE CODE	MODULE NAME	MODULE CODE
Leadership in Sustainable Local Economic Development A	S3E16QA	Leadership in Sustainable Local Economic Development B	S3E16QB

Learning activities

ACTIVITY	HOURS	CREDITS
Contact time	40	-
Work-based learning	60	-
Independent learning (e.g. reading time, interacting with learning material, completing online activities, asynchronous learning activities)	20	-
Preparation for and completion of assessments	40	-
Student support (e.g. tutorial, online support, additional learning material)	-	-
Other	-	-
TOTAL HOURS	160	-
TOTAL NUMBER OF CREDITS	-	0

Assessment

Continuous summative and/or formative assessments are conducted in various forms, including group class activities and discussions, class tests, summaries of self-study, pre-readings, and a summative assessment in the form of an integrated work-based application within the LED work environment.

Modules and outcomes

Module name	Leadership in Sustainable Local Economic Development A/B	Module code	S3E16QA / S3E16QB
Topics that will be covered	- An overview of global and national challenges and opportunities relating to sustainable development, including a paradigm shift to an integrated and regenerative developmental perspective. - An introduction to the concepts of a green economy, international green economy trends, and an overview of the potential for a green economy in South Africa. - Roles and responsibilities of led practitioners in promoting sustainability with respect to relevant policies, mandates, and legislation. - Core principles for leadership on the pathway towards sustainable LED.		
Outcomes	Students should be able to: describe the global and national challenges and opportunities (including a paradigm shift to an integrated and regenerative developmental perspective in sustainable leadership) to effectively promote Local Economic Development (LED) in a municipal environment;		

	• outline the concepts of a green economy, international green economy trends, and the potential for a green economy in South Africa, effectively to promote sustainable LED in a municipal context; • examine the roles and responsibilities of LED practitioners in respect of relevant policies, mandates, and legislation effectively to promote sustainability in LED projects at a municipal level; • demonstrate understanding of sustainable LED effectively by either reviewing an existing municipal LED project with recommendations for improving the sustainability thereof or by compiling an action plan for the implementation of a sustainable LED programme or project to effectively promote LED in a municipal context; and • describe the core principles of leadership towards sustainability effectively on the pathway towards sustainable LED in a municipal context.
Calculation criteria	CE

13.4.12 MANAGING A LOCAL ECONOMIC DEVELOPMENT UNIT IN SOUTH AFRICA

This NSP is offered in association with the Economic Development Council of South Africa (EDCSA) professional body.

Code	S3E19Q	NQF level	6
Mode of offering	Contact (in groups of 20)	Credits	0
Site of delivery	APK / APB or off-campus	Certification	Competency based
Duration	• Contact time: 8 hours per day over 5 days. • Months to complete: 6 Months (module will be offered in both semesters).		
Relationship with other UJ modules/ qualifications	N/A		
Articulation with subsidised UJ programmes	N/A		
Admission requirements	• National Senior Certificate, NQF level 4 (NSC) obtained in 2008 or after, or Senior Certificate (SC) obtained prior to 2008; • Experience in the fields related to public administration, economics, or business; and • Applicants may be subject to an internal selection process. • The short learning programme “Introduction to Local Economic Development” (S3E14Q) as pre-study is recommended.		

Purpose of the programme

The purpose of the SLP is to broaden and deepen the knowledge, understanding, insight and skills of Local Economic Development (LED) managers and practitioners and others involved in LED-related activities who are working at local government level to be competent to set up and manage a local economic development unit that will promote economic development, to create employment opportunities, reduce poverty and improve service delivery to local communities.

Programme content

SEMESTER MODULES			
FIRST SEMESTER		SECOND SEMESTER	
MODULE NAME	MODULE CODE	MODULE NAME	MODULE CODE
Managing a Local Economic Development Unit in South Africa A	S3E19QA	Managing a Local Economic Development Unit in South Africa B	S3E19QB

Learning activities

ACTIVITY	HOURS	CREDITS
Contact time	40	-
Work-based learning	60	-
Independent learning (e.g. reading time, interacting with learning material, completing online activities, asynchronous learning activities)	20	-
Preparation for and completion of assessments	40	-
Student support (e.g. tutorial, online support, additional learning material)	-	-
Other	-	-
TOTAL HOURS	160	-
TOTAL NUMBER OF CREDITS	-	0

Assessment

Continuous summative and/or formative assessments are conducted in various forms, including group class activities and discussions, class tests, summaries of self-study, pre-readings, and a summative assessment in the form of an integrated work-based application within the LED work environment.

Modules and outcomes

Module name	Managing a Local Economic Development Unit in South Africa A/B	Module code	S3E19QA / S3E19QB
Topics that will be covered	- The importance of Local Economic Development (LED) as a municipal function. - Key roles: planning, organising, leading, and control. - Organisational structures, policies and procedures. - Regulatory framework and the requirements in the King III report. - Financial management of a municipal LED unit. - Working with a board, the press, and consultants. - Marketing, fundraising, and communication. - Human resource management. - Monitoring and evaluating a LED unit.		
Outcomes	Students should be able to: - explain the importance of Local Economic Development (LED) to effectively establish a municipal LED unit; - describe the roles, functions, and responsibilities of the manager of an LED unit with reference to planning, organising, leading, and controlling a LED unit effectively in a municipal context; - describe the processes, functions, and structures required to effectively establish a LED unit in a municipal context; - describe the applicable regulatory framework and the requirements in the King III report to effectively establish a LED unit in a municipal context; - outline the applicable key financial management aspects to effectively establish a LED unit in a municipal context;		

	- describe how to interact effectively with a board, the press, and consultants as a LED unit in a municipal context; - design a communication and a marketing plan for a LED unit in a municipal context to effectively communicate with all the relevant stakeholders; - create a fundraising proposal for a LED unit in a municipal context to effectively raise funds in a municipal context; - develop human resource management policies to effectively manage staff in a LED unit in a municipal context; and - design monitoring and evaluation programmes to effectively monitor and evaluate a LED unit in a municipal context.
Calculation criteria	CE

13.4.13 MENTORSHIP IN LOCAL ECONOMIC DEVELOPMENT

This NSP is offered in association with the Economic Development Council of South Africa (EDCSA) professional body.

Code	S3E20Q	NQF level	7
Mode of offering	Contact (in groups of 20)	Credits	0
Site of delivery	APK / APB or off-campus	Certification	Competency based
Duration	- Contact time: 20 hours over x 3 days. - Months to complete: 6 Months (module will be offered in both semesters).		
Relationship with other UJ modules/ qualifications	N/A		
Articulation with subsidised UJ programmes	N/A		
Admission requirements	- National Senior Certificate, NQF level 4 (NSC) obtained in 2008 or after, or Senior Certificate (SC) obtained prior to 2008; - Experience in the fields related to public administration, economics, or business; and - Applicants may be subject to an internal selection process. - The short learning programme "Introduction to Local Economic Development" (S3E14Q) as pre-study is recommended.		

Purpose of the programme

The purpose of the SLP is to broaden and deepen the knowledge, understanding, insight and skills of Local Economic Development (LED) managers and practitioners and others involved in LED-related activities who are working at the local government level to become mentors for local economic development to promote economic development, to create employment opportunities, reduce poverty and improve service delivery to local communities.

Programme content

SEMESTER MODULES			
FIRST SEMESTER		SECOND SEMESTER	
MODULE NAME	MODULE CODE	MODULE NAME	MODULE CODE
Mentorship in Local Economic Development A	S3E20QA	Mentorship in Local Economic Development B	S3E20QB

Learning activities

ACTIVITY	HOURS	CREDITS
Contact time	20	-
Work-based learning	30	-
Independent learning (e.g. reading time, interacting with learning material, completing online activities, asynchronous learning activities)	30	-
Preparation for and completion of assessments	80	-
Student support (e.g. tutorial, online support, additional learning material)	-	-
Other	-	-
TOTAL HOURS	160	-
TOTAL NUMBER OF CREDITS	-	0

Assessment

Continuous summative and/or formative assessments are conducted in various forms, including group class activities and discussions, class tests, summaries of self-study, pre-readings, and a summative assessment in the form of an integrated work-based application within the LED work environment.

Modules and outcomes

Module name	Mentorship in Local Economic Development A/B	Module code	S3E20QA / S3E20QB
Topics that will be covered	- The nature and importance of mentoring mentees to promote Local Economic Development (LED). - The roles and responsibilities of the mentor and mentee in the LED work environment. - General guidelines and key success factors for mentees in the LED work context. - Preparation, planning, and implementation of the mentoring plan. - Recording mentoring activities and outputs. - Reviewing the mentoring process. - Guidelines for mentoring specifically referring to workplace-based LED assignments.		
Outcomes	Students should be able to: - relate the role and importance of mentoring mentees effectively to promote Local Economic Development (LED) in the work context; - describe the general guidelines and key success factors for mentoring mentees effectively to promote LED in the work environment; - prepare a workplace-based mentoring implementation plan to mentor mentees effectively in an LED work environment; - illustrate how to record the mentoring activities and outputs of mentees to effectively promote LED in the work context; - review the mentoring process of mentees effectively to promote LED in the work context; and - formulate improvements to the mentoring plan and the mentoring process to effectively mentor mentees in the LED work environment.		
Calculation criteria	CE		

13.4.14 QUANTITATIVE ANALYSIS: COMPILING A LOCAL DEVELOPMENT PROFILE

This NSP is offered in association with the Economic Development Council of South Africa (EDCSA) professional body.

Code	S3E17Q	NQF level	6
Mode of offering	Contact (n groups of 20)	Credits	0
Site of delivery	APK / APB or off campus	Certification	Competency based
Duration	- Contact time: 8 hours per day over 5 days. - Months to complete: 6 Months (module will be offered in both semesters).		
Relationship with other UJ modules/ qualifications	N/A		
Articulation with subsidised UJ programmes	N/A		
Admission requirements	- National Senior Certificate, NQF level 4 (NSC) obtained in 2008 or after, or Senior Certificate (SC) obtained before 2008; - Experience in the fields related to public administration, economics, or business; and - Applicants may be subject to an internal selection process. - The short learning programme "Introduction to Local Economic Development" (S3E14Q) as a pre-study is recommended.		

Purpose of the programme

The purpose of the SLP is to broaden and deepen the knowledge, understanding, insight and skills of Local Economic Development (LED) managers and practitioners and others involved in LED-related activities who are working at the local government level to be able to undertake research and use Microsoft Excel to develop an economic profile for a local area to promote economic development to create employment opportunities, reduce poverty and improve service delivery to local communities.

Programme content

SEMESTER MODULES			
FIRST SEMESTER		SECOND SEMESTER	
MODULE NAME	MODULE CODE	MODULE NAME	MODULE CODE
Quantitative Analysis: Compiling a Local Development Profile A	S3E17QA	Quantitative Analysis: Compiling a Local Development Profile B	S3E17QB

Learning activities

ACTIVITY	HOURS	CREDITS
Contact time	40	-
Work-based learning	60	-
Independent learning (e.g. reading time, interacting with learning material, completing online activities, asynchronous learning activities)	20	-
Preparation for and completion of assessments	40	-
Student support (e.g. tutorial, online support, additional learning material)	-	-
Other	-	-
TOTAL HOURS	160	-
TOTAL NUMBER OF CREDITS	-	0

Assessment

Continuous summative and/or formative assessments are conducted in various forms, including group class activities and discussions, class tests, summaries of self-study, pre-readings, and a summative assessment in the form of an integrated work-based application within the LED work environment.

Modules and outcomes

Module name	Quantitative Analysis: Compiling a Local Development Profile A/B	Module code	S3E17QA/SE317QB
Topics that will be covered	• Introduction to quantitative techniques. • Background, theory, and profiling of different regions and areas. • Basic economic principles of indicator frameworks for development. • Introducing different data sources and application processes. • Research methodologies suitable for economic profiling. • Basic excel skills for development profiling.		
Outcomes	Students should be able to: • recognise and explain the definition of selected development concepts effectively to compile an economic profile to promote Local Economic Development (LED) in a municipal context; • discuss the background theory to development dimensions and profiling effectively in order to understand how to compile an economic profile in a municipal context; • discuss the basic economic principles of indicator frameworks for the development effectively for LED in a municipal context; • describe how to undertake research by using data sources effectively to compile an economic profile to promote LED in a municipal context; • differentiate between the different research methodologies effectively to compile an economic profile in order to promote LED in a municipal context; and • apply basic Excel skills effectively to do an economic sector analysis of the local economy, using ratios and growth trends in order to compile an economic profile to promote LED in a municipal context.		
Calculation criteria	CE		

13.4.15 QUANTITATIVE ANALYSIS: STRATEGIES FROM STATISTICS

CPD Programme in association with the professional body, the Economic Development Council of South Africa (EDCSA).

Code	S3E18Q	NQF level	6
Mode of offering	Contact (in groups of 20)	Credits	0
Site of delivery	APK / APB or off-campus	Certification	Competency based
Duration	• Contact time: 8 hours per day over 5 days. • Months to complete: 6 Months (module will be offered in both semesters).		
Relationship with other UJ modules/ qualifications	N/A		
Articulation with subsidised UJ programmes	N/A		
Admission requirements	• National Senior Certificate, NQF level 4 (NSC) obtained in 2008 or after, or Senior Certificate (SC) obtained prior to 2008;		

	• Experience in the fields related to public administration, economics, or business; and • Applicants may be subject to an internal selection process. • The short learning programme “Introduction to Local Economic Development” (S3E14Q) and “Local Economic Development Quantitative Analysis: Compile an Economic Profile” (S3E17Q) as pre-studies are recommended.

Purpose of the programme

The purpose of this SLP is to broaden and deepen the knowledge, understanding, insight and skills of Local Economic Development (LED) managers and practitioners and others involved in LED-related activities who are working at the local government level to be able to develop strategies and programmes for a local area (guided by data) to promote economic development, to create employment opportunities, reduce poverty and improve service delivery to local communities.

Programme content

SEMESTER MODULES			
FIRST SEMESTER		SECOND SEMESTER	
MODULE NAME	MODULE CODE	MODULE NAME	MODULE CODE
Quantitative Analysis: Strategies from Statistics A	S3E18QA	Quantitative Analysis: Strategies from Statistics B	S3E18QB

Learning activities

ACTIVITY	HOURS	CREDITS
Contact time	40	-
Work-based learning	60	-
Independent learning (e.g. reading time, interacting with learning material, completing online activities, asynchronous learning activities)	20	-
Preparation for and completion of assessments	40	-
Student support (e.g. tutorial, online support, additional learning material)	-	-
Other	-	-
TOTAL HOURS	160	-
TOTAL NUMBER OF CREDITS	-	0

Assessment

Continuous summative and/or formative assessments are in the form of group class activities and discussions, class tests, summaries of self-study done, pre-readings, and a summative assessment in the form of an integrated work-based application in the LED work environment.

Modules and outcomes

Module name	Quantitative Analysis: Strategies from Statistics A/B	Module code	S3E18QA / S3E18QB
Topics that will be covered	• National and provincial frameworks for economic development. • Differentiating between a strategy, programme, and project. • Formulating strategies using best practices in local economic development programmes.		
Outcomes	Students should be able to:		
	• identify relevant national and provincial policy frameworks in order to effectively formulate Local Economic Development (LED) strategies in a municipal context;		

	- differentiate effectively between a strategy, programme, and project in a municipal LED context; and - formulate local economic development strategies and programmes effectively for a municipal or local area.
Calculation criteria	CE

13.4.16 RESEARCH FOR LOCAL ECONOMIC DEVELOPMENT PRACTITIONERS

This NSP is offered in association with the Economic Development Council of South Africa (EDCSA) professional body.

Code	S3RLEQ	NQF level	8
Mode of offering	Contact (for groups of 20)	Credits	0
Site of delivery	APK / APB or off-campus	Certification	Competency based
Duration	- Contact time: 6 hours per day over 5 days. - Months to complete: 6 Months (module will be offered in both semesters).		
Relationship with other UJ modules/ qualifications	N/A		
Articulation with subsidised UJ programmes	N/A		
Admission requirements	- An appropriate Bachelor's degree on NQF level 7; - Experience in the fields related to public administration, economics, or business; and - Applicants may be subject to an internal selection process. - The short learning programme "Introduction to Local Economic Development" (S3E14Q) as pre-study is recommended.		

Purpose of the programme

The purpose of this SLP is to capacitate Local Economic Development (LED) practitioners with the necessary skills to engage in an interactive research process culminating in the compilation of a research proposal and a full research project or a report.

Programme content

SEMESTER MODULES			
FIRST SEMESTER		SECOND SEMESTER	
MODULE NAME	MODULE CODE	MODULE NAME	MODULE CODE
Research for Local Economic Development Practitioners A	S3RLEQ1	Research for Local Economic Development Practitioners B	S3RLEQ2

Learning activities

ACTIVITY	HOURS	CREDITS
Contact time	30	-
Work-based learning	30	-
Independent learning (e.g. reading time, interacting with learning material, completing online activities, asynchronous learning activities)	30	-
Preparation for and completion of assessments	70	-
Student support (e.g. tutorial, online support, additional learning material)	-	-
Other	-	-
TOTAL HOURS	160	-
TOTAL NUMBER OF CREDITS	-	0

Assessment

Continuous summative and/or formative assessments are conducted in various forms, including group class activities and discussions, class tests, summaries of self-study, pre-readings, and a summative assessment in the form of an integrated work-based application within the LED work environment.

Modules and outcomes

Module name	Research for Local Economic Development Practitioners A/B	Module code	S3RLEQ1 / S3RLEQ2
Topics that will be covered	• Introduction to practitioner research. • The research process from conception of a research idea/area to dissemination of findings. • Interactive or cooperative research projects. • Dealing with recurring or complex problem issues/situations.		
Outcomes	Students should be able to: • compile a research proposal and report on any area of concern by understanding how to engage in the different phases of the research process; • understand the benefits of engaging in an interactive or cooperative form of research inquiry; • determine what form of cooperative research group is most suitable for their investigation; and • understand and deal with messy or complex problem issues by utilising the system of methodologies.		
Calculation criteria	CE		

13.4.17 WORKFORCE DEVELOPMENT IN LOCAL ECONOMIC DEVELOPMENT

This NSP is offered in association with the Economic Development Council of South Africa (EDCSA) professional body.

Code	S3E21Q	NQF level	7
Mode of offering	Contact (in groups of 20)	Credits	0
Site of delivery	APK / APB or off-campus	Certification	Competency based
Duration	• Contact time: 6 hours per day over 5 days. • Months to complete: 6 Months (module will be offered in both semesters).		
Relationship with other UJ modules/ qualifications	N/A		

Articulation with subsidised UJ programmes	N/A
Admission requirements	• National Senior Certificate, NQF level 4 (NSC) obtained in 2008 or after, or Senior Certificate (SC) obtained before 2008; • Experience in the fields related to public administration, economics, or business; and • Applicants may be subject to an internal selection process. • The short learning programme “Introduction to Local Economic Development” (S3E14Q) as pre-study is recommended.

Purpose of the programme

The purpose of the SLP is to broaden and deepen the knowledge, understanding, insight and skills of Local Economic Development (LED) managers and practitioners and others involved in LED-related activities who are working at the local government level to ensure workforce development in a local area to promote economic development, to create employment opportunities, reduce poverty and improve service delivery to local communities.

Programme content

SEMESTER MODULES			
FIRST SEMESTER		SECOND SEMESTER	
MODULE NAME	MODULE CODE	MODULE NAME	MODULE CODE
Workforce Development in Local Economic Development A	S3E21QA	Workforce Development in Local Economic Development B	S3E21QB

Learning activities

ACTIVITY	HOURS	CREDITS
Contact time	30	-
Work-based learning	30	-
Independent learning (e.g. reading time, interacting with learning material, completing online activities, asynchronous learning activities)	30	-
Preparation for and completion of assessments	70	-
Student support (e.g. tutorial, online support, additional learning material)	-	-
Other	-	-
TOTAL HOURS	160	-
TOTAL NUMBER OF CREDITS	-	0

Assessment

Continuous summative and/or formative assessments are conducted in various forms, including group class activities and discussions, class tests, summaries of self-study, pre-readings, and a summative assessment in the form of an integrated work-based application within the LED work environment.

Modules and outcomes

Module name	Workforce Development in Local Economic Development A/B	Module code	S3E21QA / S3E21QB
Topics that will be covered	• The nature and scope of workforce development. • The importance of competent staff for achieving a led entity's goals and objectives. • Human performance improvement strategies. • Skills planning processes to promote organisational effectiveness. • Challenges to workforce development in the LED context. • Job descriptions and competency profiles. • The skills audit process. • The training needs analysis process. • South Africa's legislative framework governing skills development.		
Outcomes	Students should be able to: • describe the nature and scope of workforce development effectively to promote Local Economic Development (LED); • explain the importance of competent staff in achieving an LED entity's goals and objectives effectively to promote LED; • compile/revise job descriptions with competency requirements effectively to promote LED in a municipal context; • conduct a skills audit of staff in an LED entity and people involved in Local Economic Development LED activities effectively to promote LED in a municipal environment; • conduct a training needs analysis effectively to promote LED in a municipal context; • develop a training and development plan effectively to promote LED in a municipal context; • revise the skills planning processes effectively to promote LED in a municipal context; and • evaluate the outcomes and impact of training and development interventions effectively to promote LED in a municipal context.		
Calculation criteria	CE		

**NSPs OFFERED IN THE SCHOOL OF MANAGEMENT –
DEPARTMENT OF BUSINESS MANAGEMENT**

14.	NSPs offered in the School of Management – Department of Business Management	CONTACT	DISTANCE	PAGE
14.1	Bridging Programmes - NONE			
14.2	Whole Programmes			
14.1	Advanced Certificate in Business Management	X		14.2
14.2	Higher Certificate in Business Management	X		14.10
14.3	Credit-bearing Short Learning Programmes			
14.3.1	Accounting Aspects	X		14.24
14.3.2	Accounting Aspects		X	14.25
14.3.3	Business Decision Making	X		14.27
14.3.4	Business Decision Making		X	14.28
14.3.5	Business Management A	X		14.30
14.3.6	Business Management B	X		14.33
14.3.7	Business Writing and Communication		X	14.36
14.3.8	Corporate Governance and Compliance Management	X		14.37
14.3.9	Corporate Governance and Compliance Management		X	14.39
14.3.10	Financial Risk	X		14.40
14.3.11	Financial Risk		X	14.42
14.3.12	Fundamentals of Financial Services		X	14.43
14.3.13	Human Resource Management	X		14.45
14.3.14	Human Resource Management		X	14.46
14.3.15	Introduction to Business Law	X		14.48
14.3.16	Introduction to Business Law		X	14.50
14.3.17	Labour Relations	X		14.51
14.3.18	Labour Relations		X	14.53
14.3.19	Management Principles	X		14.55
14.3.20	Management Principles		X	14.56
14.3.21	Marketing Management	X		14.58
14.3.22	Marketing Management		X	14.59
14.3.23	Research Methodology for Business Management	X		14.61
14.3.24	Sustainability Management	X		14.64
14.4	Non-credit-bearing Short Learning Programmes			
14.4.1	ESG (Environmental, Social and Governance)	X		14.65

14.1 Bridging Programmes - NONE

14.2 Whole Programmes

14.2.1 ADVANCED CERTIFICATE IN BUSINESS MANAGEMENT

Code	ACBM	NQF level	6
Mode of offering	Contact	Credits	120
Site of delivery	APB	Certification	Competency based
Duration	One Academic Year.		
Relationship with other UJ modules/ qualifications	After successful completion of the Advanced Certificate in Business Management, students who also meet the applicable minimum entry requirements will be considered for the SLP Management A.		
Articulation with subsidised UJ programmes	Students will receive no credits towards the completion of subsidised UJ programmes.		
Admission requirements	UJ Higher Certificate in Business Management (NQF level 5) in the specific elective stream.		

Purpose of the programme

The purpose of the Advanced Certificate in Business Management programme is to provide students with an increasing and developing knowledge in management studies. It creates a career option for a formal qualification in management, and it also provides application skills to those students who have mastered a basic theoretical knowledge of Management. In addition, it affords an industry-accepted qualification to those students who want to specialise in one of the knowledge areas of general management, risk management or project management.

Programme content

FIRST SEMESTER – COMPULSORY MODULES		
MODULE NAME	MODULE CODE	NQF CREDITS
Change Management	AC1CHMT	12
Economic Principles	AC1ECPR	12
International Management	AC1INTM	12
Management Accounting	AC1MACC	12
Strategic Management	AC1STMA	12
	5 Modules	60 Credits

SECOND SEMESTER – ELECTIVE MODULES		
ELECTIVES: CHOOSE ONE OF THE FOLLOWING “STREAMS”		
GENERAL MANAGEMENT STREAM (ACBM01)		
MODULE NAME	MODULE CODE	NQF CREDITS
Information Technology Management	AC1ITMT	12
Logistics Management	AC1LOGM	12
Operations Management	AC1OPSM	12
Service Management	AC1SERV	12
Strategy Implementation	AC1STIM	12

RISK MANAGEMENT STREAM (ACBM04)		
MODULE NAME	MODULE CODE	NQF CREDITS
Analytical Techniques	AC1ANAT	12
Business Continuity Processes	AC1BCOM	12
Managing Risk Management	AC1MARM	12
Risk Financing	AC1RFIN	12
Risk Identification and Assessment	AC1RIAS	12
PROJECT MANAGEMENT STREAM (ACBM05)		
MODULE NAME	MODULE CODE	NQF CREDITS
Nature of Projects/ Life Cycle	AC1NPLC	12
Project Change Management	AC1PCMT	12
Project Communication Management	AC1PCOM	12
Project Integration Management	AC1PIMT	12
Project Management Control	AC1PMCL	12
	5 Modules	60 Credits
Total Credits 120		

Learning activities

ACTIVITY	HOURS	CREDITS
Contact time	200	-
Work-based learning	200	-
Independent learning (e.g. reading time, interacting with learning material, completing online activities, asynchronous learning activities)	200	-
Preparation for and completion of assessments	500	-
Student support (e.g. tutorial, online support, additional learning material)	-	-
Other	100	-
TOTAL HOURS	1200	-
TOTAL NUMBER OF CREDITS	-	120

Assessment

- Three semester assessment opportunities are scheduled for each module and are weighted as follows:
 - Assessment 1: 20%
 - Assessment 2: 30%
 - Assessment 3: 50%
 - Semester Total: = 100%
- A final summative assessment is scheduled for each of the modules at the end of the semester.

Modules and outcomes

COMPULSORY MODULES

Module name	Change Management	Module code	AC1CHMT
Purpose	The purpose of the Change Management module is to equip students with the necessary knowledge, insight and skills needed to understand the introductory aspects relating to change and change management.		
Outcomes	Students should be able to:		
	- comprehend the importance of change; - discuss sources of conflict and how it should be managed; and - describe change management processes.		

Calculation criteria	SH

Module name	Economic Principles	Module code	AC1ECPR
Purpose	The purpose of the Economic Principles module is to introduce students to economics as a social science, the problem of scarcity and different economic systems. The module will also allow students to acquire skills in the analysis, interpretation and application of knowledge relating to microeconomic principles will be covered in this programme.		
Outcomes	Students should be able to:		
	• define and explain economics as a social science; • critically discuss the economic problem of scarcity and reflect on scarcity in a South African context; • identify and describe different economic systems and reflect on the price and income mechanisms; • analyse the functioning and problems of a market economy and reflect on the price and income mechanisms; • discuss and explain the role of the government in the economy and reflect on the role of fiscal policy in the South African economy; and • discuss and explain the role of the foreign sector in the economy.		
Calculation criteria	SH		

Module name	International Management	Module code	AC1INTM
Purpose	The purpose of the International Management module is to equip students with the necessary knowledge, insights and skills that are needed to understand the business environment from a local and global context.		
Outcomes	Students should be able to:		
	• demonstrate the importance of international trade; • identify the different risks involved in international trade; • differentiate between the different international approaches to the different economies; • describe the effect (impact) of culture in international business; and • discuss the effect of ethics in international business.		
Calculation criteria	SH		

Module name	Management Accounting	Module code	AC1MACC
Purpose	The purpose of the Management Accounting module is to develop the students' fundamental knowledge on how to gather, integrate and disseminate information which can be used to provide them with an insight into management accounting. This will include a thorough understanding of capital budgets with the net present value (amongst other methods), as well as budgeting as a financial tool. The different cost accounting methods will be explored, and will prepare the student for an in-depth application of activity-based costing. Finally, the module will focus on the skills acquired on the analysis of financial statements.		
Outcomes	Students should be able to:		
	• apply the concept of capital budgeting, as well as various associated techniques, to assist in investment decision-making; • discuss budgeting as a financial tool as well as a management activity; • apply the various cost accounting methods and principles; • explain what activity-based costing is and what the implementation thereof entails; and		

	perform a detailed analysis of financial statements using relevant techniques.
Calculation criteria	SH

Module name	Strategic Management	Module code	AC1STMA
Purpose	The purpose of the Strategic Management module is to expose students to contemporary strategic issues that are part of strategic formulation and strategic implementation. These key issues influence the strategic management process, and they should be understood and taken into account when strategic management decisions are made. The broad topics include business model canvas as a strategic tool, aligning strategy with industry life cycle, ethics and strategy, strategy for competing in international markets, strategy and organisational agility, and structural drivers and instruments for strategic implementation.		
Outcomes	Students should be able to:		
	- develop a business model canvas for an organisation; - formulate strategic alignment to industry life cycles; - apply ethical principles in organisational decision-making; - understand organisational agility and international strategies; and - apply structural drivers and instruments for strategic implementation.		
Calculation criteria	SH		

ELECTIVE STREAMS (SELECT ONE STREAM)

GENERAL MANAGEMENT STREAM (ACBM 01)

Module name	Information Technology Management	Module code	AC1ITMT
Purpose	The purpose of the Information Technology (IT) Management module is to acquaint students with basic knowledge regarding how the IT resources of organisations can be managed in accordance with the objectives, needs and priorities of those organisations. Students will also be introduced to the basic concepts of how IT is sourced and managed in a business context, as well as to the various tools that managers would use in that management process. In addition, this module will enable students to be equipped with the basic skills regarding how IT projects and IT risks within business contexts are managed. Finally, students should be able to understand how a manager would be able to use IT to leverage relationships with both customers and suppliers.		
Outcomes	Students should be able to:		
	- describe the basic concepts regarding the management of Information Technology (IT); - explain how IT can be used to leverage business success; - optimise the deployment of the right IT tools, infrastructure, and methods for an organisation; - discuss how IT projects are managed in a business and the role IT project managers play in this process - discuss how IT security risk can occur and be mitigated; and - explain how IT is used to manage both customer and supplier relations.		
Calculation criteria	SH		

Module name	Logistics Management	Module code	AC1LOGM
Purpose	The purpose of the Logistics Management module is to introduce students to logistics principles needed in the supply chain environment. By improving their intellectual competencies and practical skills in Logistics Management, students will be able to make practical decisions implicit in planning and coordinating logistic challenges in the supply chain environment.		
Outcomes	Students should be able to:		
	- describe how logistics emerged in a business context; - describe the evolution of the concepts of logistics and supply chain management; - explain the competitive advantage of logistics using Porter's value chain; - identify and describe the functions of a warehouse; and - explain the role information technology fulfils in the supply chain environment and how it can increase customer service and up customer loyalty.		
Calculation criteria	SH		

Module name	Operations Management	Module code	AC1OPSM
Purpose	The purpose of this module is to provide the student with a well-rounded, broad education that equips students with the knowledge base, theory and methodology of operations and supply management and applied competencies in the mastering, analysis, interpretation, and application within this field. This module will provide a basis for further learning in this field.		
Outcomes	Students should be able to:		
	- discuss why operations management exists, and why there is a need for the study of operations management; - discuss the activities of operations managers; - comprehend and describe the interrelationship between operations function and other functions within an organisation; - describe the factors to be considered when selecting the location for a new or a new location for an existing organisation; and - discuss the importance of forecasting in operations management.		
Calculation criteria	SH		

Module name	Services Management	Module code	AC1SERV
Purpose	The purpose of the Services Management module is to develop students knowledge and understanding of services management as an integral part of the 21st century. This module will also introduce students to the basic principles underlying service management and will more specifically address the importance of service quality management, service development and design and the service delivery process. Furthermore, the module will highlight how organisations should manage employees, customers, and the environment's role in service delivery, building customer relationships and loyalty, and lastly how service recovery occurs.		
Outcomes	Students should be able to:		
	- analyse the role that services, and the management thereof, play in the business environment; - diferentiate between the management of services and the management of products; - demonstrate how services should be managed and delivered; and - evaluate the role people play in the delivery and management of services.		

Calculation criteria	SH

Module name	Strategy Implementation	Module code	AC1STIM
Purpose	The purpose of the Strategy Implementation module is to provide the student with knowledge, interpretation, analysis and an understanding of strategy implementation and strategy control phases of the strategic management process.		
Outcomes	Students should be able to:		
	• apply change management processes in strategy implementation; • identify and analyse the strategic implementation components; • describe the roles and importance of strategic leadership, of culture and strategic structures in strategy implementation; and • discuss strategic control and improvement as part of the strategic management process.		
Calculation criteria	SH		

RISK MANAGEMENT STREAM (ACBM04)

Module name	Analytical Techniques	Module code	AC1ANAT
Purpose	The purpose of the Analytical Techniques module is to introduce the student to statistics as a means of problem-solving in business management. Essentially, a student should be able to reflect on the meaning of statistics for managers and gain basic competencies in practical considerations such as collecting and analysing data at a descriptive level.		
Outcomes	Students should be able to:		
	• demonstrate a basic conceptual understanding of business statistics and the problem-solving process; • develop a plan for data collection; • show how the raw data can be tabulated and presented graphically; and • conduct basic descriptive analysis.		
Calculation criteria	SH		

Module name	Business Continuity Processes	Module code	AC1BCOM
Purpose	The purpose of the Business Continuity Processes (BCM) module is to provide the learner with knowledge, interpretation, analysis, and an understanding of what risk management is, how it is implemented, and why it is important. The module also focuses on personal development of the student, as well as preparing the student for the identification and management of risks in their business environment. This module will require students to develop intellectual competencies and practical skills in the field of Business Continuity Processes.		
Outcomes	Students should be able to:		
	• identify and illustrate important business processes; • explain the fundamentals of risk management and corporate governance; • explain business continuity process principles, terminology, strategies, planning, process and concepts; • discuss how the business continuity process influences business strategy; • develop a business continuity process plan; • demonstrate how to ingrain a business continuity process culture; and • explain how crises and disasters could be managed through the business continuity process.		

Calculation criteria	SH

Module name	Managing Risk Management	Module code	AC1MARM
Purpose	The purpose of the Managing Risk Management module is to provide give students with basic knowledge, insight and skills that are needed to understand the introductory aspects relating to Managing Risk Management. The module will also identify and explain the need for Risk Management (overview). The module will furthermore discuss in detail ISO 31000 Risk Management Framework to assist students in managing risk in an organisation.		
Outcomes	Students should be able to:		
	• identify and define risk and the different kinds of risk; • understand and discuss the factors influencing risk management; • understand and discuss risk management and enterprise risk management, and the risk management processes according to ISO 31000; and • discuss some of the elements of corporate governance.		
Calculation criteria	SH		

Module name	Risk Financing	Module code	AC1RFIN
Purpose	The purpose of the Risk Financing module is to introduce students to the financial market, the different capital markets, both domestic and foreign, and their respective financial instruments and the role that they play in risk financing. The module also focuses on risk management through the use of derivatives.		
Outcomes	Students should be able to:		
	• define and explain the structure and functioning of financial markets; • demonstrate an understanding of the different capital markets, both domestic and foreign, the financial instruments that trade in these markets and the role that they play in risk financing; • explain the purpose of hedging and demonstrate an understanding of and application of basic? Different hedging instruments (derivatives); and • describe the link between financial markets, capital markets, risk financing and derivatives.		
Calculation criteria	SH		

Module name	Risk Identification and Assessment	Module code	AC1RIAS
Purpose	The purpose of the Risk Assessment module is to improve students ability to calculate and interpret various measures of risk and to apply financial decision-making in a real-world context. This enables students to perform calculations faster and more accurately for risk-informed business and financial decision-making.		
Outcomes	Students should be able to:		
	• explain the importance and the focus of financial risk assessment; • apply the fundamental principles of time value of money to various risk assessment scenarios; • apply advanced time value of money calculations to multiple types of financial assessments; • apply capital budgeting techniques in different risk assessment scenarios; and • apply the concept of amortisation in a risk assessment context.		

Calculation criteria	SH

PROJECT MANAGEMENT STREAM (ACBM05)

Module name	Nature of Projects / Life Cycle	Module code	AC1NPLC
Purpose	The purpose of the Nature of Projects Life Cycle module is to introduce students to a project's life cycle and to project management knowledge areas. The project life cycle helps guide project managers to navigate through their projects from the start to successful completion.		
Outcomes	Students should be able to:		
	• demonstrate knowledge of the project life cycle; • demonstrate knowledge of project management knowledge areas; and • describe processes involved in each of the knowledge areas of project management.		
Calculation criteria	SH		

Module name	Project Change Management	Module code	AC1PCMT
Purpose	The purpose of the Project Change Management module is to introduce the student to change management within project management. Within the life cycle of all projects, there are changes that occur. These changes must be managed effectively on the technical side, but importantly, also on the people side. From a technical point of view, the change must be developed, designed, and delivered. The project management discipline will ensure that this will happen by providing the structure, processes, and tools. From the side of the people that is involved in the project, the changes must be embraced, adopted, and utilised. The change management discipline will ensure that this happens by providing the structure, processes, and tools.		
Outcomes	Students should be able to:		
	• demonstrate how to manage change in a project; • describe the basic philosophies of change in the project and process of change; • demonstrate change control management processes in a project; • describe common modelling languages that are used to model change; and • discuss business analysis in the context of project change.		
Calculation criteria	SH		

Module name	Project Communication Management	Module code	AC1PCOM
Purpose	The purpose of the Project Communication Management module is to introduce the student to the importance of effective communication to increase the probability of project success by utilising the basic principles of communication.		
Outcomes	Students should be able to:		
	• explain and demonstrate the importance of effective project communication; • describe the communication model; • list and explain the various communication constraints; • discuss the importance of project communication and documentation; and • explain performance reporting and discuss the tools used for performance reporting.		

Calculation criteria	SH

Module name	Project Integration Management	Module code	AC1PIMT
Purpose	The purpose of the Project Integration Management module is to introduce the student to the development of an integrated project management process that will allow the project manager to focus all the project effort on the strategic plan of an organisation. It will also highlight the importance of both project management techniques and interpersonal skills to equip the student to be part of an effective project team.		
Outcomes	Students should be able to:		
	• discuss the purpose and use of a project charter; • describe the project management plan; • explain the directing and managing of projects; • apply the principles of monitoring and controlling a project; and • explain integrated change control and project integration tasks in project closing.		
Calculation criteria	SH		

Module name	Project Management Control	Module code	AC1PMCL
Purpose	The purpose of the Project Management Control module is to introduce the student to the advanced themes and concepts of project management control. This module covers principles, examples, and exercises in the control of time, cost, and quality (known as the project iron triangle) in order to account for variances and still complete a project successfully according to technical criteria. This will enable the student to be an effective project team member.		
Outcomes	Students should be able to:		
	• describe the project control processes; • apply cost management principles; • apply and comprehend quality management principles; and • apply advanced scheduling techniques.		
Calculation criteria	SH		

14.2.2 HIGHER CERTIFICATE IN BUSINESS MANAGEMENT

* Within this whole programme, there are four elective streams (a student should choose ONE):

- General Management (HCBM01)
- Risk Management (HCBM04)
- Project Management (HCBM05)
- FinTech Management (HCBM06)

An additional stream is added – Marketing and Sales (HCMSQ1). This stream does not have the same compulsory modules as the four listed above – please refer to page 15.19.

Code	HCBM*	NQF level	5
Mode of offering	Contact	Credits	120
Site of delivery	APB	Certification	Competency based
Duration	• Class time: either 2 full-day classes or three evening classes per module, depending on the schedule choice of the elective stream. • Duration: One Academic Year. • Minimum period to obtain: one year.		

	Maximum period to obtain: two years.
Relationship with other UJ modules/ qualifications	After completion of the Higher Certificate in Business Management, students who also meet the applicable minimum entry requirements will be considered for the Advanced Certificate in Business Management.
Articulation with subsidised UJ programmes	Students will receive no credits towards the completion of subsidised UJ programmes.
Admission requirements	National Senior Certificate, NQF level 4 with Certificate Endorsement.

Purpose of the programme

The purpose of the Higher Certificate in Business Management is to introduce students to the workplace to general business management theories, and introductory management competencies to enable them to assist management in analysing business processes. In addition, it affords those students to specialise in one of the knowledge areas of either general management, risk management, project management, or the marketing and sales learning path.

Programme content

FIRST SEMESTER – COMPULSORY MODULES		
MODULE NAME	MODULE CODE	NQF CREDITS
Accounting Aspects	HC1ACAS	12
Business Writing and Communication	HC1BWCN	12
Human Resource Management	HC1HRMT	12
Management Principles	HC1MPCP	12
Project Management	HC1PJMN	12
	5 Modules	60 Credits

SECOND SEMESTER – COMPULSORY MODULES		
MODULE NAME	MODULE CODE	NQF CREDITS
Accounting Aspects	HC1ACAS	12
Business Writing and Communication	HC1BWCN	12
	2 Modules	24 Credits

SECOND SEMESTER – ELECTIVE MODULES		
ELECTIVES: CHOOSE ONE OF THE FOLLOWING “STREAMS”		
GENERAL MANAGEMENT STREAM (HCBM01)		
MODULE NAME	MODULE CODE	NQF CREDITS
Financial Management	HC1FINM	12
Labour Relations	HC1LREL	12
Marketing Management	HC1MKTM	12
RISK MANAGEMENT STREAM (HCBM04)		
MODULE NAME	MODULE CODE	NQF CREDITS
Corporate Governance and Compliance Management	HC1CGCM	12
Financial Risk	HC1FINR	12
Operational Risk	HC1OPSR	12
PROJECT MANAGEMENT STREAM (HCBM05)		
MODULE NAME	MODULE CODE	NQF CREDITS
Project Control	HC1PJCL	12
Project Identification and Scoping	HC1PJIS	12
Project Procurement & Communication	HC1PPCO	12

FINTECH MANAGEMENT STREAM (HCBM06)		
MODULE NAME	MODULE CODE	NQF CREDITS
Fundamentals of Financial Services	HC1FUFS	12
Introduction to Business Law	HC1INBL	12
Financial Services Economic Principles	HC1FSEP	12
	5 Modules	60 Credits

Requirements to obtain the qualification	Total modules for the year 10 modules (5 per semester)	Total credits 120

Learning activities

ACTIVITY	HOURS	CREDITS
Contact time	200	-
Work-based learning	200	-
Independent learning (e.g. reading time, interacting with learning material, completing online activities, asynchronous learning activities)	200	-
Preparation for and completion of assessments	500	-
Student support (e.g. tutorial, online support, additional learning material)	-	-
Other	100	-
TOTAL HOURS	1200	-
TOTAL NUMBER OF CREDITS	-	120

Assessment

- Three semester assessment opportunities are scheduled for each module and are weighted as follows:
 - Assessment 1: 20%
 - Assessment 2: 30%
 - Assessment 3: 50%
 - Semester total: = 100%
- A final summative assessment is scheduled for each of the modules at the end of the semester.

Modules and outcomes

COMPULSORY MODULES

Module name	Business Writing and Communication	Module code	HC1BWCN
Purpose	The purpose of the Business Writing and Communications module is to expose students to the various communication methods available to organisations. This module aims to educate students about effective business communication by analysing what business communication entails, what aspects should be considered when communicating in an organisation, the possible avenues for communication, as well as the possible downfalls that could occur and finally, how one should communicate effectively.		
Outcomes	Students should be able to:		
	- explain what business communication entails; - analyse the importance of business communication; - describe the aspects one should consider when communicating; and - demonstrate how one communicates effectively within the business environment by developing a communications strategy.		

Calculation criteria	SH

Module name	Accounting Aspects	Module code	HC1ACAS
Purpose	The purpose of the Accounting Aspects module is to introduce Accounting Aspects and the business process. In doing so, the module consists of theory and practical components concentrating on the identification process to understand the theory of accounting and an introduction to the financial statements. The purpose of this module is furthermore to provide the student with an understanding and insight into accounting and its purposes.		
Outcomes	Students should be able to:		
	- describe the nature and function of accounting; - recognise and understand the nature of accounting theory; - identify the business process and apply this process to the accounting process; and - record and construct the three important reports used by businesses namely: the statement of financial position, the statement of comprehensive income and the cash flow statement.		
Calculation criteria	SH		

Module name	Project Management	Module code	HC1PJMN
Purpose	The purpose of the Project Management module is to provide an introductory orientation towards the principles of project management. It will develop competency in order to analyse, transform, and critically evaluate new information on various aspects of project management.		
Outcomes	Students should be able to:		
	- describe the objectives and principles of project management; - explain the processes of project management from a project manager's perspective; and - discuss the project life cycle and the various stakeholders involved.		
Calculation criteria	SH		

Module name	Human Resource Management	Module code	HC1HRMT
Purpose	The purpose of the Human Resource Management (HRM) module is to introduce the learner to the HRM function. The module provides the student with an overview of the various motivational theories that can be applied in HRM and discusses job analysis, job description, job specification, workforce planning, recruitment, and training & development. Finally, the module introduces the learner to the notion of leadership and its various styles as well as power and conflict dynamics impact on HRM.		
Outcomes	Students should be able to:		
	- summarise the value-adding role of the Human Resources Management (HRM) function in the organisation; - distinguish between the various motivational theories that can be applied in HRM; - explain job analysis, job description, and job specification concepts; - describe workforce planning, recruitment, training & development concepts; and - define leadership and its various styles, and define power dynamics and conflict management.		
Calculation criteria	SH		

Module name	Management Principles	Module code	HC1MPCP
Purpose	The purpose of the Management Principles module is to provide the student with an introduction to managerial practices and approaches so that existing and potential individuals in managerial positions can conduct managerial tasks adequately.		
Outcomes	Students should be able to:		
	• briefly explain strategy; • identify and briefly explain the characteristics of planning as well as different types of control; • explain the organising process; and • compare and discuss the leadership behavioural theories.		
Calculation criteria	SH		

Module name	Business Decision Making	Module code	HC1BDMG
Purpose	The purpose of the Business Decision Making module is to support a young manager in recognising and applying decision-making methodologies applicable to a work environment. The module will introduce the student to key decision-making models, including a decision tree, a payoff matrix, a ratio analysis, a break-even analysis, and an economic order quantity model. The module is focused on assisting with improving a business situation in which an expected level of performance is not being achieved.		
Outcomes	Students should be able to:		
	• describe the decision-making process; • explain approaches that can be adopted to make decisions; • describe the types of decision-making rules managers may have to establish; • discuss the role of group decision-making; and • recognise barriers to effective decision-making.		
Calculation criteria	SH		

Module name	Risk Management	Module code	HC1RSKM
Purpose	The purpose of the Risk Management module is to give students an overall knowledge, insight and skills that are needed to understand the introductory aspects relating to Risk and Risk Management. The sources of risks are identified, described and classified as controlled and uncontrolled sources and/or types of risk in terms of micro (internal) organisational influences vs. external influences. This module is mostly theoretical. It identifies and explains the need for Risk Management (overview) and introduces the student to the ISO 31000 Risk Management Framework to assist them in managing risk in an organisation.		
Outcomes	Students should be able to:		
	• identify, define, and evaluate risk and the risk concepts; • understand and discuss the role of the financial system in the economy; • identify and define the different kinds of financial risk; • describe the factors influencing risk management; and • distinguish and discuss risk management and enterprise risk management, including the risk management processes according to ISO 31000.		
Calculation criteria	SH		

ELECTIVE STREAMS (SELECT ONE STREAM)**GENERAL MANAGEMENT STREAM (HCBM01)**

Module name	Marketing Management	Module code	HC1MKTM
Purpose	The purpose of the Marketing Management module is to provide an introductory orientation towards the principles of Marketing.		
Outcomes	Students should be able to:		
	• explain the role of marketing in context; • explain how the marketing environment impacts a business; • comprehend consumers and their decision-making behaviour when making purchases; and • show how to structure the marketing mix of product, price, place, promotion, people, processes and physical evidence to ensure success.		
Calculation criteria	SH		

Module name	Financial Management	Module code	HC1FINM
Purpose	The purpose of this Financial Management module is to provide the student with a basic, yet applicable knowledge of fundamental concepts of finance, and where each of these concepts fits into the financial management function.		
Outcomes	Students should be able to:		
	• recall the role and function of a financial manager in an organisation; • explain what risk is, apply various statistical techniques to measure risk, and identify how risk can be reduced; • describe the concept of the time value of money and apply various mathematical techniques to determine the value of money over time; • describe the concept of capital structures and capital components; and • calculate the weighted cost of capital for a given organisation.		
Calculation criteria	SH		

Module name	Labour Relations	Module code	HC1LREL
Purpose	The purpose of the Labour Relations module is to provide students with an overview of the historical development of labour/employment relations in the South African context and to explain the system of collective bargaining and dispute resolution mechanisms provided for by the legislation. The module further addresses grievance procedures, disciplinary actions, and retrenchment procedures in the workplace.		
Outcomes	Students should be able to:		
	• define the concept of employment relations and its historical development in the South African context; • identify and explain various legislative frameworks governing employer and employee relations in South Africa; • describe the collective bargaining system and organisational rights; • discuss the organisational level labour relations mechanisms and processes; and • differentiate between and describe dispute resolution mechanisms (conciliation, mediation and arbitration).		
Calculation criteria	SH		

RISK MANAGEMENT STREAM (HCBM04)

Module name	Financial Risk	Module code	HC1FINR
Purpose	The purpose of the Financial Risk module is to introduce students to financial risk, types of risks, risk terminology used in the financial sector, sources of financial risk, risk frameworks, risk identification, measurement and risk management. This will also introduce students to how to solve or manage financial risks and be creative in formulating new methods or ways to solve financial risks.		
Outcomes	Students should be able to:		
	• identify and define financial risk and risk concepts and terminologies; • measure and manage credit risk; • identify and manage interest rate risk; • manage and measure liquidity risk; and • identify and manage exchange rate risk.		
Calculation criteria	SH		

Module name	Operational Risk	Module code	HC1OPSR
Purpose	The purpose of the Operational Risk module is to introduce operational risk from a managerial perspective and its usage in the business risk process, while presenting an operational risk management framework that can be applied in a single project, a department, or can be used as a basis for an enterprise-wide risk management. As a module that consists of both theory and practical components, operational risk management offers a unique opportunity to identify the required steps and processes of managing risk in an operational environment and its importance in strategic decision-making.		
Outcomes	Students should be able to:		
	• explain the risk identification processes; • explain risk evaluation processes; • apply risk control mechanisms; • identify and suggest risk financing strategies; and • apply risk monitoring techniques.		
Calculation criteria	SH		

Module name	Corporate Governance and Compliance Management	Module code	HC1CGCM
Purpose	The purpose of the Corporate Governance and Compliance Management module is to provide the student with the necessary knowledge and understanding of the South African corporate legal system as well as the corporate governance concept within a business and its financial environment. It is further aimed at providing students with up-to-date knowledge and insight relative to ongoing global best practices in corporate governance concepts and to gain a new perspective on the impact of good corporate governance practices on ensuring the efficient management of a company, including the recommendations of the King IV™.		
Outcomes	Students should be able to:		
	• explain the role of the compliance officer/manager in the business and the need for governance and control in relation to business; • discuss how governance and control measures are enforced; • explain the risks associated with non-compliance or non-activity; • give an account of the relationship between fiduciary responsibility and personal liability; and		

	identify and describe the legislation that impacts the business within an industry.
Calculation criteria	SH

PROJECT MANAGEMENT STREAM (HCBM05)

Module name	Project Identification and Scoping	Module code	HC1PJIS
Purpose	The purpose of the Management Principles module is to provide the student with an introduction to managerial practices and approaches so that existing and potential individuals in managerial positions can conduct managerial tasks adequately.		
Outcomes	Students should be able to:		
	- briefly explain strategy; - identify and briefly explain the characteristics of planning as well as different types of control; - explain the organising process; and - compare and discuss the leadership behavioural theories.		
Calculation criteria	SH		

Module name	Project Control	Module code	HC1PJCL
Purpose	The purpose of the Project Control module is to introduce the student to the main themes and concepts of project management by covering a wide range of traditional and contemporary management principles and concepts, and many examples illustrating how successful managers apply theory to practice in their organisations. The module will also in particular focus, on topics related to the evolution of management, the changing environment, strategic planning, and managerial functions.		
Outcomes	Students should be able to:		
	- comprehend the concept of project control in project management; - explain the principles and applications of project cost management; - discuss the concept of project change management; - calculate and analyse earned value as well as schedule, time, and cost variances for projects; - describe work authorisation systems; and - elaborate on the knowledge area of area of project quality management.		
Calculation criteria	SH		

Module name	Project Procurement and Communication	Module code	HC1PPCO
Purpose	The purpose of the Project Procurement and Communication module is to provide the student with an introductory orientation towards the principles of project procurement management and project communication management.		
Outcomes	Students should be able to:		
	- comprehend the importance of effective project communication; - explain the requirements of the communication management plan; and - explain the importance of and procedures for project closure reporting.		
Calculation criteria	SH		

Module name	Fundamentals of Financial Services	Module code	HC1FUFS
Purpose	The purpose of this module is to provide a student with the relevant knowledge about the role of finance in everyday life and to be able to grasp the concepts related to everyday financial services.		
Outcomes	Students should be able to:		
	• explain the role money plays in life and the number of money-related decisions made on an average day; • discuss attitudes to money, how they are formed, and how it may differ from one person to another; • identify what people's money motivations are, so they make money decisions that are right for their circumstances; • explain what the difference is between credit and store cards; • discuss how bank overdrafts work; • explain what interest is and how it is calculated; and • discuss where to go to borrow money.		
Calculation criteria	SH		

Module name	Introduction to Business Law	Module code	HC1INBL
Purpose	The purpose of this module is to acquire a basic knowledge and selective understanding of the prescribed substantive law. Students will be introduced to the basic requirements for a valid contract and the consequences of contracts.		
Outcomes	Students should be able to:		
	• identify and explain the sources of South African law; • briefly define the law relating to the contract and basic concepts used, including the requirement of serious intention to conclude a contract; • explain and demonstrate consensus (meeting of the minds) and how it comes about, the factors that may influence consensus, and to consider whether each of them renders the contract either void or voidable; • explain and apply the meaning of contractual capacity and the contractual capacities of different categories of persons; • explain the term "legality" and to consider the effect of illegality on a contract; • explain the possibility of certain or ascertainable performance under the contract as a requirement for a valid contract, and to consider the effects of the initial and supervening impossibility of performance on a contract; • demonstrate the consequences of valid, void, and voidable contracts; • identify the different parties who may be party to, or involved in, a contract, the different terms that make up a contract, and the principles relating to breach of contract and the different forms it can take; and • identify and explain the correct remedies for the different kinds of breach of contract and the different ways in which a contract can come to an end.		
Calculation criteria	SH		

Module name	Financial Services Economic Principles	Module code	HC1FSEP
Purpose	The purpose of this module is to introduce students to some understanding of the functioning of the economy and to appreciate issues involved in current controversies over economic policy, including economic theory, the concepts of supply and demand, microeconomic theory, and the determination of national income.		
Outcomes	Students should be able to:		
	• discuss economic theory; • explain the basic concepts of price theory, individual competitive markets, and demand and supply; • explain the theory of demand, including the effects of price changes and household demand; • apply the theory of supply, including cost theory, to profit maximisation and monopolies; • discuss microeconomic theory, including debating the case for and against the free market system; • illustrate the determination of national income using simple and compound models; and • discuss current economic and financial services affairs.		
Calculation criteria	SH		

MARKETING AND SALES STREAM (HCBM15)

Code	HCBM15	NQF level	5
Mode of offering	Contact	Credits	120
Site of delivery	APB	Certification	Competency based
Duration	• Class time: Full-time classes. • Months to complete: February to November • Minimum period to obtain: 1 Year • Maximum period to obtain: 2 Years		
Relationship with other UJ modules/ qualifications	N/A		
Articulation with subsidised UJ programmes	• Students may apply for credits towards the modules in Marketing 1A (MAR0A1/BBE1AA0), Marketing 1B (MAR01B1/BBE1BB0), Personal Selling 1A (PSA01A1) and Personal Selling 1B (PRS0Y1B). • Students may apply for acceptance into the Diploma in Marketing (D1MKTQ/D34MKQ) or Diploma in Retail Business Management (D1RBMQ/D34RMQ). Students must complete this qualification in a minimum time of one year with a 60% minimum mark for each of the following modules: Mathematics for Marketers 1A (CMS05A) and 1B (CMS05B), and English 1A (CMS04A) and 1B (CMS04B). • After successful completion of this programme, students who also meet the applicable minimum Diploma entry requirements may apply for credits towards the modules in Marketing 1A/B (MAR01A1/BBE1AA0) (16 credits) / (MAR01B1/BBE1BB0) (16 credits), and for Personal Selling 1A/B (PRS01A1) (16 credits) / (PRS0Y1B) (16 credits) in the Diploma (Marketing) (D1MKTQ/D34MKQ) (NQF level 6) or into the Diploma (Retail Business Management) (D1RBMQ/D34RMQ) (NQF level 6).		
Admission requirements	National Senior Certificate, NQF level 4 with Certificate Endorsement.		

Purpose of the programme

The purpose of this Higher Certificate is to equip students with the necessary knowledge, insight, and skills that are needed to understand Marketing and Sales. On a practical level, students will be able to engage and interact within a marketing and sales role by being introduced to the principles of Marketing and Sales. The programme assists in developing English and Mathematical skills needed in the field of marketing and sales.

YEAR MODULE		
MODULE NAME	MODULE CODE	NQF CREDITS
Personal Selling 1B	CMS02B	16

SEMESTER MODULES					
FIRST SEMESTER			SECOND SEMESTER		
MODULE NAME	MODULE CODE	NQF CREDITS	MODULE NAME	MODULE CODE	NQF CREDITS
Marketing 1A	CMS01A	12	Marketing 1B	CMS01B	16
Personal Selling 1A	CMS02A	16	Accounting 1B	CMS03B	12
Accounting 1A	CMS03A	12	English 1B	CMS04B	12
English 1A	CMS04A	12	Mathematics for Marketers 1B	CMS05B	15
Mathematics for Marketers 1A	CMS05A	15			

ACTIVITY	HOURS	CREDITS
Contact time	567	-
Work-based learning	63	-
Independent learning (e.g. reading time, interacting with learning material, completing online activities, asynchronous learning activities)	270	-
Preparation for and completion of assessments	270	-
Student support (e.g. tutorial, online support, additional learning material)	-	-
Other	210	-
TOTAL HOURS	1380	-
TOTAL NUMBER OF CREDITS	-	138

Modules and Outcomes

Module name	Marketing 1A	Module code	CMS01A
Purpose	The purpose of this module is to introduce the student to the basic principles of marketing, mainly in a consumer product context. On a practical level, the student will have attained the necessary experience to identify environmental trends and understand basic consumer behaviour and market segmentation.		
Outcomes	Students should be able to:		
	- understand the fundamental marketing concepts and philosophy; - explain the interface between marketing management and the environment; - identify customer needs and wants and determine which target markets the organisation can serve best; - understand the decision-making process that consumers go through as they make a purchase; - understand the role of segmentation, targeting, and positioning in marketing; and		

	recognise the importance of information to an organisation.
Calculation criteria	SH

Module name	Marketing 1B	Module code	CMS01B
Purpose	The purpose of this module is to introduce the student to the basic principles of marketing, mainly in a consumer product context. On a practical level, the student will be familiar with the product, pricing, distribution, and promotion elements of the marketing mix.		
Outcomes	Students should be able to:		
	- define and classify products; - understand the nature and benefits of branding; - identify the functional and psychological roles of packaging; - understand the role of product in the marketing mix; - explain the role and types of distribution channels; - understand the concept of pricing in marketing; - understand the importance and role of a planned, integrated communication strategy in a marketing context; and - explain how the marketing mix is integrated into the overall marketing philosophy.		
Calculation criteria	SH		

Module name	Personal Selling 1A	Module code	CMS02A
Purpose	The purpose of this module is to introduce and orientate the students towards the basic principles of direct selling. Students will be exposed to the selling process and be able to practically apply the selling process ethically within today's business context.		
Outcomes	Students should be able to:		
	- explain the role of personal selling within the business context; - describe the elements that contribute towards a successful salesperson; and - apply the selling process in an ethical manner by taking the various factors that influence buying behaviour into consideration.		
Calculation criteria	SH		

Module name	Accounting 1A	Module code	CMS03A)
Purpose	The purpose of this module is to provide students with the basic accountancy knowledge and skills to ensure competence in performing basic accounting reporting functions and to convert this embedded knowledge into practice.		
Outcomes	Students should be able to:		
	- complete basic financial statement for an enterprise; - describe accounting principles, policies, and notes; - understand the terms and concepts of inventory-holding and how to administer inventory systems; and - understand and administer employee remuneration systems.		
Calculation criteria	SH		

Module name	Accounting 1B	Module code	CMS03B
Purpose	The purpose of this module is to provide students with a basic understanding of financial accounting principles with regard to manufacturing overheads and the allocation of volume in an enterprise. Furthermore, to enable students to determine the cost of manufacturing products by evaluating, analysing and computing the total cost of products.		
Outcomes	Students should be able to:		
	• classify manufacturing overhead in manufacturing products; • allocate predetermined overhead recovery rates using the traditional volume; • compute the total cost involved in the manufacturing of a product; and • evaluate and analyse the cost of manufacturing a product.		
Calculation criteria	SH		

Module name	English 1A	Module code	CMS04A
Purpose	The purpose of this foundational module is to equip students with effective communicative skills in the environment of sales and marketing.		
Outcomes	Students should be able to:		
	• read and understand texts; • understand how reading works as a process between the reader and text; • analyse, investigate and research texts; • identify different types of texts; • dissect and question texts; • prepare for research using reading skills; • practise different types of reading; • enhance the ability to scan a text or section of a book; and • preview a text correctly.		
Calculation criteria	SH		

Module name	English 1B	Module code	CMS04B
Purpose	The purpose of this module is for students to use English effectively as a learning tool in the context of their academic programme. The module will also introduce the role and use of English in professional environments.		
Outcomes	Students should be able to:		
	• understand the difference between pre-reading and reading a text; • read a text with proper comprehension; • ask pertinent questions pertaining to a text; • reflect on challenging opinions; • identify main ideas in texts; • evaluate an argument; • contrast reading; • compare reading; • make notes from the text for study purposes; • make judgements on both sides; • make connections between different ideas and texts; and • think about the texts.		
Calculation criteria	SH		

Module name	Mathematics for Marketers 1A	Module code	CMS05A
Purpose	This module formulates part of the elementary skills required for basic mathematical problem-solving in applications in marketing and sales. The module assumes no prior knowledge of post-ordinary level mathematics and serves as a bridge for students whose mathematical skills are lacking. It has as its sole purpose the development of basic mathematical skills essential for understanding and solving general applications in marketing and sales.		
Outcomes	Students should be able to:		
	• understand and apply basic algebra; • solving linear and quadratic equations; • application of linear equations to real situations; and • evaluating and graphing linear, quadratic, and exponential functions.		
Calculation criteria	SH		

Module name	Mathematics for Marketers 1B	Module code	CMS05B
Purpose	This module is foundational in nature, specifically designed to cover selected applications in marketing and sales. Its core is applications-oriented, in as far as designing, identifying, and/or solving real-world problems in marketing and sales are concerned. Primarily, the module is key in the development and nurturing of a specific mathematical skill set.		
Outcomes	Students should be able to:		
	• understand and apply formulas of financial mathematics; • solve systems of linear equations; • understand and apply basic concepts of probability; and • discuss and process data using central tendency.		
Calculation criteria	SH		

Module name	Personal Selling 1B	Module code	CMS02B
Purpose	The purpose of this module is to introduce the student to the practical aspect of direct selling within a real-life setting. Students will be evaluated on their practical ability to sell directly by reaching a predetermined sales target.		
Outcomes	Students should be able to:		
	• select and sell products from a selected company to a selected target market in order to reach a set predetermined sales target; and • use the appropriate systems and databases to record, track and manage progress.		
Calculation criteria	CE		

14.3 Credit-bearing Short Learning Programmes

14.3.1 ACCOUNTING ASPECTS

Code	SL1AA1Q/ SL1AA2Q	NQF level	5
Mode of offering	Contact	Credits	12
Site of delivery	APB	Certification	Competency based
Duration	This SLP will be offered on demand in a semester.		
Relationship with other UJ modules/ qualifications	- After successful completion of the programme, the students who also meet the applicable minimum Higher Certificate entry requirements will be considered for the Higher Certificate (Business Management) (HCBM01//HCBM04/HCBM05). - Students will receive credit towards the module entitled Accounting Aspect (HC1ACAS).		
Articulation with subsidised UJ programmes	Students will receive no credits towards the completion of subsidised UJ programmes.		
Admission requirements	National Senior Certificate /NQF 4 with certificate endorsement (minimum).		

Purpose of the programme

The purpose of this SLP is to introduce Accounting Aspects and the business process. In doing so, the module consists of theory and practical components concentrating on the identification process to understand the theory of accounting and an introduction to the financial statements. The purpose of this module is, furthermore, to provide the student with an understanding and insight into accounting and its purposes.

Programme content

SEMESTER MODULES			
FIRST SEMESTER		SECOND SEMESTER	
MODULE NAME	MODULE CODE	MODULE NAME	MODULE CODE
Accounting Aspects	SL1AA1Q	Accounting Aspects	SL1AA2Q

Learning activities

ACTIVITY	HOURS	CREDITS
Contact time	40	-
Work-based learning	-	-
Independent learning (e.g. reading time, interacting with learning material, completing online activities, asynchronous learning activities)	30	-
Preparation for and completion of assessments	40	-
Student support (e.g. tutorial, online support, additional learning material)	10	-
Other	-	-
TOTAL HOURS	120	-
TOTAL NUMBER OF CREDITS	-	12

Assessment

- Three semester assessment opportunities are scheduled for each module and are weighted as follows:
 - Assessment 1: 20%
 - Assessment 2: 30%
 - Assessment 3: 50%
 - Semester Total: = 100%
- A final summative assessment is scheduled for each of the modules at the end of the semester.

Modules and Outcomes

Module name	Accounting Aspects	Module code	SL1AA1Q / SL1AA2Q
Topics that will be covered	- Develop an understanding of the concept of accounting and the business process. - Theory and practical components. - Introduction to the financial statements. - Understanding of and insight into accounting and its purposes.		
Outcomes	Students should be able to: - describe the nature and function of accounting; - recognise and understand the nature of accounting theory; - identify the business process and apply this process to the accounting process; and - record and construct the three important reports used by businesses, namely the statement of financial position, the statement of comprehensive income and the cash flow statement.		
Calculation criteria	SH		

14.3.2 ACCOUNTING ASPECTS

Code	SL1AC1T / SL1AC2T	NQF level	5
Mode of offering	Distance	Credits	12
Site of delivery	N/A	Certification	Competency based
Duration	This SLP will be offered on demand in a semester.		
Relationship with other UJ modules/ qualifications	- After successful completion of the programme, the students who also meet the applicable minimum Higher Certificate entry requirements will be considered for the Higher Certificate (Business Management) (HCBM01/HCBM04/ HCBM05). - Students will receive credit towards the module entitled Accounting Aspect (HC1ACAS).		
Articulation with subsidised UJ programmes	Students will receive no credits towards the completion of subsidised UJ programmes.		
Admission requirements	National Senior Certificate /NQF 4 with certificate endorsement (minimum).		

Purpose of the programme

The purpose of this SLP is to introduce Accounting Aspects and the business process. In doing so, the module consists of both theoretical and practical components, concentrating on the identification process to understand the theory of accounting and providing an introduction to financial statements. The purpose of this module is furthermore to provide the student with an understanding and insight into accounting and its purposes.

Programme content

SEMESTER MODULES			
FIRST SEMESTER		SECOND SEMESTER	
MODULE NAME	MODULE CODE	MODULE NAME	MODULE CODE
Accounting Aspects	SL1AC1T	Accounting Aspects	SL1AC2T

Learning activities

ACTIVITY	HOURS	CREDITS
Contact time – Online distance learning	40	-
Work-based learning	-	-
Independent learning (e.g. reading time, interacting with learning material, completing online activities, asynchronous learning activities)	30	-
Preparation for and completion of assessments	40	-
Student support (e.g. tutorial, online support, additional learning material)	10	-
Other	-	-
TOTAL HOURS	120	-
TOTAL NUMBER OF CREDITS	-	12

Assessment

- Three semester assessment opportunities are scheduled for each module and are weighted as follows:
 - Assessment 1: 20%
 - Assessment 2: 30%
 - Assessment 3: 50%
 - Semester Total: = 100%
- A final summative assessment is scheduled for each of the modules at the end of the semester.

Modules and Outcomes

Module name	Accounting Aspects	Module code	SL1AC1T / SL1AC2T
Topics that will be covered	- Develop an understanding of the concept of accounting and the business process - Theory and practical components - Introduction to the financial statements - Understanding of and insight into accounting and its purposes		
Outcomes	Students should be able to: - describe the nature and function of accounting; - recognise and understand the nature of accounting theory; - identify the business process and apply this process to the accounting process; and		

	record and construct the three important reports used by businesses, namely: the statement of financial position, the statement of comprehensive income, and the cash flow statement.
Calculation criteria	SH

14.3.3 BUSINESS DECISION MAKING

Code	SL1BD1Q / SLBD2Q	NQF level	5
Mode of offering	Contact	Credits	12
Site of delivery	APB	Certification	Competency based
Duration	This SLP will be offered on demand in a semester.		
Relationship with other UJ modules/ qualifications	- After successful completion of the programme, the students who also meet the applicable minimum Higher Certificate entry requirements will be considered for the Higher Certificate (Business Management) (HCBM01/HCBM04/HCBM05). - Students will receive credit towards the module entitled Business Decision Making (HC1BDMG).		
Articulation with subsidised UJ programmes	Students will receive no credits towards the completion of subsidised UJ programmes.		
Admission requirements	National Senior Certificate /NQF 4 with certificate endorsement (minimum).		

Purpose of the programme

The purpose of this SLP is to support a young manager in recognising and applying decision-making methodologies applicable to a work environment. The module will introduce the student to key decision-making models, including a decision tree, a payoff matrix, a ratio analysis, a break-even analysis, and an economic order quantity model. The module is focused on assisting with improving a business situation in which an expected level of performance is not being achieved.

Programme Content

SEMESTER MODULES			
FIRST SEMESTER		SECOND SEMESTER	
MODULE NAME	MODULE CODE	MODULE NAME	MODULE CODE
Business Decision Making	SL1BD1Q	Business Decision Making	SLBD2Q

Learning activities

ACTIVITY	HOURS	CREDITS
Contact time	40	-
Work-based learning	-	-
Independent learning (e.g. reading time, interacting with learning material, completing online activities, asynchronous learning activities)	30	-
Preparation for and completion of assessments	40	-
Student support (e.g. tutorial, online support, additional learning material)	10	-
Other	-	-
TOTAL HOURS	120	-
TOTAL NUMBER OF CREDITS	-	12

Assessment

- Three semester assessment opportunities are scheduled for each module and are weighted as follows:
 - Assessment 1: 20%
 - Assessment 2: 30%
 - Assessment 3: 50%
 - Semester Total: = 100%
- A final summative assessment is scheduled for each of the modules at the end of the semester.

Modules and Outcomes

Module name	Business Decision Making	Module code	SL1BD1Q / SLBD2Q
The topics that will be covered	• Recognition of decision-making methodologies. • Applying decision-making methodologies. • Key decision-making models. • Improve the business situation.		
Outcomes	Students should be able to: • describe the decision-making process; • explain approaches that can be adopted to make decisions; • describe the types of decision-making rules managers may have to establish; • discuss the role of group decision-making; and • recognise barriers to effective decision-making.		
Calculation criteria	SH		

13.3.4 BUSINESS DECISION MAKING

Code	SL1BD1T / SL1BD2T	NQF level	5
Mode of offering	Distance	Credits	12
Site of delivery	-	Certification	Competency based
Duration	This SLP will be offered on demand in a semester.		
Relationship with other UJ modules/ qualifications	After successful completion of the programme, the students who also meet the applicable minimum Higher Certificate entry requirements will be considered for the Higher Certificate (Business Management) (HCBM01/HCBM04/HCBM05) Students will receive credit towards the module entitled Business Decision Making (HC1BDMG).		
Articulation with subsidised UJ programmes	Students will receive no credits towards the completion of subsidised UJ programmes.		
Admission requirements	National Senior Certificate /NQF 4 with certificate endorsement (minimum).		

Purpose of the programme

The purpose of this SLP is to support a young manager in recognising and applying decision-making methodologies applicable to a work environment. The module will introduce the student to key decision-making models, including a decision tree, a payoff matrix, a ratio analysis, a break-even analysis, and an economic order quantity model. The module is focused on assisting with improving a business situation in which an expected level of performance is not being achieved.

Programme Content

SEMESTER MODULES			
SEMESTER 1		SEMESTER 2	
MODULE NAME	MODULE CODE	MODULE NAME	MODULE CODE
Business Decision Making	SL1BD1T	Business Decision Making	SL1BD2T

Learning activities

ACTIVITY	HOURS	CREDITS
Contact time – Online distance learning	40	-
Work-based learning	-	-
Independent learning (e.g. reading time, interacting with learning material, completing online activities, asynchronous learning activities)	30	-
Preparation for and completion of assessments	40	-
Student support (e.g. tutorial, online support, additional learning material)	10	-
Other	-	-
TOTAL HOURS	120	-
TOTAL NUMBER OF CREDITS	-	12

Assessment

- Three semester assessment opportunities are scheduled for each module and are weighted as follows:
 - Assessment 1: 20%
 - Assessment 2: 30%
 - Assessment 3: 50%
 - Semester Total: = 100%
- A final summative assessment is scheduled for each of the modules at the end of the semester.

Modules and Outcomes

Module name	Business Decision Making	Module code	SL1BD1T / SL1BD2T
Topics that will be covered	- Recognition of decision-making methodologies. - Applying decision-making methodologies. - Key decision-making models. - Improve business situation.		
Outcomes	Students should be able to: - describe the decision-making process; - explain approaches that can be adopted to make decisions; - describe the types of decision-making rules managers may have to establish; - discuss the role of group decision-making; and - recognise barriers to effective decision-making.		
Calculation criteria	SH		

14.3.5 BUSINESS MANAGEMENT A

Code	S34BAQ	NQF level	6
Mode of offering	Contact	Credits	60
Site of delivery	APB	Certification	Competency based
Duration	The SLP will be completed in a semester.		
Relationship with other UJ modules/ qualifications	Students need to complete all the modules of the SLP - Business Management A (S34BAQ) before they can articulate to the Short Learning Programme - Business Management B (S34BBQ).		
Articulation with subsidised UJ programmes	Business Management B (S34BBQ) is created with 5 modules (60 credits) (NQF level 6), together totalling 120 credits. The aim is to provide a total of 360 credits when including the Higher Certificate (NQF level 5 – 120 credits) and the Advanced Certificate (NQF level 6 - 120 credits). Once the 360 credits are attained, a status is awarded and an opportunity to articulate to either the Advanced Diploma (Management) (A34MGQ) or the Advanced Diploma (Business Management) (A34MGQ), if the students meet the applicable admission requirements for the two qualifications.		
Admission requirements	An applicant should have an Advanced Certificate in Business Management at NQF level 6		

Purpose of the programme

The purpose of this SLP – Business Management A is to enable the student to develop applied competencies in mastering analysis, interpretation, and application of business management principles in preparation for a career in the field of management and to provide a basis for further learning. Students should be able to reflect on managerial decisions and applications to assess the effect of the holistic content of management in practice.

Programme Content

SEMESTER MODULES	
MODULE NAME	MODULE CODE
Applied Accounting Skills 1A for the SLP in Business Management A	ADBA01A
Economics 1A for a SLP the Business Management A	ADBE01A
Mercantile Law 1A for a SLP the Business Management A	ADBL01A
Management 3A for a SLP the Business Management A	ADBM03A
Quantitative Techniques 1A for the SLP in Business Management A	ADBQ01A

Learning activities

ACTIVITY	HOURS	CREDITS
Contact time	100	-
Work-based learning	100	-
Independent learning (e.g. reading time, interacting with learning material, completing online activities, asynchronous learning activities)	100	-
Preparation for and completion of assessments	250	-
Student support (e.g. tutorial, online support, additional learning material)	50	-
Other	-	-
TOTAL HOURS	600	-
TOTAL NUMBER OF CREDITS	-	60

Assessment

- For all modules
 - Assessment 1 - 20%
 - Assessment 2: - 30%
 - Assessment 3: - 50%
 - Semester Result: = 100%
- A final summative assessment is scheduled for each of the modules at the end of the semester.

Modules and Outcomes

Module name	Applied Accountancy Skills 1A for Short Learning Programme – Business Management A	Module	ADBA01A
Purpose	The purpose of this module is to introduce basic financial accounting at a level consistent with non-accounting students. In this module, the student will be provided with the basic principles of accounting, the recording of each transaction, and the accounting cycle. This module helps students to understand the process flow of assets, liabilities, equity, income, and expenses, and the accounting records of a basic entity. Students will also be introduced to company financial statements and basic calculations, and the recording of value-added tax (VAT) transactions.		
Outcomes	Students should be able to: • define and apply basic accounting principles, concepts and processes; • identify and classify financial transactions according to the key elements of financial statements; • identify and classify entities on their legal status; • record basic financial transactions from source documents to the journals, and the general ledger and prepare the trial balance; • identify and interpret transaction related to depreciation; purchase and disposal of property, plant and equipment; • prepare basic financial statements for a sole trader; and • identify, explain, calculate, and record VAT implications for basic financial transactions.		
Calculation criteria	SH		

Module name	Economics 1A for Short Learning Programme – Business Management A	Module code	ADBE01A
Purpose	The purpose of this module is to focus on the foundations of microeconomics, enabling students to comprehend how the real-world economy works using simple models introduced to introduce these concepts. The emphasis in this module is to assist students in understanding how the economy works at a more intuitive level.		
Outcomes	Students should be able to: • analyse the functioning and problems of a market economy and reflect on the price and income mechanisms; • explain and graphically illustrate market demand conditions, cost and supply/capacity conditions, and the different competitive environments for businesses in a market economy; • discuss the economic cycles in the environment of the firm; and • explain the role of money and interest rates in the economy.		
Calculation criteria	SH		

Module name	Mercantile Law 1A for Short Learning Programme - Business Management A	Module code	ADBL01A
Purpose	The purpose of this module is to familiarise the student with introductory knowledge in the law relating to the law of contract and to introduce the student to the fundamental principles relating to this area of the law		
Outcomes	Students should be able to:		
	- understand the history and various sources of South African law; - recognise the basic concepts in the law of contract; - identify and differentiate between the different contracts found in South Africa; - identify and explain the requirements for consensus as a requirement for a valid contract; and - be able to explain the term “contractual capacity” as well as the various categories of contractual capacity identified in our law.		
Calculation criteria	SH		

Module name	Management 3A for Short Learning Programme – Business Management A	Module code	ADBM03A
Purpose	The purpose of this module is to introduce the student to the main themes and concepts of management. The lectures, discussions, and prescribed reading material used are designed to enable the students to understand and analyse these concepts practically. This module covers a wide range of traditional and contemporary management principles and concepts, and many examples illustrating how successful managers apply theory to practice in their organisations. These aspects are also the focus of this module, with topics related to the evolution of management, the changing environment, strategic planning, and managerial functions forming the core of the programme.		
Outcomes	Students should be able to:		
	- understand and discuss the business world and the role of business managers, leaders, and entrepreneurs; - comprehend the environment of general management and the four management tasks; and - understand and explain the functional areas of a business.		
Calculation criteria	SH		

Module name	Quantitative Techniques 1A for Short Learning Programme – Business Management A	Module code	ADBQ01A
Purpose	The purpose of this module is to explain the importance of Quantitative techniques in business and the use of the Brackets, Order, Division, Multiplication, Addition, Subtraction (BODMAS) rule to solve equations with multiple operators. Furthermore, this module aims to introduce students how to calculate the time value of money.		
Outcomes	Students should be able to:		
	- discuss the importance of quantitative techniques; - apply the BODMAS rule; - explain the simple interest; - explain the compound interest; - explain an annuity problem; - complete a loan amortisation table; and - differentiate an ordinary annuity and an annuity due.		

Calculation criteria	SH

14.3.6 BUSINESS MANAGEMENT B

Code	S34BBQ	NQF level	6
Mode of offering	Contact	Credits	60
Site of delivery	APB	Certification	Competency based
Duration	The SLP will be completed in a semester.		
Relationship with other UJ modules/ qualifications	Students need to complete all the modules of the SLP - Business Management B (S34BBQ) before they can articulate to the Advanced Diploma- Business Management		
Articulation with subsidised UJ programmes	After successful completion of all the modules of the Short Learning Programme – Business Management B (S34BBQ), students can articulate to either the Advanced Diploma (Management) (A34MGQ) or the Advanced Diploma (Business Management) (A34MGQ) qualifications if the students meet the applicable admission requirements for the relevant qualification.		
Admission requirements	Successful completion of all modules in the Short Learning Programme – Business Management A (S34BAQ).		

Purpose of the programme

The purpose of this SLP - Business Management B is to enable the student to develop more applied competencies in mastering analysis, interpretation and application of business management principles in preparation for a career in the field of management and to provide a basis for further learning. Students should be able to reflect on managerial decisions and applications to assess the effect in the holistic context of management in practice.

Programme Content

SEMESTER MODULES	
MODULE NAME	MODULE CODE
Applied Accountancy Skills 1B for the SLP in Business Management B	ADBA01B
Economics 1B for the SLP in Business Management B	ADBE01B
Mercantile Law 1B for SLP in Business Management B	ADBL01B
Management 3B for SLP in Business Management B	ADBM03B
Quantitative Techniques 1B for the SLP in Business Management B	ADBQ01B

Learning activities

ACTIVITY	HOURS	CREDITS
Contact time	100	-
Work-based learning	100	-
Independent learning (e.g. reading time, interacting with learning material, completing online activities, asynchronous learning activities)	100	-
Preparation for and completion of assessments	250	-
Student support (e.g. tutorial, online support, additional learning material)	50	-
Other	-	-
TOTAL HOURS	600	-
TOTAL NUMBER OF CREDITS	-	60

Assessment

- For all modules
 - Assessment 1 - 20%
 - Assessment 2: - 30%
 - Assessment 3: - 50%
 - Semester Result: = 100%
- A final summative assessment is scheduled for each of the modules at the end of the semester.

Modules and Outcomes

Module name	Applied Accountancy Skills 1 B for Short Learning Programme – Business Management B	Module code	ADBA01B
Purpose	The purpose of this module is to introduce basic costing and financial management at a level consistent with non-accounting students. In this module, students will identify and analyse costs, learn to apply basic managerial accounting techniques, and prepare information for decision-making purposes, applicable to service, trade, and manufacturing entities.		
Outcomes	Students should be able to: • explain and describe the need for managerial information; • define cost accounting terminology and correctly use the basic principles of cost classification; • discuss and apply the principles and theory of budgeting; • calculate the remuneration of employees; • discuss and apply the principles of good working capital management; and • define and discuss the financial management function.		
Calculation criteria	SH		

Module name	Economics 1B for Short Learning Programme – Business Management B	Module code	ADBE01B
Purpose	The purpose of this module is related to the foundations of macroeconomics, which form the brick-and-mortar of intermediate and advanced macroeconomics in later years. Understanding the foundations of macroeconomics enables students to comprehend how the real economy works using simple models introduced in this module.		
Outcomes	Students should be able to: • discuss and explain the role of the government in the economy and reflect on the role of fiscal policy in the South African economy; • discuss, explain, graphically illustrate, and perform calculus on the total expenditure model; and • illustrate and evaluate all issues that pertain to targets, instruments & goals of macroeconomic policy.		
Calculation criteria	SH		

Module name	Mercantile Law 1B for Short Learning Programme – Business Management B	Module code	ADBL01B
Purpose	The purpose of this module is to familiarise the student with introductory knowledge in the law relating to the law of contract and to introduce the student to the fundamental principles relating to this area of the law.		
Outcomes	Students should be able to:		
	- understand and explain the relevant definitions relating to Agency Agreements, Sale Agreements, Lease Agreements, Credit Agreements, and Labour Agreements; - understand and explain the basic aspects of the National Credit Act No 34 of 2005; and - understand and explain the basic aspects of the Consumer Protection Act, No 68 of 2008.		
Calculation criteria	SH		

Module name	Management 3B for Short Learning Programme – Business Management B	Module code	ADBM03B
Purpose	The purpose of this module is to introduce the student to the main themes and concepts of management. This module covers a wide range of traditional and contemporary management principles and concepts that managers apply in practice within their organisations. These management principles are necessary when implementing strategy and are required when leading and managing their units in the present socio-economic environment.		
Outcomes	Students should be able to:		
	- appreciate the organisational change and learning theory; - comprehend the various concepts of managing diversity in the workplace; - comprehension of various leadership theories; - comprehension of motivational theories and contemporary issues; - comprehension of applicable communication theories for management; and - comprehend the various contemporary management theories.		
Calculation criteria	SH		

Module name	Quantitative Techniques for Short Learning Programme – Business Management B	Module code	ADBQ01B
Purpose	The purpose of this module is to introduce students to basic numerical concepts and skills for application in the business world, and empower students with an overall knowledge to apply numerical skills and these skills will benefit students in other subjects, in business careers, and even in the everyday business of living.		
Outcomes	Students should be able to:		
	- explain the importance of linear programming; - distinguish unweighted and weighted index; - understand the basic concepts of probabilities; - apply the properties of probability; - calculate the probability; - explain the probability distribution of discrete and continuous; - explain the purpose of time series; and - describe the purpose of sampling distribution.		
Calculation criteria	SH		

14.3.7 BUSINESS WRITING AND COMMUNICATION

Code	S34BWT	NQF level	5
Mode of offering	Distance	Credits	12
Site of delivery	N/A	Certification	Competency based
Duration	The SLP will be completed in a semester.		
Relationship with other UJ modules/ qualifications	- After successful completion of the programme, the students who also meet the applicable minimum Higher Certificate entry requirements will be considered for the Higher Certificate (Business Management) (HCBM01/HCBM04/HCBM05). - Students will receive credit towards the module entitled Business Writing and Communication (HC1BWCN).		
Articulation with subsidised UJ programmes	Students will receive no credits towards the completion of subsidised UJ programmes.		
Admission requirements	National Senior Certificate/NQF 4 with certificate endorsement.		

Purpose of the programme

The purpose of the SLP Business Writing and Communication is to expose students to the various communications methods available to organisations. This module aims to educate students about effective business communication by analysing what business communication entails, the aspects to consider when communicating within an organisation, the possible avenues for communication, the potential pitfalls, and, finally, how to communicate effectively. The SLP fosters critical thinking and audience awareness, enabling the qualifying student to convey information effectively across multiple platforms.

Programme Content

SEMESTER MODULES			
FIRST SEMESTER		SECOND SEMESTER	
MODULE NAME	MODULE CODE	MODULE NAME	MODULE CODE
Business Writing Communication	SL1BW1T	Business Writing Communication	SL1BW2T

Learning activities

ACTIVITY	HOURS	CREDITS
Contact time – Online distance learning	40	-
Work-based learning	-	-
Independent learning (e.g. reading time, interacting with learning material, completing online activities, asynchronous learning activities)	30	-
Preparation for and completion of assessments	40	-
Student support (e.g. tutorial, online support, additional learning material)	10	-
Other	-	-
TOTAL HOURS	120	-
TOTAL NUMBER OF CREDITS	-	12

Assessment

- Three semester assessment opportunities are scheduled for each module and are weighted as follows:

- Assessment 1: 20%
- Assessment 2: 30%
- Assessment 3: 50%
- Semester total: = 100%
- A final summative assessment is scheduled for each of the modules at the end of the semester.

Modules and Outcomes

Module name	Business Writing Communication	Module code	SL1BW1T / SL1BW2T
Purpose	The purpose of the Business Writing and Communication module is to expose students to the various communications methods available to organisations. This module aims to educate students about effective business communication by analysing what business communication entails, what aspects should be considered when communicating in an organisation, the possible avenues for communication, as well as the possible downfalls that could occur and finally, how one should communicate effectively.		
Outcomes	Students should be able to:		
	• explain what business communication entails; • analyse the importance of business communication; • describe the aspects one should consider when communicating; and • demonstrate how one communicates effectively within the business environment by developing a communications strategy.		
Calculation criteria	SH		

14.3.8 CORPORATE GOVERNANCE AND COMPLIANCE MANAGEMENT

Code	SL1CG1Q / SL1CG2Q	NQF level	5
Mode of offering	Contact	Credits	12
Site of delivery	APB	Certification	Competency based
Duration	This SLP will be offered on demand in a semester.		
Relationship with other UJ modules/ qualifications	• After successful completion of the programme, the students who also meet the applicable minimum Higher Certificate entry requirements will be considered for the Higher Certificate (Business Management) (HCBM01/HCBM04/HCBM05).. • Students will receive credit towards the module entitled Corporate Governance and Compliance Management (HC1CGCM). .		
Articulation with subsidised UJ programmes	Students will receive no credits towards the completion of subsidised UJ programmes.		
Admission requirements	National Senior Certificate /NQF 4 with certificate endorsement (minimum).		

Purpose of the programme

The purpose of this SLP is to provide the student with the necessary knowledge and understanding of the South African corporate legal system, as well as the corporate governance concept within a business and its financial environment. It is further aimed at providing students with up-to-date knowledge and insight relative to ongoing global best practices in corporate governance concepts and to gain a new perspective on the impact of good corporate governance practices on ensuring the efficient management of a company, including the recommendations of the King IV™.

Programme Content

SEMESTER MODULES			
FIRST SEMESTER		SECOND SEMESTER	
MODULE NAME	MODULE CODE	MODULE NAME	MODULE CODE
Corporate Governance and Compliance Management	SL1CG1Q	Corporate Governance and Compliance Management	SL1CG2Q

Learning activities

ACTIVITY	HOURS	CREDITS
Contact time – Online distance learning	40	-
Work-based learning	-	-
Independent learning (e.g. reading time, interacting with learning material, completing online activities, asynchronous learning activities)	30	-
Preparation for and completion of assessments	40	-
Student support (e.g. tutorial, online support, additional learning material)	10	-
Other	-	-
TOTAL HOURS	120	-
TOTAL NUMBER OF CREDITS	-	12

Assessment

- Three semester assessment opportunities are scheduled for each module and are weighted as follows:
 - Assessment 1: 20%
 - Assessment 2: 30%
 - Assessment 3: 50%
 - Semester total: = 100%
- A final summative assessment is scheduled for each of the modules at the end of the semester.

Modules and Outcomes:

Module name	Corporate Governance and Compliance Management	Module code	SL1CG1Q / SL1CG2Q
Topics that will be covered	- Introduction to Corporate Governance and Compliance Management. - Understanding of the South African corporate legal system, Overdraft facilities, and store cards. - Providing students with up-to-date knowledge and insight relative to ongoing global best practices. - The recommendations of the King IV™.		
Outcomes	Students should be able to: - explain the role of the compliance officer/manager in the business and the need for governance and control in relation to business; - discuss how governance and control measures are enforced; - explain the risks associated with non-compliance or non-activity; - give an account of the relationship between fiduciary responsibility and personal liability; and - identify and describe the legislation that impacts the business within an industry.		
Calculation criteria	SH		

14.3.9 CORPORATE GOVERNANCE AND COMPLIANCE MANAGEMENT

Code	SL1CG1T / SL1CG2T	NQF level	5
Mode of offering	Distance	Credits	12
Site of delivery	-	Certification	Competency based
Duration	This SLP will be offered on demand in a semester.		
Relationship with other UJ modules/ qualifications	- After successful completion of the programme, the students who also meet the applicable minimum Higher Certificate entry requirements will be considered for the Higher Certificate (Business Management) (HCBM01/HCBM04/HCBM05) - Students will receive credit towards the module entitled Corporate Governance and Compliance Management (HC1CGCM). .		
Articulation with subsidised UJ programmes	Students will receive no credits towards the completion of subsidised UJ programmes.		
Admission requirements	National Senior Certificate /NQF 4 with certificate endorsement (minimum).		

Purpose of the programme

The purpose of this SLP is to provide the student with the necessary knowledge and understanding of the South African corporate legal system as well as the corporate governance concept within a business and its financial environment. It is further aimed at providing students with up-to-date knowledge and insight relative to ongoing global best practices in corporate governance concepts and to gain a new perspective on the impact of good corporate governance practices on ensuring the efficient management of a company, including the recommendations of the King IV™.

Programme Content

SEMESTER MODULES			
FIRST SEMESTER		SECOND SEMESTER	
MODULE NAME	MODULE CODE	MODULE NAME	MODULE CODE
Corporate Governance and Compliance Management	SL1CG1Q	Corporate Governance and Compliance Management	SL1CG2Q

Learning activities

ACTIVITY	HOURS	CREDITS
Contact time – Online distance learning	40	-
Work-based learning	-	-
Independent learning (e.g. reading time, interacting with learning material, completing online activities, asynchronous learning activities)	30	-
Preparation for and completion of assessments	40	-
Student support (e.g. tutorial, online support, additional learning material)	10	-
Other	-	-
TOTAL HOURS	120	-
TOTAL NUMBER OF CREDITS	-	12

Assessment

- Three semester assessment opportunities are scheduled for each module and are weighted as follows:
 - Assessment 1: 20%
 - Assessment 2: 30%
 - Assessment 3: 50%
 - Semester total: = 100%
- A final summative assessment is scheduled for each of the modules at the end of the semester.

Modules and Outcomes

Module name	Corporate Governance and Compliance Management	Module code	SL1CG1Q / SL1CG2Q
Topics that will be covered	- Introduction to Corporate Governance and Compliance Management. - Understanding of the South African corporate legal system, Overdraft facilities, and store cards. - Providing students with up-to-date knowledge and insight relative to ongoing global best practices. - The recommendations of the King IV.		
Outcomes	Students should be able to:		
	- explain the role of the compliance officer/manager in the business and the need for governance and control in relation to business; - discuss how governance and control measures are enforced; - explain the risks associated with non-compliance or non-activity; - give an account of the relationship between fiduciary responsibility and personal liability; and - Identify and describe the legislation that impacts the business within an industry.		
Calculation criteria	SH		

14.3.10 FINANCIAL RISK

Code	SL1FI1Q / SL1FI2Q	NQF level	5
Mode of offering	Contact	Credits	12
Site of delivery	APB	Certification	Competency based
Duration	This SLP will be offered on demand in a semester.		
Relationship with other UJ modules/ qualifications	- After successful completion of the programme, the students who also meet the applicable minimum Higher Certificate entry requirements will be considered for the Higher Certificate (Business Management) (HCBM01/HCBM04/HCBM05). - Students will receive credit towards the module entitled Financial Risk (HC1FINR).		
Articulation with subsidised UJ programmes	Students will receive no credits towards the completion of subsidised UJ programmes.		
Admission requirements	National Senior Certificate /NQF 4 with certificate endorsement (minimum).		

Purpose of the programme

The purpose of this SLP is to introduce students to financial risk, types of risks, risk terminology used in the financial sector, sources of financial risk, risk frameworks, risk identification, measurement, and risk management. This will also introduce students to how to solve or manage financial risks and be creative in formulating new methods or ways to solve financial risks.

Programme Content

SEMESTER MODULES			
FIRST SEMESTER		SECOND SEMESTER	
MODULE NAME	MODULE CODE	MODULE NAME	MODULE CODE
Financial Risk	SL1FI1Q	Financial Risk	SL1FI2Q

Learning activities

ACTIVITY	HOURS	CREDITS
Contact time	40	-
Work-based learning	-	-
Independent learning (e.g. reading time, interacting with learning material, completing online activities, asynchronous learning activities)	30	-
Preparation for and completion of assessments	40	-
Student support (e.g. tutorial, online support, additional learning material)	10	-
Other	-	-
TOTAL HOURS	120	-
TOTAL NUMBER OF CREDITS	-	12

Assessment

- Three semester assessment opportunities are scheduled for each module and are weighted as follows:
 - Assessment 1: 20%
 - Assessment 2: 30%
 - Assessment 3: 50%
 - Semester total: = 100%
- A final summative assessment is scheduled for each of the modules at the end of the semester.

Modules and Outcomes

Module name	Financial Risk	Module code	SL1FI1Q / SL1FI2Q
Topics that will be covered	- Introduction to the fundamentals of financial risk. - Types of financial risks. - Terminology used in the Financial Sector. - Financial Risk framework. - Management of Financial Risk.		
Outcomes	Students should be able to: - identify and define financial risk and risk concepts and terminologies; - measure and manage credit risk; - identify and manage interest rate risk; - manage and measure liquidity risk; - identify and manage exchange rate risk; and		

	identify and define financial risk and risk concepts and terminologies.
Calculation criteria	SH

14.3.11 FINANCIAL RISK

Code	SLFI1T / SLFI2T	NQF level	5
Mode of offering	Distance	Credits	12
Site of delivery	N/A	Certification	Competency based
Duration	This SLP will be offered on demand in a semester.		
Relationship with other UJ modules/ qualifications	- N/A After successful completion of the programme, the students who also meet the applicable minimum Higher Certificate entry requirements will be considered for the Higher Certificate (Business Management) (HCBM01/HCBM04/HCBM05) - Students will receive credit towards the module entitled Financial Risk (HC1FINR)		
Articulation with subsidised UJ programmes	Students will receive no credits towards the completion of subsidised UJ programmes.		
Admission requirements	National Senior Certificate /NQF 4 with certificate endorsement (minimum).		

Purpose of the programme

The purpose of this SLP is to introduce students to financial risk, types of risks, risk terminology used in the financial sector, sources of financial risk, risk frameworks, risk identification, measurement and risk management. This will also introduce students to how to solve or manage financial risks and be creative in formulating new methods or ways to solve financial risks.

Programme Content

SEMESTER MODULES			
FIRST SEMESTER		SECOND SEMESTER	
MODULE NAME	MODULE CODE	MODULE NAME	MODULE CODE
Financial Risk	SLFI1T	Financial Risk	SLFI2T

Learning activities

ACTIVITY	HOURS	CREDITS
Contact time – Online distance learning	40	-
Work-based learning	-	-
Independent learning (e.g. reading time, interacting with learning material, completing online activities, asynchronous learning activities)	30	-
Preparation for and completion of assessments	40	-
Student support (e.g. tutorial, online support, additional learning material)	10	-
Other	-	-
TOTAL HOURS	120	-
TOTAL NUMBER OF CREDITS	-	12

Assessment

- Three semester assessment opportunities are scheduled for each module and are weighted as follows:
 - Assessment 1: 20%
 - Assessment 2: 30%
 - Assessment 3: 50%
 - Semester total: = 100%
- A final summative assessment is scheduled for each of the modules at the end of the semester.

Modules and Outcomes

Module name	Financial Risk	Module code	SLFI1T / SL1FI2T
Topics that will be covered	- Introduction to the fundamentals of financial risk. - Types of financial risks. - Terminology used in the Financial Sector. - Financial Risk framework. - Management of Financial Risk.		
Outcomes	Students should be able to: - identify and define financial risk and risk concepts and terminologies; - measure and manage credit risk; - identify and manage interest rate risk; - manage and measure liquidity risk; - identify and manage exchange rate risk; and - identify and define financial risk and risk concepts and terminologies.		
Calculation criteria	SH		

14.3.12 FUNDAMENTALS OF FINANCIAL SERVICES

Code	S34FST	NQF level	5
Mode of offering	Distance	Credits	12
Site of delivery	N/A	Certification	Competency based
Duration	This SLP will be offered on demand in a semester.		
Relationship with other UJ modules/ qualifications	- N/A After successful completion of the programme, the students who also meet the applicable minimum Higher Certificate entry requirements will be considered for the Higher Certificate (Business Management) (HCBM01/HCBM04/HCBM05) - Students will receive credit towards the module entitled Financial Risk (HC1FINR)		
Articulation with subsidised UJ programmes	Students will receive no credits towards the completion of subsidised UJ programmes.		
Admission requirements	National Senior Certificate /NQF 4 with certificate endorsement (minimum).		

Purpose of the programme

The purpose of this SLP is to provide a student with the relevant knowledge about the role of finance in everyday life and to be able to grasp the concepts related to everyday financial services.

Programme Content

SEMESTER MODULES			
FIRST SEMESTER		SECOND SEMESTER	
MODULE NAME	MODULE CODE	MODULE NAME	MODULE CODE
Fundamentals of Financial Services	SL1FS1T	Fundamentals of Financial Services	SL1FS2T

Learning activities

ACTIVITY	HOURS	CREDITS
Contact time – Online distance learning	40	-
Work-based learning	-	-
Independent learning (e.g. reading time, interacting with learning material, completing online activities, asynchronous learning activities)	30	-
Preparation for and completion of assessments	40	-
Student support (e.g. tutorial, online support, additional learning material)	10	-
Other	-	-
TOTAL HOURS	120	-
TOTAL NUMBER OF CREDITS	-	12

Assessment

- Three semester assessment opportunities are scheduled for each module and are weighted as follows:
 - Assessment 1: 20%
 - Assessment 2: 30%
 - Assessment 3: 50%
 - Semester total: = 100%
- A final summative assessment is scheduled for each of the modules at the end of the semester.

Modules and Outcomes

Module name	Fundamentals of Financial Services	Module code	
Topics that will be covered	- Introduction to fundamentals of financial services. - Role of money. - Overdraft facilities, store cards. - Interest rates.		
Outcomes	Students should be able to: - the role of money and money-related decisions; - how the attitudes to money are formed; - money motivations, decisions made regarding money; - difference between credit and store cards; - bank overdrafts; - interest rates and how they are calculated; and - how and where to borrow money.		
Calculation criteria	SH		

14.3.13 HUMAN RESOURCE MANAGEMENT

Code	SL1HR1Q / SL1HR2Q	NQF level	5
Mode of offering	Contact	Credits	12
Site of delivery	APB	Certification	Competency based
Duration	This SLP will be offered on demand in a semester.		
Relationship with other UJ modules/ qualifications	- After successful completion of the programme, the students who also meet the applicable minimum Higher Certificate entry requirements will be considered for the Higher Certificate (Business Management) (new code) - Students will receive credit towards the module entitled Human Resource Management (new code)		
Articulation with subsidised UJ programmes	Students will receive no credits towards the completion of subsidised UJ programmes.		
Admission requirements	National Senior Certificate /NQF 4 with certificate endorsement (minimum).		

Purpose of the programme

The purpose of this SLP is to provide the learner with an overview of the various motivational theories that can be applied in HRM, discuss job analysis, job description, job specification, workforce planning, recruitment, and training and development. The module also introduces the learner to the notion of leadership and its various styles, as well as power and conflict dynamics on HRM.

Programme Content

SEMESTER MODULES			
FIRST SEMESTER		SECOND SEMESTER	
MODULE NAME	MODULE CODE	MODULE NAME	MODULE CODE
Human Resource Management	SL1HR1Q	Human Resource Management	SL1HR2Q

Learning activities

ACTIVITY	HOURS	CREDITS
Contact time	40	-
Work-based learning	-	-
Independent learning (e.g. reading time, interacting with learning material, completing online activities, asynchronous learning activities)	30	-
Preparation for and completion of assessments	40	-
Student support (e.g. tutorial, online support, additional learning material)	10	-
Other	-	-
TOTAL HOURS	120	-
TOTAL NUMBER OF CREDITS	-	12

Assessment

- Three semester assessment opportunities are scheduled for each module and are weighted as follows:
 - Assessment 1: 20%
 - Assessment 2: 30%
 - Assessment 3: 50%

- Semester total: = 100%
- A final summative assessment is scheduled for each of the modules at the end of the semester.

Modules and Outcomes

Module name	Human Resource Management	Module code	SL1HR1Q / SL1HR2Q
Topics that will be covered	• Various motivational theories. • Motivational theories applied in HRM. • Job analysis, job description, job specification, workforce planning, recruitment, and training and development. • Leadership. • Leadership styles. • Power and conflict dynamics.		
Outcomes	Students should be able to: • summarise the value-adding role of the human resources management (HRM) function in the organisation; • distinguish between the various motivational theories that can be applied in HRM; • explain job analysis, job description, and job specification concepts; • describe workforce planning, recruitment, training and development concepts; • define leadership and its various styles, and define power dynamics and conflict management; and • summarise the value-adding role of the HRM function in the organisation.		
Calculation criteria	SH		

14.3.14 HUMAN RESOURCE MANAGEMENT

Code	SL1HR1T / SL1HR2T	NQF level	5
Mode of offering	Distance	Credits	12
Site of delivery	N/A	Certification	Competency based
Duration	This SLP will be offered on demand in a semester.		
Relationship with other UJ modules/ qualifications	• After successful completion of the programme, the students who also meet the applicable minimum Higher Certificate entry requirements will be considered for the Higher Certificate (Business Management) (HCBM01/HCBM04/HCBM05) • Students will receive credit towards the module entitled Human Resource Management (HC1HRMT)		
Articulation with subsidised UJ programmes	Students will receive no credits towards the completion of subsidised UJ programmes.		
Admission requirements	National Senior Certificate /NQF 4 with certificate endorsement (minimum).		

Purpose of the programme

The purpose of this SLP is to provide the learner with an overview of the various motivational theories that can be applied in HRM, discuss job analysis, job description, job specification, workforce planning, recruitment, and training and development. Finally, the module introduces the learner to the notion of leadership and its various styles. In relation to this discussion, power and conflict dynamics impacting HRM are discussed.

Programme Content

SEMESTER MODULES			
FIRST SEMESTER		SECOND SEMESTER	
MODULE NAME	MODULE CODE	MODULE NAME	MODULE CODE
Human Resource Management	SL1HR1T	Human Resource Management	SL1HR2T

Learning activities

ACTIVITY	HOURS	CREDITS
Contact lecturing – Online distance learning	40	-
Work-based learning	-	-
Independent learning (e.g. reading time, interacting with learning material, completing online activities, asynchronous learning activities)	30	-
Preparation for and completion of assessments	40	-
Student support (e.g. tutorial, online support, additional learning material)	10	-
Other	-	-
TOTAL HOURS	120	-
TOTAL NUMBER OF CREDITS	-	12

Assessment

- Three semester assessment opportunities are scheduled for each module and are weighted as follows:
 - Assessment 1: 20%
 - Assessment 2: 30%
 - Assessment 3: 50%
 - Semester total: = 100%
- A final summative assessment is scheduled for each of the modules at the end of the semester.

Modules and Outcomes

Module name	Human Resource Management	Module code	SL1HR1T/ SL1HR2T
Topics that will be covered	- Various motivational theories. - Motivational theories applied in HRM. - Job analysis, job description, job specification, workforce planning, recruitment, and training & development. - Leadership. - Leadership styles. - Power and conflict dynamics.		
Outcomes	Students should be able to: - summarise the value-adding role of the Human Resources Management (HRM) function in the organisation; - distinguish between the various motivational theories that can be applied in HRM; - explain job analysis, job description, and job specification concepts; - describe workforce planning, recruitment, training & development concepts; - define leadership and its various styles, and define power dynamics and conflict management; and		

	summarise the value-adding role of the HRM function in the organisation.
Calculation criteria	SH

14.3.15 INTRODUCTION TO BUSINESS LAW

Code	SL1IL1Q / SL1IL2Q	NQF level	5
Mode of offering	Contact	Credits	12
Site of delivery	APB	Certification	Competency based
Duration	This SLP will be offered on demand in a semester.		
Relationship with other UJ modules/ qualifications	- After successful completion of the programme, the students who also meet the applicable minimum Higher Certificate entry requirements will be considered for the Higher Certificate (Business Management) (HCBM06). - Students will receive credit towards the module entitled Introduction to Business Law (HC1INBL)		
Articulation with subsidised UJ programmes	Students will receive no credits towards the completion of subsidised UJ programmes.		
Admission requirements	National Senior Certificate /NQF 4 with certificate endorsement (minimum).		

Purpose of the programme

The purpose of the SLP Introduction to Business Law is to acquire a basic knowledge and selective understanding of the prescribed substantive law. Students will be introduced to the basic requirements for a valid contract and the consequences of contracts.

Programme Content

SEMESTER MODULES			
FIRST SEMESTER		SECOND SEMESTER	
MODULE NAME	MODULE CODE	MODULE NAME	MODULE CODE
Introduction to Business Law	SL1IL1Q	Introduction to Business Law	SL1IL2Q

Learning activities

ACTIVITY	HOURS	CREDITS
Contact time	40	-
Work-based learning	-	-
Independent learning (e.g. reading time, interacting with learning material, completing online activities, asynchronous learning activities)	30	-
Preparation for and completion of assessments	40	-
Student support (e.g. tutorial, online support, additional learning material)	10	-
Other	-	-
TOTAL HOURS	120	-
TOTAL NUMBER OF CREDITS	-	12

Assessment

- Three semester assessment opportunities are scheduled for each module and are weighted as follows:
 - Assessment 1: 20%
 - Assessment 2: 30%
 - Assessment 3: 50%
 - Semester total: = 100%
- A final summative assessment is scheduled for each of the modules at the end of the semester.

Modules and Outcomes

Module name	Introduction to Business Law	Module code	SL11L1Q /SL11L2Q
Topics that will be covered	• Introduction to basic knowledge of Business Law. • Reflected understanding of substantive law. • Basic requirements for a valid contract. • Consequences of contracts.		
Outcomes	Students should be able to: • identify and explain the sources of South African law; • briefly define the law relating to the contract and basic concepts used including the requirement of serious intention to conclude a contract; • explain and demonstrate consensus (meeting of the minds) and how it comes about, the factors that may influence consensus, and consider whether each of them renders the contract either void or voidable; • explain and apply the meaning of contractual capacity and the contractual capacities of different categories of persons; • explain the term “legality” and to consider the effect of illegality on a contract; • explain the possibility of certain or ascertainable performance under the contract as a requirement for a valid contract and consider the effects of initial and supervening impossibility of performance on a contract; • demonstrate the consequences of valid, void, and voidable contracts; • identify the different parties who may be party to, or involved in, a contract, the different terms that make up a contract, and the principles relating to breach of contract and the different forms it can take; • identify and explain the correct remedies for the different kinds of breach of contract and the different ways in which a contract can come to an end; • identify and explain the sources of South African law; and • briefly define the law relating to the contract and basic concepts used, including the requirement of serious intention to conclude a contract.		
Calculation criteria	SH		

14.3.16 INTRODUCTION TO BUSINESS LAW

Code	SL1IL1T / SL1IL2T	NQF level	5
Mode of offering	Distance	Credits	12
Site of delivery	-	Certification	Competency based
Duration	This SLP will be offered on demand in a semester.		
Relationship with other UJ modules/ qualifications	- After successful completion of the programme, the students who also meet the applicable minimum Higher Certificate entry requirements will be considered for the Higher Certificate (Business Management) (HCBM06). - Students will receive credit towards the module entitled Introduction to Business Law (HC1INBL).		
Articulation with subsidised UJ programmes	Students will receive no credits towards the completion of subsidised UJ programmes.		
Admission requirements	National Senior Certificate /NQF 4 with certificate endorsement (minimum).		

Purpose of the programme

The purpose of the SLP Introduction to Business Law is to acquire basic knowledge and selective understanding of the prescribed substantive law. Students will be introduced to the basic requirements for a valid contract and the consequences of contracts.

Programme Content

SEMESTER MODULES			
FIRST SEMESTER		SECOND SEMESTER	
MODULE NAME	MODULE CODE	MODULE NAME	MODULE CODE
Introduction to Business Law	SL1IL1T	Introduction to Business Law	SL1IL2T

Learning activities

ACTIVITY	HOURS	CREDITS
Contact time – Online distance learning	40	-
Work-based learning	-	-
Independent learning (e.g. reading time, interacting with learning material, completing online activities, asynchronous learning activities)	30	-
Preparation for and completion of assessments	40	-
Student support (e.g. tutorial, online support, additional learning material)	10	-
Other	-	-
TOTAL HOURS	120	-
TOTAL NUMBER OF CREDITS	-	12

Assessment

- Three semester assessment opportunities are scheduled for each module and are weighted as follows:
 - Assessment 1: 20%
 - Assessment 2: 30%
 - Assessment 3: 50%

- Semester total: = 100%
- A final summative assessment is scheduled for each of the modules at the end of the semester.

Modules and Outcomes

Module name	Introduction to Business Law	Module code	SL11L1T / SL11L2T
Topics that will be covered	• Introduction to basic knowledge of Business Law. • Reflected understanding of substantive law. • Basic requirements for a valid contract. • Consequences of contracts.		
Outcomes	Students should be able to: • identify and explain the sources of South African Law; • explain and demonstrate consensus (meeting of the minds) and how it comes about, the factors that may influence consensus, and consider whether each of them renders the contract either void or voidable; • explain and apply the meaning of contractual capacity and the contractual capacities of different categories of persons; • explain the term “legality” and to consider the effect of illegality on a contract; • explain the possibility of certain or ascertainable performance under the contract as a requirement for a valid contract and to consider the effects of initial and supervening impossibility of performance on a contract; • demonstrate the consequences of valid, void and voidable contracts; • identify the different parties who may be party to, or involved in, a contract, the different terms that make up a contract and the principles relating to breach of contract and the different forms it can take; • identify and explain the correct remedies for the different kinds of breach of contract and the different ways in which a contract can come to an end; • identify and explain the sources of South African Law; and • briefly define the law relating to the contract and basic concepts used, including the requirement of serious intention to conclude a contract.		
Calculation criteria	SH		

14.3.17 LABOUR RELATIONS

Code	SL11L1Q / SL11L2Q	NQF level	5
Mode of offering	Contact	Credits	12
Site of delivery	APB	Certification	Competency based
Duration	This SLP will be offered on demand in a semester.		
Relationship with other UJ modules/ qualifications	• After successful completion of the programme, the students who also meet the applicable minimum Higher Certificate entry requirements will be considered for the Higher Certificate (Business Management) (HCBM01/HCBM04/HCBM05). • Students will receive credit towards the module entitled Labour Relations (HC1LREL).		
Articulation with subsidised UJ programmes	Students will receive no credits towards the completion of subsidised UJ programmes.		
Admission requirements	National Senior Certificate /NQF 4 with certificate endorsement (minimum).		

Purpose of the programme

The purpose of this SLP is to provide students with an overview of the historical development of labour/employment relations in the South African context and to explain the system of collective bargaining and dispute resolution mechanisms provided for by the legislation. The module further addresses grievance procedures, disciplinary actions, and retrenchment procedures in the workplace.

Programme Content

SEMESTER MODULES			
FIRST SEMESTER		SECOND SEMESTER	
MODULE NAME	MODULE CODE	MODULE NAME	MODULE CODE
Labour Relations	SL1LL1Q	Labour Relations	SL1LL2Q

Learning activities

ACTIVITY	HOURS	CREDITS
Contact time	40	-
Work-based learning	-	-
Independent learning (e.g. reading time, interacting with learning material, completing online activities, asynchronous learning activities)	30	-
Preparation for and completion of assessments	40	-
Student support (e.g. tutorial, online support, additional learning material)	10	-
Other	-	-
TOTAL HOURS	120	-
TOTAL NUMBER OF CREDITS	-	12

Assessment

- Three semester assessment opportunities are scheduled for each module and are weighted as follows:
 - Assessment 1: 20%
 - Assessment 2: 30%
 - Assessment 3: 50%
 - Semester total: = 100%
- A final summative assessment is scheduled for each of the modules at the end of the semester.

Modules and Outcomes

Module name	Labour Relations	Module code	SL1LL1Q / SL1LL2Q
Topics that will be covered	- Historical development of labour relations. - Labour Relations in a South African context. - Collective bargaining. - Dispute procedures. - Grievance procedures. - Disciplinary actions. - Retrenchment procedures.		
Outcomes	Students should be able to:		
	define the concept of employment relations and its historical development in the South African context;		

	- identify and explain various legislative frameworks governing employer and employee relations in South Africa; - describe the collective bargaining system and organisational rights; - discuss the organisational level labour relations mechanisms and processes; and - diferentiate between and describe dispute resolution mechanisms (conciliation, mediation, and arbitration).
Calculation criteria	SH

14.3.18 LABOUR RELATIONS

Code	SL1LL1T / SL1LL2T	NQF level	5
Mode of ofering	Distance	Credits	12
Site of delivery	N/A	Certification	Competency based
Duration	This SLP will be ofered on demand in a semester.		
Relationship with other UJ modules/ qualifications	- After successful completion of the programme, the students who also meet the applicable minimum Higher Certiicate entry requirements will be considered for the Higher Certiicate (Business Management) (HCBM01/HCBM04/HCBM05) - Students will receive credit towards the module entitled Labour Relations (HC1LREL)		
Articulation with subsidised UJ programmes	Students will receive no credits towards the completion of subsidised UJ programmes.		
Admission requirements	National Senior Certiicate /NQF 4 with certiicate endorsement (minimum).		

Purpose of the programme

The purpose of this SLP is to provide students with an overview of the historical development of labour/employment relations in the South African context and to explain the system of collective bargaining and dispute resolution mechanisms provided for by the legislation. The module further addresses grievance procedures, disciplinary actions, and retrenchment procedures in the workplace.

Programme Content

SEMESTER MODULES			
FIRST SEMESTER		SECOND SEMESTER	
MODULE NAME	MODULE CODE	MODULE NAME	MODULE CODE
Labour Relations	SL1LL1T	Labour Relations	SL1LL2T

Learning activities

ACTIVITY	HOURS	CREDITS
Contact time – Online distance learning	40	-
Work-based learning	-	-
Independent learning (e.g. reading time, interacting with learning material, completing online activities, asynchronous learning activities)	30	-
Preparation for and completion of assessments	40	-

Student support (e.g. tutorial, online support, additional learning material)	10	-
Other	-	-
TOTAL HOURS	120	-
TOTAL NUMBER OF CREDITS	-	12

Assessment

- Three semester assessment opportunities are scheduled for each module and are weighted as follows:
 - Assessment 1: 20%
 - Assessment 2: 30%
 - Assessment 3: 50%
 - Semester total: = 100%
- A final summative assessment is scheduled for each of the modules at the end of the semester.

Modules and Outcomes

Module name	Labour Relations	Module code	SL1LL1T / SL1LL2T
Topics that will be covered	- Historical development of labour relations. - Labour Relations in the South African context. - Collective bargaining. - Dispute procedures. - Grievance procedures. - Disciplinary actions. - Retrenchment procedures.		
Outcomes	Students should be able to:		
	- define the concept of employment relations and its historical development in the South African context; - identify and explain various legislative frameworks governing employer and employee relations in South Africa; - describe the collective bargaining system and organisational rights; - discuss the organisational level labour relations mechanisms and processes; and - diferentiate between and describe dispute resolution mechanisms (conciliation, mediation and arbitration).		
Calculation criteria	SH		

14.3.19 MANAGEMENT PRINCIPLES

Code	SL1MP1Q / SL1MP2Q	NQF level	5
Mode of offering	Contact	Credits	12
Site of delivery	APB	Certification	Competency based
Duration	This SLP will be offered on demand in a semester.		
Relationship with other UJ modules/ qualifications	- After successful completion of the programme, the students who also meet the applicable minimum Higher Certificate entry requirements will be considered for the Higher Certificate (Business Management) (HCBM01, HCBM04 & HCBM05). - Students will receive credit towards the module entitled Management Principles (HC1MPCP).		
Articulation with subsidised UJ programmes	Students will receive no credits towards the completion of subsidised UJ programmes.		
Admission requirements	National Senior Certificate /NQF 4 with certificate endorsement (minimum).		

Purpose of the programme

The purpose of this SLP is to provide the student with an introduction to managerial practices and approaches so that existing and potential individuals in managerial positions can conduct managerial tasks adequately.

Programme Content

SEMESTER MODULES			
FIRST SEMESTER		SECOND SEMESTER	
MODULE NAME	MODULE CODE	MODULE NAME	MODULE CODE
Management Principles	SL1MP1Q	Management Principles	SL1MP2Q

Learning activities

ACTIVITY	HOURS	CREDITS
Contact time	40	-
Work-based learning	-	-
Independent learning (e.g. reading time, interacting with learning material, completing online activities, asynchronous learning activities)	30	-
Preparation for and completion of assessments	40	-
Student support (e.g. tutorial, online support, additional learning material)	10	-
Other	-	-
TOTAL HOURS	120	-
TOTAL NUMBER OF CREDITS	-	12

Assessment

- Three semester assessment opportunities are scheduled for each module and are weighted as follows:
 - Assessment 1: 20%
 - Assessment 2: 30%
 - Assessment 3: 50%
 - Semester total: = 100%
- A final summative assessment is scheduled for each of the modules at the end of the semester.

Modules and Outcomes

Module name	Management Principles	Module code	SL1MP1Q / SL1MP2Q
Topics that will be covered	• Develop an understanding of the concept of management principles. • Theory and practical components. • Introduction to the theories in management. • Understanding of and insight into Management principles and its purposes.		
Outcomes	Students should be able to:		
	• briefly explain strategy; • identify and briefly explain the characteristics of planning as well as different types of control; • explain the organising process; and • compare and discuss the leadership behavioural theories.		
Calculation criteria	SH		

14.3.20 MANAGEMENT PRINCIPLES

Code	SL1MPIT / SL1MP2T	NQF level	5
Mode of offering	Distance	Credits	12
Site of delivery	N/A	Certification	Competency based
Duration	This SLP will be offered on demand in a semester.		
Relationship with other UJ modules/ qualifications	• After successful completion of the programme, the students who also meet the applicable minimum Higher Certificate entry requirements will be considered for the Higher Certificate (Business Management) (HCBM01/HCBM04 /HCBM05). • Students will receive credit towards the module entitled Management Principles (HC1MPCP).		
Articulation with subsidised UJ programmes	Students will receive no credits towards the completion of subsidised UJ programmes.		
Admission requirements	National Senior Certificate /NQF 4 with certificate endorsement (minimum).		

Purpose of the programme

The purpose of this SLP is to provide the student with an introduction to managerial practices and approaches so that existing and potential individuals in managerial positions can conduct managerial tasks adequately.

Programme Content

SEMESTER MODULES			
FIRST SEMESTER		SECOND SEMESTER	
MODULE NAME	MODULE CODE	MODULE NAME	MODULE CODE
Management Principles	SL1MPIT	Management Principles	SL1MP2T

Learning activities

ACTIVITY	HOURS	CREDITS
Contact time – Online distance learning	40	-
Work-based learning	-	-
Independent learning (e.g. reading time, interacting with learning material, completing online activities, asynchronous learning activities)	30	-
Preparation for and completion of assessments	40	-
Student support (e.g. tutorial, online support, additional learning material)	10	-
Other	-	-
TOTAL HOURS	120	-
TOTAL NUMBER OF CREDITS	-	12

Assessment

- Three semester assessment opportunities are scheduled for each module and are weighted as follows:
 - Assessment 1: 20%
 - Assessment 2: 30%
 - Assessment 3: 50%
 - Semester total: = 100%
- A final summative assessment is scheduled for each of the modules at the end of the semester.

Modules and Outcomes

Module name	Management Principles	Module code	SL1MPIT / SL1MP2T
Topics that will be covered	- Develop an understanding of the concept of management principles. - Theory and practical components. - Introduction to the theories in management. - Understanding of and insight into Management principles and its purposes.		
Outcomes	Students should be able to: - briely explain strategy; - identify and briely explain the characteristics of planning as well as diferent types of control; - explain the organising process; and - compare and discuss the leadership behavioural theories.		
Calculation criteria	SH		

14.3.21 MARKETING MANAGEMENT

Code	SL1MK1Q / SL1MK2Q	NQF level	5
Mode of offering	Contact	Credits	12
Site of delivery	APB	Certification	Competency based
Duration	This SLP will be offered on demand in a semester.		
Relationship with other UJ modules/ qualifications	- After successful completion of the programme, the students who also meet the applicable minimum Higher Certificate entry requirements will be considered for the Higher Certificate (Business Management) (HCBM01/HCBM04/HCBM05) - Students will receive credit towards the module entitled Marketing Management (HC1MKTM)		
Articulation with subsidised UJ programmes	Students will receive no credits towards the completion of subsidised UJ programmes.		
Admission requirements	National Senior Certificate /NQF 4 with certificate endorsement (minimum).		

Purpose of the programme

The purpose of this SLP is to provide an introductory orientation towards the principles of Marketing.

Programme Content

SEMESTER MODULES			
FIRST SEMESTER		SECOND SEMESTER	
MODULE NAME	MODULE CODE	MODULE NAME	MODULE CODE
Marketing Management	SL1MK1Q	Marketing Management	SL1MK2Q

Learning activities

ACTIVITY	HOURS	CREDITS
Contact time	40	-
Work-based learning	-	-
Independent learning (e.g. reading time, interacting with learning material, completing online activities, asynchronous learning activities)	30	-
Preparation for and completion of assessments	40	-
Student support (e.g. tutorial, online support, additional learning material)	10	-
Other	-	-
TOTAL HOURS	120	-
TOTAL NUMBER OF CREDITS	-	12

Assessment

- Three semester assessment opportunities are scheduled for each module and are weighted as follows:
 - Assessment 1: 20%
 - Assessment 2: 30%
 - Assessment 3: 50%
 - Semester total: = 100%
- A final summative assessment is scheduled for each of the modules at the end of the semester.

Modules and Outcomes

Module name	Marketing Management	Module code	SL1MK1Q / SL1MK2Q
Topics that will be covered	- Develop an understanding of the concept of marketing. - Theory and practical components. - Introduction to the Four 'Ps' of marketing. - Understanding of and insight into marketing management and its purposes.		
Outcomes	Students should be able to: - explain the role of marketing in context; - explain how the marketing environment impacts on a business; - comprehend consumers and their decision-making behaviour when making purchases; and - show how to structure the marketing mix of product, price, place, promotion, people, processes, and physical evidence to ensure success.		
Calculation criteria	SH		

13.3.22 MARKETING MANAGEMENT

Code	SL1MK1T / SL1MK2T	NQF level	5
Mode of offering	Distance	Credits	12
Site of delivery	N/A	Certification	Competency based
Duration	This SLP will be offered on demand in a semester.		
Relationship with other UJ modules/ qualifications	- After successful completion of the programme, the students who also meet the applicable minimum Higher Certificate entry requirements will be considered for the Higher Certificate (Business Management) (HCBM01/HCBM04/HCBM05) - Students will receive credit towards the module entitled Marketing Management (HC1MKTM)		
Articulation with subsidised UJ programmes	Students will receive no credits towards the completion of subsidised UJ programmes.		
Admission requirements	National Senior Certificate /NQF 4 with certificate endorsement (minimum).		

Purpose of the programme

The purpose of this SLP is to provide an introductory orientation towards the principles of Marketing.

Programme Content

SEMESTER MODULES			
FIRST SEMESTER		SECOND SEMESTER	
MODULE NAME	MODULE CODE	MODULE NAME	MODULE CODE
Marketing Management	SL1MK1T	Marketing Management	SL1MK2T

Learning activities

ACTIVITY	HOURS	CREDITS
Contact time – Online distance learning	40	-
Work-based learning	-	-
Independent learning (e.g. reading time, interacting with learning material, completing online activities, asynchronous learning activities)	30	-
Preparation for and completion of assessments	40	-
Student support (e.g. tutorial, online support, additional learning material)	10	-
Other	-	-
TOTAL HOURS	120	-
TOTAL NUMBER OF CREDITS	-	12

Assessment

- Three semester assessment opportunities are scheduled for each module and are weighted as follows:
 - Assessment 1: 20%
 - Assessment 2: 30%
 - Assessment 3: 50%
 - Semester total: = 100%
- A final summative assessment is scheduled for each of the modules at the end of the semester.

Modules and Outcomes

Module name	Marketing Management	Module code	SL1MK1T / SL1MK2T
Topics that will be covered	- Develop an understanding of the concept of marketing. - Theory and practical components. - Introduction to the Four 'Ps' of marketing. - Understanding of and insight into marketing management and its purposes.		
Outcomes	Students should be able to: - explain the role of marketing in context; - explain how the marketing environment impacts on a business; - comprehend consumers and their decision-making behaviour when making purchases; and - show how to structure the marketing mix of product, price, place, promotion, people, processes, and physical evidence to ensure success.		
Calculation criteria	SH		

13.3.23 RESEARCH METHODOLOGY FOR BUSINESS MANAGEMENT

Code	S3BM1Q	NQF level	9
Mode of offering	Contact	Credits	30
Site of delivery	JBS	Certification	Competency based
Duration	This SLP will be offered on demand, combined with the MCom (Business Management) classes.		
Relationship with other UJ modules/ qualifications	The proposed SLP will comprise four modules in the MCom Business Management curriculum.		
Articulation with subsidised UJ programmes	Students will receive no credits towards the completion of subsidised UJ programmes; however, the SLP is aimed at equipping holders of a vocational Master's qualification, and an MBA in particular, with the requisite knowledge assumed to be in place associated with an academic Master's qualification.		
Admission requirements	Admission to this short learning programme requires that the participant owns a Master's degree by coursework, which includes a mini-dissertation of at least 45 credits, or equivalent, in business management or relevant management-related fields (for example, an MBA).		

Purpose of the programme

The purpose of this SLP is to prepare a potential PhD student to possess the requisite set of research methodology-related skills and knowledge assumed to be in place when entering a PhD program. It is assumed that these skills and knowledge are acquired at Master's level. However, as highlighted above, the requisite learning assumed to be in place for PhD study is not always in place, especially in cases of a Master's degree by coursework and mini-dissertation (such as an MBA). This programme provides a route to articulate from a Master's by coursework and mini-dissertation, into a PhD program in Business Management.

Programme Content

YEAR MODULE			
MODULE NAME		MODULE CODE	
Directed Research Studies		BMA9X09	
SEMESTER MODULES			
FIRST SEMESTER		SECOND SEMESTER	
MODULE NAME	MODULE CODE	MODULE NAME	MODULE CODE
Research Methodology	BMA9X04	Quantitative Research Design and Methodology	BMA9X10
		Qualitative Research Design and Methodology	BMA9X11

Learning activities

ACTIVITY	HOURS	CREDITS
Contact time	80	-
Work-based learning	-	-
Independent learning (e.g. reading time, interacting with learning material, completing online activities, asynchronous learning activities)	90	-
Preparation for and completion of assessments	130	-
Student support (e.g. tutorial, online support, additional learning material)	-	-
Other	-	-
TOTAL HOURS	300	-
TOTAL NUMBER OF CREDITS	-	30

Assessment

- Assessment methods will include:
 - Tests
 - Practical work
 - Assignments
 - Written examination

Modules and Outcomes

Module name	Research Methodology	Module code	BMA9X04
Purpose	The degree that you have opted for is obtained by completing a research project that culminates in the acceptance of a thesis. This research methodology module is designed to assist you in developing the necessary research skills that will put you in a position to write a researchable proposal as well as guide your research. The methodological designs and methods that are appropriate and applicable in the completion of discipline-specific research projects are presented. Students will have to be able to demonstrate their command of the various methods that can be applied to different discipline-specific research projects. Furthermore, they have to be able to demonstrate that they are able to design research that complies to ethical research standards.		
Outcomes	Students should be able to:		
	- critically differentiate between various research concepts; - demonstrate an advanced appreciation for the factors that influence the selection of a researchable topic; - engage with the research and the research process in preparation for Doctoral study; - demonstrate the ability to design research that complies to ethical practices and standards; and - critically evaluate the use of qualitative, quantitative or mixed-methods approaches to discipline-specific research projects.		
Calculation criteria	SH		

Module name	Directed Research Studies	Module code	BMA9X09
Purpose	A PhD degree is obtained by successfully completing a research project that culminates in the acceptance of a thesis. This directed research studies module is designed to assist students in developing the research proposal that will guide their research project in preparation for the thesis. In this module, students will conceptualise and design a scientifically correct, academically sound, and practically implementable research proposal. In the research proposal, students will have to demonstrate their ability to identify a researchable research problem from the research gap in the literature and select and motivate the appropriate research design and methods to critically investigate the research problem within a relevant discipline.		
Outcomes	Students should be able to:		
	- defend an identified researchable research idea by formulating a problem statement, research questions, and research objectives; - motivate the rationale and aim for the research project; - demonstrate the ability to plan and compile a literature review for the proposed research; - critically differentiate between various methodological approaches in order to formulate a feasible plan of action to achieve the research objectives posed; and - formulate an attainable research proposal that would effectively guide postgraduate study.		
Calculation criteria	SH		

Module name	Quantitative Research Design and Methodology	Module code	BMA9X10
Purpose	The purpose of this module is to introduce the fundamental elements of various quantitative research approaches to research. Students will have to be able to understand and become proficient in various quantitative research methods. Students will have to be able to demonstrate their command in executing the design and practice of the various quantitative research methods. Also, they have to be able to demonstrate that they are able to appropriately select and apply the principles behind various quantitative research methods when conducting research.		
Outcomes	Students should be able to:		
	- differentiate between various quantitative research methods - select between qualitative and quantitative research methods; - demonstrate proficiency in applying quantitative research methods; - discuss ethical guidelines in quantitative research; and - apply principles of sampling in quantitative research.		
Calculation criteria	SH		

Module name	Quantitative Research Design and Methodology	Module code	BMA9X11
Purpose	The purpose of this module is to introduce the fundamental elements of various qualitative research approaches to research. Students will have to be able to understand and become proficient in various qualitative research methods. Students will have to be able to demonstrate their command in executing the design and practice of the various qualitative research methods. Also, they have to be able to demonstrate that they are able to appropriately select and apply the principles behind various qualitative research methods when conducting research.		

Outcomes	Students should be able to:
	• differentiate between various qualitative research methods; • compare qualitative and quantitative research methods • demonstrate proficiency in applying qualitative research methods; • discuss ethical guidelines in qualitative research; and • apply principles of sampling in qualitative research.
Calculation criteria	SH

13.3.24 SUSTAINABLE MANAGEMENT

Code	S34SMQ	NQF level	9
Mode of offering	Contact	Credits	25
Site of delivery	JBS	Certification	Competency based
Duration	This SLP will be offered on demand in a semester.		
Relationship with other UJ modules/ qualifications	• After successfully completing the programme, the students who meet the applicable minimum NQF 8 entry requirements will be considered for the Master's in Sustainability Management (M34SSQ). • Students will receive credit towards the module entitled Strategising Sustainability (SUST9X3).		
Articulation with subsidised UJ programmes	Masters in Sustainability Management (M34SSQ) (NQF level 9) and Strategising Sustainability (SUST9X3) (NQF level 8) (25 credits).		
Admission requirements	Any NQF 8 qualification and 5 years of professional work experience.		

Purpose of the programme

The purpose of the SLP in the Sustainability Management module is to apply critical and systems thinking on a strategic level to understand the complexity and uncertainty of sustainability within a changing context. The different Sustainable Goals will be acknowledged and applied in the learning process.

Programme Content

SEMESTER MODULES			
FIRST SEMESTER		SECOND SEMESTER	
MODULE NAME	MODULE CODE	MODULE NAME	MODULE CODE
Sustainability Management	S34SMQ1	Sustainability Management	S34SMQ2

Learning activities

ACTIVITY	HOURS	CREDITS
Contact time	40	-
Work-based learning	40	-
Independent learning (e.g. reading time, interacting with learning material, completing online activities, asynchronous learning activities)	30	-
Preparation for and completion of assessments	100	-
Student support (e.g. tutorial, online support, additional learning material)	10	-
Other	-	-
TOTAL HOURS	120	-
TOTAL NUMBER OF CREDITS	-	12

Assessment

- Assessment methods for the SLP are as follows:
 - Class participation
 - Group project 1
 - Group project 2
 - Individual project

Modules and Outcomes

Module name	Sustainable Management	Module code	S34SMQ1 / S34SMQ2
Purpose	• An overview of sustainable development, including ESG and corporate sustainability. • Systems thinking, stakeholder theory, and risk management. • Aspects of corporate strategy, e.g. business models. • The embedded corporate strategy process for sustainability transition.		
Outcomes	Students should be able to: • explore critical concepts and apply action-oriented tools at the interface of strategy, decision making, and sustainability management within a macro context (economic, societal, and environmental); • develop pragmatic skills in areas such as emerging strategic sustainability frameworks, planning for success, sustainability as a decision challenge, system mapping and assessment, and prioritisation for driving sustainable success; • explore key historical, economic and enterprise concepts comparing business-as-usual and emerging requirements from a strategic sustainability perspective; • develop advanced knowledge and capability to make effective cases for strategic sustainability leadership; • apply their growing set of concepts, methods, and tools for strategy and sustainability both to iconic challenges and issues drawn from their own personal and professional contexts; and • create systems, decision making, and knowledge maps; develop integrated suites of actions and success metrics; and develop the skills to transform the ongoing sustainability discussion from a debate over costly trade-offs to a dialogue on investments and strategic options.		
Calculation criteria	SH		

14.4 Non-credit-bearing Short Learning Programme

14.4.1 ENVIRONMENTAL, SOCIAL AND GOVERNANCE MANAGEMENT (ESG)

Code	S3PEMQ	NQF level	6
Mode of offering	Contact	Credits	0
Site of delivery	JBS	Certification	Attendance-based
Duration	Repeated more than once in a semester on demand.		
Relationship with other UJ modules/ qualifications	N/A		
Articulation with subsidised UJ programmes	N/A		

Admission requirements	NQF 5 plus 2 years of work experience in Environmental, Social and Governance (ESG)

Purpose of the programme

The purpose of the SLP in ESG Management is to offer an introductory level programme to assist supervisory staff, professionals or managers in understanding the ESG evaluation and reporting process in a management context. This SLP is ideal for building awareness and skills of individuals to help their entities integrate environmental, social, and governance matters into organisational processes.

Programme Content

SEMESTER MODULES			
FIRST SEMESTER		SECOND SEMESTER	
MODULE NAME	MODULE CODE	MODULE NAME	MODULE CODE
Environmental, Social and Governance (ESG)	S3PEMQ1	Environmental, Social and Governance (ESG)	S34PEMQ2

Learning activities

ACTIVITY	HOURS	CREDITS
Contact time	20	-
Work-based learning	15	-
Independent learning (e.g. reading time, interacting with learning material, completing online activities, asynchronous learning activities)	15	-
Preparation for and completion of assessments	20	-
Student support (e.g. tutorial, online support, additional learning material)	10	-
Other	-	-
TOTAL HOURS	80	-
TOTAL NUMBER OF CREDITS	-	-

Assessment

Not applicable as this SLP is attendance-based – 80% attendance is necessary to obtain the certificate.

Modules and Outcomes

Module name	Environmental, Social and Governance Management (ESG)	Module code	S3PEMQ1 / S3PEMQ2
Topics that will be covered	- Background of ESG. - Stakeholder identification and concerns. - ESG risk universe in the context of business. - ESG frameworks. - Assess risks in terms of impact and likelihood for an organisation. - Governance structures and risk appetites. - ESG actions and business strategy.		
Outcomes	Students should be able to:		
	- trace the history and motivation for ESG; - develop a stakeholder inclusion framework; - use existing ESG frameworks to identify and describe risks in the		

	students workplace; • conduct a brief materiality assessment of the organisation; • describe an organisation's governance structure and risk; and • appetite for ESG; and develop ESG goals and treatments, and recommend ways to embed them in business strategy.
Calculation criteria	N/A

**NSPs OFFERED IN THE SCHOOL OF MANAGEMENT
DEPARTMENT OF FINANCE AND INVESTMENT MANAGEMENT**

15.	NSPs offered in the School of Management – Department of Finance and Investment Management	CONTACT	DISTANCE	PAGE
15.1	Bridging Programmes - NONE			
15.2	Whole Programmes			
15.2.1	Advanced Diploma in Financial Markets		X	15.2
15.2.2	Advanced Diploma in Real Estate		X	15.6
15.3	Credit-bearing Short Learning Programmes			
15.3.1	Property Management	X		15.9
15.3.2	Property Valuation		X	15.11
15.3.3	Public Sector Property	X		15.12
15.4	Non-credit-bearing Short Learning Programmes			
15.4.1	Advanced Property Financial Concepts	X		15.14
15.4.2	Basic Property Financial Concepts	X		15.15
15.4.3	Financial Literacy: “Be Money Wise”	X		15.17
15.4.4	Financial Literacy: “Be Money Wise”		X	15.18
15.4.5	Individual Investment Management		X	15.20
15.4.6	Intermediate Property Financial Concepts	X		15.22
15.4.7	Introduction to the Property Valuation Process	X		15.23
15.4.8	Property Valuation: A Guide to Building Construction	X		15.24
15.4.9	Property Valuation: A Guide to Replacement Cost	X		15.26
15.4.10	Property Valuation: A Guide to the Municipal Property Rates Act	X		15.27
15.4.11	Property Valuation and the Council for the Built Environment	X		15.29
15.4.12	Quantitative Finance	X		15.30
15.4.13	Residential Valuations	X		15.34

16.1 Bridging Programmes - NONE

15.2 Whole Programmes

15.2.1 ADVANCED DIPLOMA IN FINANCIAL MARKETS

Code	A34FMC	NQF level	7
Mode of offering	Distance	Credits	130
Site of delivery	APK	Certification	Advanced Diploma
Duration	This is a fully online programme and makes use of the “carousel model” of enrolment, using six cohorts of enrolment, with two modules offered in each cohort. This model enables six student intakes per year. The model has been designed to allow students to start in any given term		
Relationship with other UJ modules/ qualifications	N/A		
Articulation with subsidised UJ programmes	Other progression and/or articulation requirements, as selected in the Higher Education Qualifications Sub Framework (HEQSF), are applicable.		
Admission requirements	A student should have one of the following: • NQF level 6 qualification with 3 years’ relevant work experience in financial markets; or • NQF level 6 qualification in Finance; or • 5 years of relevant work experience in financial markets.		

Purpose of the programme

The purpose of the Advanced Diploma in Financial Markets (via online education) is to develop the students' knowledge of the discipline of financial markets and trading. The programme comprises a focused curriculum to prepare the student for a career in financial markets. Mastering the curriculum will provide students with the ability to synthesise financial market principles and professionally apply financial instruments. Fundamental knowledge of global investments relevant to the financial market industry will be gained, enabling the qualifying student to work in today's world of professional financial markets. The programme emphasises competence, integrity, and the application of ethics in a professional environment. The successful student will gain a global and South African financial market perspective and an in-depth understanding of the marketplace, which will provide them with a competitive advantage for employment.

Programme content

MODULE NAME	MODULE CODE	MODULE CREDIT
Applied Financial Mathematics (Includes exemption exam) *	AFM1CP1*	10
Introduction to Financial Markets 1	IFM1CP1	25
Introduction to Financial Markets 2	IFM2CP1	
Financial Planning and Taxation Part 1	FPT1CP1	25
Financial Planning and Taxation Part 2	FPT2CP1	
Trading in Financial Markets 1	TFM1CP1	25
Trading in Financial Markets 2	TFM2CP1	
Financial Markets Transactions 1	FMT1CP1	25
Financial Markets Transactions 2	FMT2CP1	
Application of Corporate Events 1	ACE1CP1	20
Application of Corporate Events 2	ACE2CP1	
Total credits		130

ADVANCED DIPLOMA IN FINANCIAL MARKETS - 2026 CAROUSEL OFFERING

INTAKE	MODULE NAME	MODULE CODE	MODULE CREDIT
D1 – 12 Jan	Introduction to Financial Markets Part 1	IFM1CP1	13
	Introduction to Financial Markets Part 2	IFM2CP1	12
D2 – 9 March	Trading in Financial Markets Part 1	TFM1CP1	13
	Trading in Financial Markets Part 2	TFM2CP1	12
	Applied Financial Mathematics (Includes exemption exam)	AFM1CP1	10
D3 – 4 May	Application of Corporate Events Part 1	ACE1CP1	10
	Application of Corporate Events Part 2	ACE2CP1	10
D4 – 29 June	Financial Planning and Taxation Part 1	FPT1CP1	13
	Financial Planning and Taxation Part 1	FPT2CP1	12
	Applied Financial Mathematics (Includes exemption exam)	AFM1CP1	10
D5 – 24 Aug	Financial Markets Transactions Part 1	FMT1CP1	13
	Financial Markets Transactions Part 1	FMT2CP1	12
D6 – 19 Oct	Introduction to Financial Markets Part 1	IFM1CP1	13
	Introduction to Financial Markets Part 2	IFM2CP1	12
	Applied Financial Mathematics (Includes exemption exam)	AFM1CP1	10

* Students are allowed to write a 'Recognition of prior learning (RPL)' assessment for Applied Financial Mathematics (AFM1CP1). On passing this RPL assessment, the student would have proved that (s)he has the required expertise needed for (AFM1CP1) and will therefore be granted a credit for the module (AFM1CP1).

- If a student fails the RPL exam, (s)he will remain registered for AFM1CP1. No fee is attached to the RPL assessment. If a student passes the RPL assessment (s)he will be exempted from the module (AFM1CP1).

Assessment

All the assessments will be in the form of continuous assessment via UJs Learning Management System.

Modules and outcomes

Module name	Applied Financial Mathematics (Includes exemption exam) *	Module code	AFM1CP1
Purpose	The purpose of this module is to develop students' financial mathematics skills, which are required in the other modules related to finance, to ensure students can cope with the mathematical calculations that are covered in other modules.		
Outcomes	Students should be able to:		
	• understand and apply formulas in the context of finance; • interpret and solve financial-related problems; and • perform calculations by applying mathematical principles. Additional note: The College allows students to write an assessment of skills exam for this module. On passing the assessment of skills exam, the student would have proved that (s)he has the required expertise for Applied Financial Math and will therefore be granted a credit for the module. If a student wishes to write the assessment skills exam (s)he needs to register for the module and will be debited for the relevant fees. On passing the assessment of skills		

	exam, the student will be granted a credit for the module and will be credited with the relevant fee for the module. If a student fails, the assessment of skills exam (s)he will remain registered for the module and will not be refunded the fee for the module.
Calculation criteria	CE

Module name	Introduction to Financial Markets 1 / 2	Module code	IFM1CP1 / IFM2CP1
Purpose	The purpose of this module is to cover the basic concepts of financial markets, and the characteristics and relevance of the different financial markets present both locally and internationally. Furthermore, the module relates to knowledge of interpreting information present in the market to utilise the information in a financial market environment.		
Outcomes	Students should be able to:		
	- describe the financial market system and discuss the terminology pertaining to financial markets; - describe the participants and their specific roles and the regulatory framework in which they operate; - describe and compare financial markets, in particular debt and equity markets; - discuss the characteristics and value of the financial securities and instruments that trade in the debt and equity markets; - explain, calculate and evaluate risk and return as it relates to individual financial securities and investment portfolios; and - select, read and interpret information relating to the financial markets.		
Calculation criteria	CE		

Module name	Financial Planning and Taxation 1 / 2	Module code	FPT1CP1 / FPT2CP1
Purpose	The purpose of this module is to provide a student with a framework for dealing with clients and the appropriate processes for providing financial advice, to evaluate and plan for the impact at the different life stages, with a focus on financial planning and taxation.		
Outcomes	Students should be able to:		
	- discuss the impact of the regulatory environment and the six-step financial planning process; - assess and advise a client on his personal financial management; - apply the principles of matrimonial property and the impact on personal financial planning; - assess a client's retirement needs and the impact thereof at the different life stages; - understand and apply the different retirement vehicles and the tax implications; - explain the law of insurance and apply the insurance principles for personal financial planning; - apply the principles of the law of succession; - evaluate the impact at death for a client and calculate the various tax and costs implications; - calculate the normal tax payable for the year of assessment; and - calculate the donations tax payable when transferring wealth.		
Calculation criteria	CE		

Module name	Trading in Financial Markets 1/2	Module code	TFM1CP1 / TFM2CP1
Purpose	The purpose of this module is to relate knowledge of the trading systems and processes used in the financial market trading environment, with a focus on the Alternative Assets, Foreign Exchange and Derivatives Markets, as well as to provide a framework necessary to implement client market orders in the financial market.		
Outcomes	Students should be able to: • explain trading methodology and automated trading processes within the Alternative Assets, Foreign Exchange and Derivatives Markets; • describe and explain how the financial markets are structured, how they function, the different trade types, execution mechanisms, investor positions, characteristics, and risks; • discuss the legislation and regulations regarding trading in different financial markets and the provision of information to clients; • describe and explain the Alternative Investment Market, its securities and characteristics; • assess the value of the alternative investment securities by applying the correct valuation methods; • describe and explain the Foreign Exchange market, its securities and characteristics; • apply the correct methods to calculate Foreign Exchange transactions; • describe and explain the Derivatives market, its securities and characteristics; and • apply the correct methods to calculate Derivative market transactions and assess the value of Derivative securities.		
Calculation criteria	CE		

Module name	Financial Markets Transactions 2	Module code	FMT2CP1
Purpose	• The purpose of this module is to provide a student with a solid understanding of the legislation and regulations related to the relevant financial markets and their processes, as well as understanding the processes involved with transactions presented in the financial market environment.		
Outcomes	Students should be able to: • explain and appraise the context within which the financial management function takes place; • compare the roles of cost accounting, management accounting, and financial accounting in a business environment; • explain the time value of money concept and perform simple and advanced calculations on single amounts, annuities, perpetuities and mixed streams of cash flows; • briefly discuss various types and sources of long-term funds; • discuss and calculate basic valuations on long-term debt and equity capital; • discuss and calculate the concept of cost of capital; and • explain and calculate the basic capital budgeting techniques to assist in investment decisions.		
Calculation criteria	CE		

Module name	Applications of Corporate Events 1/2	Module code	ACE1CP1 / ACE2CP1
Purpose	The purpose of this module is to provide students with a clear understanding of corporate events and the implications thereof, as well as a practical understanding of corporate events and how they are used within the financial market environment.		
Outcomes	Students should be able to:		
	- explain the definitions of corporate actions, various event types and the timelines involved; - evaluate the general principles of corporate actions and the application thereof; - advise clients on best practice with regard to the selection of financial market corporate events; and - record and process financial market corporate events (per client instructions on market default, but to firm/client mandate on instruction).		
Calculation criteria	CE		

15.2.2 ADVANCED DIPLOMA IN REAL ESTATE

Code	A34RAO	NQF level	7
Mode of offering	Distance	Credits	130
Site of delivery	N/A	Certification	Advanced Diploma
Duration	There are two intakes in a year (January and June). To be completed in a year.		
Relationship with other UJ modules/ qualifications	N/A		
Articulation with subsidised UJ programmes	N/A		
Admission requirements	An applicant should have one of the following: - National Diploma in Real Estate qualification on the old NQF level 6; or - an applicant should possess any other qualification on a New NQF level 7/Old NQF level 6 and have related real estate-oriented experience, which is deemed applicable by the Department of Finance and Investment Management; - for acceptance into the programme, a preparatory study, an entrance course, and examination may be required by the Department of Finance and Investment Management; - selection is based on academic merit and the availability of places, and hence may entail the use of additional criteria/requirements; and - final admission requirements will, from time to time, be set by the department.		

Purpose of the programme

The purpose of the Advanced Diploma in Real Estate (via distance education) is to develop the students' knowledge of the discipline of real estate. The programme comprises a focused curriculum to prepare the student for a career in real estate. Mastering the curriculum will provide students with the ability to synthesise real estate market principles and apply valuation approaches in a professional manner. Fundamental knowledge of real estate relevant to the real estate industry will be gained, enabling the qualifying student to work in today's world as a real estate professional. The programme emphasises competence, integrity, and the application of ethics in a professional environment. The successful student will gain a global and South African real estate perspective and an in-depth understanding of the real estate industry, which will provide them with a competitive advantage for employment.

Programme Content

SEMESTER MODULES					
FIRST SEMESTER			SECOND SEMESTER		
MODULE NAME	MODULE CODE	NQF CREDITS	MODULE NAME	MODULE CODE	NQF CREDITS
Building Construction	BUC7XE1	15	Building Construction	BUC7XF2	15
Real Estate Management	REM7XF1	15	Real Estate Management	REM7XE2	15
Property Valuation A	PVA7XE1	15	Property Valuation B	PVA7XE2	15
Property Valuation A	PVA7XF1	15	Property Valuation B	PVA7XF2	15
Real Estate Law A	REL7XF1	15	Real Estate Law B	REL7XF2	15
Real Estate Law A	REL7XE1	15	Real Estate Law B	REL7XE2	15
Real Estate Finance and Investment A	REF7XF1	15	Real Estate Finance and Investment B	REF7XF2	15
Real Estate Finance and Investment A	REF7XE1	15	Real Estate Finance and Investment B	REF7XE2	15
Applied Financial Mathematics* (Includes an exemption exam)	AFM7XE1	10	Applied Financial Mathematics* (Includes an exemption exam)	AFM7XE2	10
	5 Modules	75 Credits		4 Modules	60 Credits

*The College allows students to write an assessment of skills exam for this module. On passing the assessment of skills exam the student would have proved that (s)he has the required expertise for Applied Financial Mathematics and will therefore be granted a credit for the module.

If a student wishes to write the assessment of skills exam (s)he needs to register for this exam and will be debited for the relevant fees. On passing the assessment of skills exam the student will be granted a credit for the module and will be credited with the relevant fee for the module. If a student fails, the assessment of skills exam (s)he will remain registered for the module and will not be refunded the fee for the module.

Assessment

All the assessments will be in the form of continuous assessment via UJs Learning Management System.

Modules and Outcomes

Module name	Building Construction	Module code	BUC7XE1 / BUC7XF2
Purpose	The purpose of this module is to cover the basic concepts of building construction. Furthermore, the module relates knowledge of building construction to property valuation in a real estate environment.		
Outcomes	Students should be able to:		
	- differentiate between the different building contracts; - recommend solutions to resolve problems associated with swelling clay; - conduct an inspection to identify problems in an existing building; and - estimate the building cost of a residential property, accurately.		
Calculation criteria	CE		

Module name	Property Evaluation	Module code	PVA7XE1 / PVA7XF1
Purpose	The purpose of this module is to provide a student with a framework to value residential and income-producing real estate.		
Outcomes	Students should be able to:		
	- describe the role of the valuer in the property industry; - explain the present-day definition of market value as established by the South African Courts; - apply the concept of market value in the valuation of a specific property; and - accurately discuss the relationship between value without potential, potential and highest and best use.		
Calculation criteria	CE		

Module name	Real Estate Law	Module code	REL7XE1 /REL7XF1
Purpose	The purpose of this module is to provide a student with the knowledge and a solid understanding of the legal and statutory provisions governing real estate in rural and urban societies.		
Outcomes	Students should be able to:		
	- discuss the constitution of South Africa; - comprehend and apply the Bill of Rights; - explain and define immovable property and interests in immovable property; - discuss statutory control over property; - evaluate the forms of land tenure in South Africa; - apply the concepts of possession and occupation of immovable property; - discuss and apply the nature and content of servitudes; and - analyse the relationship between mineral rights and land.		
Calculation criteria	CE		

Module name	Real Estate Finance and Investment	Module code	REF7XE1 / REF7XF1
Purpose	The purpose of this module is to provide students with a clear understanding of real estate finance.		
Outcomes	Students should be able to:		
	- describe the loan application process in property finance; - explain the organisational structures in property finance; - differentiate between different property finance products; - describe the management of property finance risk; and - describe the relevance and application of finance in real estate.		
Calculation criteria	CE		

Module name	Real Estate Management	Module code	REM7XE2 / REM7X1
Purpose	The purpose of this module is to provide a student with a solid understanding real estate management and the legislation related to real estate management.		
Outcomes	Students should be able to:		
	- describe the inspection, maintenance, operations, capital improvements and sustainability of physical property; - explain management of human resources in real estate management; - apply financial management principles in real estate management; - conduct the marketing and leasing of commercial real estate; and - describe the legal and risk management elements in real estate management.		
Calculation criteria	SH		

Module name	Applied Financial Mathematics* (Includes an exemption exam)	Module code	AFM7XE2 A3FAF7X / AFM7XE1 AFM1CP1
Purpose	The purpose of this module is to develop students' financial mathematics skills, which are required in the other modules related to finance, to ensure students can cope with the mathematical calculations that are covered in other modules.		
Outcomes	Students should be able to:		
	- understand and apply formulas in the context of finance; - interpret and solve financial-related problems; and - perform calculations by applying mathematical principles. Additional note: The College allows students to write an assessment of Skills exam for this module. On passing the assessment of the Skills exam, the student would have proved that (s)he has the required expertise for Applied Financial Mathematics and will be granted a credit for the module. If a student wishes to write the assessment of Skills exam (s)he needs to register for the module and will be debited for the relevant fees. On passing the assessment of skills exam, the student will be granted a credit for the module and will be credited with the relevant fee for the module. If a student fails, the assessment of skills exam (s)he will remain registered for the module and will not be refunded the fee for the module.		
Calculation criteria	CE		

15.3 Credit-bearing Short Learning Programmes:

15.3.1 PROPERTY MANAGEMENT

Code	S34PMQ	NQF level	6
Mode of offering	Contact	Credits	15
Site of delivery	APB	Certification	- Certificate of Competency (pass mark of 50%) - Certificate of Attendance (failing and not attending all sessions)
Duration	3-Hour lectures, 1 day per week, 27 weeks; or - Two 5-day block weeks in May and November. 10 Months (February to November) to complete.		
Relationship with other UJ modules/ qualifications	Credit-bearing towards the Real Estate Management module (REM7XF1/REM7XE2) in the Advanced Diploma in Real Estate (Distance) (A34RAO).		
Articulation with subsidised UJ programmes	N/A		
Admission requirements	- Grade 12, NQF level 4 (NSC obtained in 2008 or after); or - Grade 12 (SC obtained before 2008).		

Purpose of the programme

The purpose of the SLP is to develop knowledge and skills in the commercial and industrial property management sectors in South Africa. The SLP will develop knowledge and skills through providing an understanding of the key theories and concepts in property management, finance, legislation, marketing, and technology aids in property management, and coupled with how they are applied in practical scenarios. This will enable students to be better equipped to work as property managers, valuers, and financial practitioners.

Programme content

SEMESTER MODULES			
FIRST SEMESTER		SECOND SEMESTER	
MODULE NAME	MODULE CODE	MODULE NAME	MODULE CODE
Property Management A	S34PMQ1	Property Management B	S34PMQ2

Learning activities

ACTIVITY	HOURS	CREDITS
Contact time	81	-
Work-based learning	-	-
Independent learning (e.g. reading time, interacting with learning material, completing online activities, asynchronous learning activities)	39	-
Preparation for and completion of assessments	30	-
Student support (e.g. tutorial, online support, additional learning material)	-	-
Other		-
TOTAL HOURS	150	-
TOTAL NUMBER OF CREDITS	-	15

Assessment

- Formative assessment opportunities: consist of a combination of group and individual assignments.
- Summative assessment (final assessment) opportunity consists of a last assessment opportunity.

Modules and outcomes

Module name	Property Management	Module code	S34PMQ1 / S34PMQ2
Purpose	The purpose is to allow participants the opportunity to focus on skills and topics specifically related to property management, which include finance, legislation, and management issues, that are affiliated with the South African Property Owners Association (SAPOA).		
Outcomes	Students should be able to: - relect on the core concepts and models of property management; - identify key steps in marketing and market analysis of property; - explain how economic and financial analysis is conducted in property management; - apply the core concepts of lease agreements and property management; and - identify and explain technological advancements and tools used in property management.		
Calculation criteria	CE		

15.3.2 PROPERTY VALUATION

Code	S3F02O	NQF level	7
Mode of offering	Distance	Credits	30
Site of delivery	N/A	Certification	Competency based
Duration	This SLP will be completed over a semester.		
Relationship with other UJ modules/ qualifications	Credit-bearing towards the Real Estate Management module (REM7XF1/REM7XE2) in the Advanced Diploma in Real Estate (Distance) (A34RAO).		
Articulation with subsidised UJ programmes	After completion of this SLP, students may be granted credits for the Property Valuation A (PVA7XE1/PVA7XF1) (15 credits) and B (PVA7XE2/PVA7XF2) modules (15 credits) within the Advanced Diploma (Real Estate) (A34RAQ), should they wish to pursue this qualification.		
Admission requirements	An applicant should have one of the following: - National Diploma / Diploma (Real Estate) qualification on NQF level 6; or - An applicant should possess any other qualification on a New NQF level 7 and have related real estate-oriented experience which is deemed applicable by the Department of Finance and Investment Management; and - Final admission requirements will, from time to time, be set by the department.		

Purpose of the programme

The purpose of this SLP is to provide a student with a framework to value residential and income-producing real estate.

Programme content

SEMESTER MODULES			
FIRST SEMESTER		SECOND SEMESTER	
MODULE NAME	MODULE CODE	MODULE NAME	MODULE CODE
Property Valuation	S3F02O1	Property Valuation	S3F02O2

Learning activities

ACTIVITY	HOURS	CREDITS
Contact time – Online distance learning	90	-
Work-based learning	-	-
Independent learning (e.g. reading time, interacting with learning material, completing online activities, asynchronous learning activities)	90	-
Preparation for and completion of assessments	90	-
Student support (e.g. tutorial, online support, additional learning material)	30	-
Other		-
TOTAL HOURS	300	-
TOTAL NUMBER OF CREDITS	-	30

Assessment

- This short learning programme will comprise the completion of learning tasks which, when combined, constitute a portfolio and amount to 80% of the final mark. Learning Tasks form a coherent whole and are authentic in nature.
- The short learning programme will continuously be assessed.

- Continuous assessment includes formative and summative assessment.
- Students will be given various formative assessments that include short tests, assignments, etc., and will be required to write a summative assessment (exam) at the end of the short learning programme, which contributes to the final 20% of the programme.

Modules and outcomes

Module name	Property Valuation	Module code	S3F02O1 / S3F02O2
Topics that will be covered	• Understanding how to value residential properties. • Understanding the role of the valuer. • Understanding the frameworks used that impact valuations. • Understanding items that may impact the valuation. • Understanding how to value income-producing real estate.		
Outcomes	Students should be able to: • describe the role of the valuer in the property industry; • explain the present-day definition of market value as established by the South African courts; • apply the concept of market value in the valuation of a specific property; • accurately discuss the relationship between value without potential, potential and highest and best use; • differentiate between the different building contracts; • conduct a valuation of special properties and make market adjustments that reflect market realities; • clearly define, accurately calculate and adequately interpret the results of a capitalisation rate; • determine the replacement cost of special properties for insurance purposes; • conduct a valuation of an undeveloped property by using a discounted cash flow; and • apply feasibility study concepts and compile a fully motivated valuation report		
Calculation Criteria	CE		

16.3.3 PUBLIC SECTOR PROPERTY

Code	S34PPQ	NQF level	6
Mode of offering	Contact	Credits	15
Site of delivery	APB or SAPOA offices on request	Certification	Competency based
Duration	• Contact time: Two Weeks: Week 1 – May (08:00 – 16:00), Week 2 – November (08:00 – 16:00). • Months to complete: Complete in the given time.		
Relationship with other UJ modules/ qualifications	includes the Basic Property Financial Concepts (BPFC01), Intermediate Property Financial Concepts (S31PPQ), Advanced Property Financial Concepts (S3APFQ), and Property Management (PM0001).		
Articulation with subsidised UJ programmes	N/A		
Admission requirements	• Grade 12, NQF level 4 (NSC obtained in 2008 or after); - OR • Grade 12 (SC obtained before 2008); and relevant work experience.		

Purpose of the programme

The purpose of the SLP is to develop knowledge and skills in the public sector property management sector in South Africa. The SLP will develop knowledge and skills through providing an understanding of the key theories and concepts in property management, finance, legislation, marketing, and technology aids in property management, coupled with how they are applied in practical scenarios. This will enable students to be better equipped to work as Property Managers, Valuers, and Financial Practitioners.

Programme content

SEMESTER MODULES			
FIRST SEMESTER		SECOND SEMESTER	
MODULE NAME	MODULE CODE	MODULE NAME	MODULE CODE
Public Sector Property A	S34PPQ1	Public Sector Property B	S34PPQ2

Learning activities

ACTIVITY	HOURS	CREDITS
Contact time	80	-
Work-based learning	-	-
Independent learning (e.g. reading time, interacting with learning material, completing online activities, asynchronous learning activities)	35	-
Preparation for and completion of assessments	35	-
Student support (e.g. tutorial, online support, additional learning material)	-	-
Other	8	-
TOTAL HOURS	150	-
TOTAL NUMBER OF CREDITS	-	15

Assessment

- A final assessment will be written after the completion of the three days.
- Students will receive a semester mark for completing various activities and will then be given an exam after the programme has been completed to obtain a final mark.

Modules and outcomes

Module name	Public Sector Property	Module code	S34PPQ1 / S34PPQ2
Purpose	• The purpose is to provide prospective students from different theoretical backgrounds an opportunity to study and enter a career in property management in the public sector.		
Outcomes	Students should be able to: • relect on the core concepts and models of property management; • identify key steps in making financing decisions for property; • explain how economic and financial analysis is conducted in property management; • apply the core concepts of property investments; and • explain green technological and environmental advancements and tools used in property management		
Calculation criteria	CE		

15.4 Non-credit-bearing Short Learning Programmes:

15.4.1 ADVANCED PROPERTY FINANCIAL CONCEPTS

Code	S3APFQ	NQF level	5
Mode of offering	Contact	Credits	0
Site of delivery	APB or Off-campus	Certification	• Certificate of Competency (pass mark of 50%) • Certificate of Attendance (failing and not attending all sessions)
Duration	• This SLP will be offered over a period of 3 days. Assuming an 8-hour day, the total hours for the programme will equal 24 hours. Attendees will spend an additional 6 hours on reading material before the commencement of the SLP. Attendees are expected to prepare and complete assignments at the end of each lecturing day, adding another 4 hours of activity.		
Relationship with other UJ modules/ qualifications	• This programme is the third in a series of three short-learning programmes offered in Property Finance. • It forms the advanced level of the Property Financial Concepts Short learning programme, which follows the Basic Property Financial Concepts short learning programme (BPFC01) and the Intermediate Property Financial Concepts short learning programme (S3IPFQ).		
Articulation with subsidised UJ programmes	N/A		
Admission requirements	Short learning programme: Intermediate Property Financial Concepts (S3IPFQ).		

Purpose of the programme

The purpose of this SLP is to provide the student with an opportunity to further their education and careers, as a practitioner in the fields of finance, property or property finance in the field of property and property finance. This SLP will specifically focus on providing students with advanced financial skills required for property management and/or valuation. Advanced financial concepts and skills relating to lease negotiations and evaluations, discounted cash flow techniques, and environmental costs and savings in greening buildings will be discussed and developed.

Programme content

SEMESTER MODULES			
FIRST SEMESTER		SECOND SEMESTER	
MODULE NAME	MODULE CODE	MODULE NAME	MODULE CODE
Advanced Property Financial Concepts A	S3APFQ1	Advanced Property Financial Concepts B	S3APF22

Learning activities

ACTIVITY	HOURS	CREDITS
Contact time – Online distance learning	24	-
Work-based learning	-	-
Independent learning (e.g. reading time, interacting with learning material, completing online activities, asynchronous learning activities)	6	-
Preparation for and completion of assessments	4	-
Student support (e.g. tutorial, online support, additional learning material)	-	-
Other	-	-
TOTAL HOURS	34	-
TOTAL NUMBER OF CREDITS	-	0

Assessment

- A final assessment will be written after the completion of the three days.
- Students will receive a Semester mark for completing various activities and will then be given an exam after the programme has been completed to obtain a Final Mark.

Modules and outcomes

Module name	Advanced Property Financial Concepts A/B	Module code	S3APFQ1 / S3APF22
Purpose	The purpose of this module is to allow participants the opportunity to further explore financial concepts that relate to the property industry, which include leases, discounted cash flows, risk, and environmental issues, and is affiliated with the South African Property Owners Association (SAPOA).		
Outcomes	Students should be able to: • explain aspects that are relevant in the successful negotiations of leases; • explain and apply the basic valuations through discounted cash flow methods and discuss, explain, and apply the underlying principles of valuing; • explain and appraise the context within which the analysis of financial statements function takes place; • explain different environmental aspects associated with property finance; and • explain the concepts of risk and uncertainty by calculating, applying, and solving issues of simple probability and issues of regression and correlation.		
Calculation criteria	CE		

15.4.2 BASIC PROPERTY FINANCIAL CONCEPTS

This programme will be offered as marketed by the South African Property Owners Association (SAPOA) and is one of three SLPs offered in relation to SAPOA.

Code	BPFC01	NQF level	5
Mode of offering	Contact	Credits	0
Site of delivery	APB	Certification	• Certificate of Competency (pass mark of 50%) • Certificate of Attendance (failing and not attending all sessions)
Duration	• This SLP will be offered over a period of 3 days. • Assuming an 8-hour day, the total hours for the programme will equal 24 hours.		

	- Students will spend an additional 6 hours on reading material before the commencement of the SLP. - Students are expected to prepare and complete assignments at the end of each lecturing day, adding another 4 hours of activity.
Relationship with other UJ modules/ qualifications	- This programme is the first in a series of three short learning programmes offered in Property Finance. - It forms the basic level of the Property Financial Concepts short learning programme, which is followed by the Intermediate Property Financial Concepts (S3IPFQ) short learning programme, and the Advanced Property Financial Concepts (S3APFQ) short learning programme.
Articulation with subsidised UJ programmes	N/A
Admission requirements	Grade 12, NQF level 4 (NSC obtained in 2008 or after); or Grade 12 (SC obtained before 2008).

Purpose of the programme

The purpose of this SLP is to provide the student with an opportunity to continue their education and to study in a field focused on financial concepts in property. The student will then be able to apply the knowledge learnt in their working career as a practitioner in the financial field or environment of property or property finance.

Programme content

SEMESTER MODULES			
FIRST SEMESTER		SECOND SEMESTER	
MODULE NAME	MODULE CODE	MODULE NAME	MODULE CODE
Basic Property Financial Concepts A	BPFC001	Basic Property Financial Concepts B	BPFC002

Learning activities

ACTIVITY	HOURS	CREDITS
Contact time	24	-
Work-based learning	-	-
Independent learning (e.g. reading time, interacting with learning material, completing online activities, asynchronous learning activities)	5	-
Preparation for and completion of assessments	3	-
Student support (e.g. tutorial, online support, additional learning material)	-	-
Other	-	-
TOTAL HOURS	32	-
TOTAL NUMBER OF CREDITS	-	-

Assessment

A final assessment will be written after the completion of the 3 days as part of my continuous assessment.

Modules and outcomes

Module name	Basic Property Financial Concepts A/B	Module code	BPFC001 / BPFC002
Purpose	The purpose is to allow the participants the opportunity to be introduced to financial concepts relating to the property industry, which include the financial environment, working capital, and the time value of money, that is affiliated with the South African Property Owners Association (SAPOA).		
Outcomes	Students should be able to:		
	- explain and appraise the context within which the financial management function takes place in property; - apply the working capital management concept by performing simple calculations; - explain the time value of money concept can perform single amounts, annuities, perpetuities, and mixed streams of cash flows; and - explain the different customers and participants in the property industry.		
Calculation criteria	CE		

15.4.3 FINANCIAL LITERACY: “BE MONEY WISE”

Code	S3FMWQ	NQF level	5
Mode of offering	Contact	Credits	0
Site of delivery	APK / SWC	Certification	Competency based
Duration	This SLP will be completed over a period shorter than a semester.		
Relationship with other UJ modules/ qualifications	N/A		
Articulation with subsidised UJ programmes	N/A		
Admission requirements	- UJ Staff or student; and - NQF level 4; or - Entry requirements may be set by the Department from time to time.		

Purpose of the programme

The purpose of the SLP Financial Literacy, “Be money wise” (contact), is to provide individuals with personal money management skills to assist them in making better daily financial decisions and improve their financial behaviour and well-being.

Programme content

SEMESTER MODULES			
FIRST SEMESTER		SECOND SEMESTER	
MODULE NAME	MODULE CODE	MODULE NAME	MODULE CODE
Financial Literacy “Be Money Wise”	S3FMWQ1	Financial Literacy “Be Money Wise”	S3FMWQ2

Learning activities

ACTIVITY	HOURS	CREDITS
Contact time	10	-
Work-based learning	-	-
Independent learning (e.g. reading time, interacting with learning material, completing online activities, asynchronous learning activities)	30	-
Preparation for and completion of assessments	10	-
Student support (e.g. tutorial, online support, additional learning material)	-	-
Other		-
TOTAL HOURS	50	-
TOTAL NUMBER OF CREDITS	-	-

Assessment

- The short learning programme will be continuously assessed.
- Continuous assessment includes formative and summative assessment.
- Students will be given various formative assessments, which include short tests, assignments, etc.

Modules and outcomes

Module name	Financial Literacy: “Be Money Wise” A/B	Module code	S3FMWQ1 / S3FMWQ2
Topics that will be covered	• Financial preparedness and financial goal setting. • Basic Economic concepts. • Creating a budget and sticking to it. • Money management techniques: • Strategies for dealing with financial problems. • Importance of using professional financial planners/advisors. • Credit and Debt Management. • Understand basic strategies of wealth creation. • Savings and Investment. • Insurance.		
Outcomes	Students should be able to: • explain the importance of setting financial goals and drawing up a budget; • explain the basic strategies of wealth creation; • explain the basic concepts of economics and apply them to their daily lives; and • explain the different money management strategies that can be used.		
Calculation criteria	CE		

15.4.4 FINANCIAL LITERACY: “BE MONEY WISE”

Code	S3F03O	NQF level	5
Mode of offering	Distance	Credits	0
Site of delivery	N/A	Certification	Competency based
Duration	This SLP will be completed over a period shorter than a semester.		
Relationship with other UJ modules/ qualifications	N/A		
Articulation with subsidised UJ programmes	N/A		

Admission requirements	• UJ Staff or student; and • NQF level 4; or • Entry requirements may be set by the Department from time to time.

Purpose of the programme

The purpose of the SLP Financial Literacy: “Be money wise” is to provide individuals with personal money management skills to assist them in making better daily financial decisions and improve their financial behaviour and well-being.

Programme content

SEMESTER MODULES			
FIRST SEMESTER		SECOND SEMESTER	
MODULE NAME	MODULE CODE	MODULE NAME	MODULE CODE
Financial Literacy “Be Money Wise”	S3F03O1	Financial Literacy “Be Money Wise”	S3F03O2

Learning activities

ACTIVITY	HOURS	CREDITS
Contact time – Online distance learning	10	-
Work-based learning	-	-
Independent learning (e.g. reading time, interacting with learning material, completing online activities, asynchronous learning activities)	30	-
Preparation for and completion of assessments	10	-
Student support (e.g. tutorial, online support, additional learning material)	-	-
Other	-	-
TOTAL HOURS	50	-
TOTAL NUMBER OF CREDITS	-	-

Assessment

- The short learning programme will be continuously assessed.
- Continuous assessment includes formative and summative assessment.
- Students will be given various formative assessments, which include short tests, assignments, etc.

Modules and outcomes

Module name	Financial Literacy: “Be Money Wise”	Module code	S3F03O1 / S3F03O2
Topics that will be covered	• Financial preparedness and financial goal setting. • Basic Economic concepts. • Creating a budget and sticking to it. • Money management techniques: ○ Strategies for dealing with financial problems. ○ Importance of using professional financial planners/advisors. ○ Credit and Debt Management. ○ Understand basic strategies of wealth creation. ○ Savings and Investment. ○ Insurance.		
Outcomes	Students should be able to:		
	• explain the importance of setting financial goals and drawing up a budget; • explain the basic strategies of wealth creation;		

	- explain the basic concepts of economics and apply it to their daily lives; and - explain the different money management strategies that can be used.
Calculation criteria	CE

15.4.5 INDIVIDUAL INVESTMENT MANAGEMENT

Code	S34P1O	NQF level	7
Mode of offering	Distance	Credits	0
Site of delivery	N/A	Certification	Competency based
Duration	This SLP will be completed over a period shorter than a semester.		
Relationship with other UJ modules/ qualifications	N/A		
Articulation with subsidised UJ programmes	N/A		
Admission requirements	A National Senior Certificate (NSC) obtained in 2008 or after, or a Senior Certificate (SC) obtained before 2008 on NQF level 4; equivalent qualification; and with five years of financial working experience.		

Purpose of the programme

The purpose of this SLP in Individual Investment Management is to introduce students and professionals to personal investment analysis and asset management skills, the practical knowledge of financial instruments and markets, as well as the tools to analyse and manage personal investment portfolios. It will also provide students with a solid foundation in investment analysis and portfolio management.

Programme content

SEMESTER MODULES			
FIRST SEMESTER		SECOND SEMESTER	
MODULE NAME	MODULE CODE	MODULE NAME	MODULE CODE
Individual Investment Management	S34F1OA	Individual Investment Management	S34F1OA

Learning activities

ACTIVITY	HOURS	CREDITS
Contact time – Online distance learning		-
Work-based learning	-	-
Independent learning (e.g. reading time, interacting with learning material, completing online activities, asynchronous learning activities)	30	-
Preparation for and completion of assessments	30	-
Student support (e.g. tutorial, online support, additional learning material)	20	-
Other	-	-
TOTAL HOURS	80	-
TOTAL NUMBER OF CREDITS	-	-

Assessment

- Students will be continuously assessed through online assessment utilising the assessment utilities of UJ's LMS.
- The students will be required to complete a comprehensive online final assessment (CE Assessments) at the end of the SLP.

Note: This SLP is a continuous evaluation program, and major assessments will have a resubmission option, which should be equivalent to a supplementary assessment.

Modules and outcomes

Module name	Individual Investment Management	Module code	S34F1OA
Topics that will be covered	• Asset valuation • Market analysis • Company performance analysis • Portfolio construction • Share selection • Fixed income • Principles of investing • Alternative investment and ethics		
Outcomes	Students should be able to: • explain and apply valuation techniques such as time value of money concepts, discounted cash flow applications, and statistical and probability methods to calculate asset values and returns; • explain and apply knowledge about the macro and micro economic concepts as well as currency exchange rates to individual portfolio construction through the application of a top-down investment approach; • explain and apply knowledge about financial statement reporting and analysis in an investment management context; • define and discuss the different elements of a financial statement; • evaluate and discuss past financial performance, future earnings, and future cash flows in the company valuation process; • explain portfolio construction and management concepts and perform basic portfolio performance analysis using financial modelling tools such as Excel; • describe and identify the bond sectors, bond instruments, the effects of factors affecting debt securities, and the valuation of debt securities; and • perform technical analysis and fundamental analysis; make informed investment decisions; navigate different financial market platforms for investment purposes and perform risk management strategies in investment; and calculate, interpret alternative investment options, the returns and risks, and the effect of the alternative investment strategy on the overall investment portfolio.		
Calculation criteria	CE		

15.4.6 INTERMEDIATE PROPERTY FINANCIAL CONCEPTS

Code	S3IPFQ	NQF level	5
Mode of offering	Contact	Credits	0
Site of delivery	APB or Off-Campus	Certification	• Certificate of Competency (pass mark of 50%) • Certificate of Attendance (failing and not attending all sessions)
Duration	• This SLP will be offered over a period of 3 days, 8 hours per day. • Attendees will be required to spend approximately 6 hours on pre-reading before the commencement of the short learning programme. • Attendees are expected to prepare and complete assignments at the end of each lecturing day, adding another 4 hours of activity.		
Relationship with other UJ modules/ qualifications	This programme is the second in a series of three SLPs offered in Property Finance. It forms the intermediate level of the Property Financial Concepts SLP, which follows on from the Basic Property Financial Concepts (BPFC01) SLP, and is a prerequisite for the Advanced Property Financial Concepts (S3APFQ) SLP.		
Articulation with subsidised UJ programmes	N/A		
Admission requirements	Short learning programme Basic Property Financial Concepts (BPFC01).		

Purpose of the programme

The purpose of this SLP is to provide the student with an opportunity to continue their education and to study in a field of financial concepts in property. The student will then be able to apply the knowledge learnt in their working career as a practitioner in the financial field or environment of property or property finance.

Programme content

SEMESTER MODULES			
FIRST SEMESTER		SECOND SEMESTER	
MODULE NAME	MODULE CODE	MODULE NAME	MODULE CODE
Intermediate Property Financial Concepts A	S3IPFQ1	Intermediate Property Financial Concepts B	S3IPFQ2

Learning activities

ACTIVITY	HOURS	CREDITS
Contact time – Online distance learning	24	-
Work-based learning	-	-
Independent learning (e.g. reading time, interacting with learning material, completing online activities, asynchronous learning activities)	6	-
Preparation for and completion of assessments	4	-
Student support (e.g. tutorial, online support, additional learning material)	-	-
Other	-	-
TOTAL HOURS	34	-
TOTAL NUMBER OF CREDITS	-	-

Assessment

A final assessment will be written after the completion of the three days as part of the continuous assessment.

Modules and outcomes

Module name	Intermediate Property Financial Concepts A/B	Module code	S3IPFQ1 / S3IPFQ2
Purpose	The purpose of this module is to allow participants to further focus on topics relating to finance in the property industry, which include budgeting, the cost of capital, and utilities management, that is affiliated with the South African Property Owners Association (SAPOA).		
Outcomes	Students should be able to: - explain the impact of time value of money and perform advanced calculations on single amounts, annuities, perpetuities, mixed streams of cash flows, and interest conversions; - differentiate between the different types of budgeting; - understand the cost of capital concept by performing simple calculations and explain the basic capital budgeting techniques to assist in investment decisions; and - explain different lease and rent types and conduct a tenant analysis, understand the methods and needs for facility management.		
Calculation criteria	CE		

15.4.7 INTRODUCTION TO THE PROPERTY VALUATION PROCESS

Code	S3FI03	NQF level	5
Mode of offering	Contact	Credits	0
Site of delivery	APK	Certification	Competency based
Duration	2-day workshop in either semester 1 and/or 2, 8 hours a day.		
Relationship with other UJ modules/ qualifications	N/A		
Articulation with subsidised UJ programmes	This SLP articulates to the Advanced Diploma in Real Estate.		
Admission requirements	Industry-related property qualification.		

Purpose of the programme

The purpose of this SLP is to develop a student's understanding of the steps required for processing a valuation report requested by a bank, by focusing on how to recognise an instruction, and to adopt and apply a correct methodology. This SLP will highlight differences between general property valuations and Bank-specific valuations.

Programme content

SEMESTER MODULES			
MODULE NAME	MODULE CODE	MODULE NAME	MODULE CODE
Introduction to the Property Valuation Process A	S3FI03A	Introduction to the Property Valuation Process B	S3FI03B

Learning activities

ACTIVITY	HOURS	CREDITS
Contact time	16	-
Work-based learning	-	-
Independent learning (e.g. reading time, interacting with learning material, completing online activities, asynchronous learning activities)	10	-
Preparation for and completion of assessments	16	-
Student support (e.g. tutorial, online support, additional learning material)	-	-
Other	8	-
TOTAL HOURS	50	-
TOTAL NUMBER OF CREDITS	-	-

Assessment

- This short learning programme will be continuously assessed.
- Continuous assessment includes formative and summative assessment.
 - The assessment will comprise the completion of learning tasks (such as 'mini-tests' and assignments), which will be given during the course of the workshop.
 - When combined, these learning tasks will constitute a portfolio and will amount to 100% of the final mark.
- The student will be required to apply the theory in their workplace and complete a portion relevant to the work covered that will aid in the portfolio or preparation for the board examination.

Modules and outcomes

Module name	Introduction to the Property Valuation Process A/B	Module code	S3FI03A / S3FI03B
Purpose	• Introduction to the property valuation process. • This includes but is not limited to: ○ interpretations of valuation instructions; ○ application of valuation methods; and ○ highlighting differences between general property valuations and bank-specific valuations.		
Outcomes	Students should be able to: • demonstrate responses to a variety of valuation requests, explain the different functions and effective use thereof; and • recognise and understand the routing process, interpretation, and instruction.		
Calculation criteria	CE		

15.4.8 PROPERTY VALUATION: A GUIDE TO BUILDING CONSTRUCTION

Code	S3FI05	NQF level	6
Mode of offering	Contact	Credits	0
Site of delivery	APK	Certification	Competency based
Duration	2-day workshop in either semester 1 and/or 2, of 8 hours each day.		
Relationship with other UJ modules/ qualifications	N/A		
Articulation with subsidised UJ programmes	This SLP articulates to the Advanced Diploma in Real Estate.		

Admission requirements	Industry-related property qualification.

Purpose of the programme

The purpose of this SLP is to explore the activities aimed at assisting the student in the construction field to acquire the knowledge and skills necessary for the effective performance required within the Valuation function.

Programme content

SEMESTER MODULES			
FIRST SEMESTER		SECOND SEMESTER	
MODULE NAME	MODULE CODE	MODULE NAME	MODULE CODE
Property Valuation: A Guide to Building Construction	S3FI05A	Property Valuation: A Guide to Building Construction	S3FI05B

Learning activities

ACTIVITY	HOURS	CREDITS
Contact time	16	-
Work-based learning	-	-
Independent learning (e.g. reading time, interacting with learning material, completing online activities, asynchronous learning activities)	10	-
Preparation for and completion of assessments	16	-
Student support (e.g. tutorial, online support, additional learning material)	-	-
Other	8	-
TOTAL HOURS	50	-
TOTAL NUMBER OF CREDITS	-	0

Assessment

- This short learning programme will be continuously assessed.
- Continuous assessment includes formative and summative assessment.
 - The assessment will comprise the completion of learning tasks (such as 'mini-tests' and assignments), which will be given during the course of the workshop.
 - When combined, these learning tasks will constitute a portfolio and will amount to 100% of the final mark.
- The students will be required to apply the theory in their workplace and complete a portion relevant to the work that will aid in the portfolio or preparation for the board examination.

Modules and outcomes

Module name	Property Valuation: A Guide to Building Construction A/B	Module code	S3FI05A / S3FI05B
Purpose	• Soil properties; • Building contracts; and • The national building regulations.		
Outcomes	Students should be able to:		
	• to understand, recognise and assess the physical characteristics of the terrain; • to obtain a basic knowledge into the legal principles of the elements to a binding contract; and		

	to obtain a basic knowledge of building construction elements to erect a building.
Calculation criteria	CE

16.4.9 PROPERTY VALUATION: A GUIDE TO REPLACEMENT COST

Code	S3FI07	NQF level	6
Mode of offering	Contact	Credits	0
Site of delivery	APK	Certification	Competency based
Duration	2-day workshop in either semester 1 and/or 2, of 8 hours each day.		
Relationship with other UJ modules/ qualifications	N/A		
Articulation with subsidised UJ programmes	N/A		
Admission requirements	Industry-related property qualification.		

Purpose of the programme

The purpose of this SLP is to develop a student's understanding of the difference between cost and value and factors that influence the value of property, and to calculate the cost to replace or to reproduce an immovable property and improvements.

Programme content

SEMESTER MODULES			
FIRST SEMESTER		SECOND SEMESTER	
MODULE NAME	MODULE CODE	MODULE NAME	MODULE CODE
Property Valuation: A Guide to Replacement Cost A	S3FI07A	Property Valuation: A Guide to Replacement Cost B	S3FI07B

Learning activities

ACTIVITY	HOURS	CREDITS
Contact time	16	-
Work-based learning	-	-
Independent learning (e.g. reading time, interacting with learning material, completing online activities, asynchronous learning activities)	10	-
Preparation for and completion of assessments	16	-
Student support (e.g. tutorial, online support, additional learning material)	-	-
Other	8	-
TOTAL HOURS	50	-
TOTAL NUMBER OF CREDITS	-	-

Assessment

- This short learning programme will be continuously assessed.
- Continuous assessment includes formative and summative assessment.
 - The assessment will comprise the completion of learning tasks (such as 'mini-tests' and assignments), which will be given during the course of the workshop.
 - When combined, these learning tasks will constitute a portfolio and will amount to 100% of the final mark.
- The students will be required to apply the theory in their workplace and complete a portion relevant to the work that will aid in the portfolio or preparation for the board examination.

Modules and outcomes

Module name	Property Valuation: A Guide to Replacement Cost A/B	Module code	S3FI06A / S3FI06B
Topics that will be covered	• Theory of value. • Value versus cost. • Building control. • Reproduction cost. • Replacement costs. • Demolition costs. • Bill of quantities. • Application of rates. • Categories of houses.		
Outcomes	Students should be able to: • to recognise the difference between value and cost; • to differentiate between elements and characteristics that influence value and cost; and • the application of the cost approach to determine replacement and reproduction costs of immovable property or improvements.		
Calculation criteria	CE		

15.4.10 PROPERTY VALUATION: A GUIDE TO THE MUNICIPAL PROPERTY RATES ACT

Code	S3FI06	NQF level	6
Mode of offering	Contact	Credits	0
Site of delivery	APK	Certification	Competency based
Duration	The face-to-face offering will be a 2-day workshop in either semester 1 and/ or 2, of 8 hours each day		
Relationship with other UJ modules/ qualifications	N/A		
Articulation with subsidised UJ programmes	This SLP articulates to the Advanced Diploma in Real Estate.		
Admission requirements	Industry-related property qualification.		

Purpose of the programme

The purpose of this SLP is to provide the student with knowledge on the Municipal Property Rates Act (MPRA), functions, projects, and to ascertain the duties and services rendered by the Municipal Valuer.

- Municipal Valuers: Designation, Functions, Assistant Municipal Valuers, delegations by Municipal Valuers, Qualifications, inspection of property, access to information, conduct of Valuers, and Protection of Information.
- Valuation Criteria: Valuation, General basis of Valuation, and valuation of Sectional Title Schemes and Appeals.
- Valuation Rolls: Contents, Public notice, Inspection of & Objections to Valuation Rolls, Processing of Objections, Compulsory review of MVD, Notification of objection outcomes, right to appeal, and Adjustments or additions to Valuation Rolls.
- Valuation Appeal Boards: Establishment of Appeal Boards, Functions, Composition, and Terms.
- Updating of Valuation Rolls: Supplementary Valuations, Amendment of Valuation Rolls.

Programme content

SEMESTER MODULES			
FIRST SEMESTER		SECOND SEMESTER	
MODULE NAME	MODULE CODE	MODULE NAME	MODULE CODE
Property Valuation: A Guide to the Municipal Property Rates Act A	S3FI06A	Property Valuation: A Guide to the Municipal Property Rates Act B	S3FI06B

Learning activities

ACTIVITY	HOURS	CREDITS
Contact time – Online distance learning	16	-
Work-based learning	-	-
Independent learning (e.g. reading time, interacting with learning material, completing online activities, asynchronous learning activities)	10	-
Preparation for and completion of assessments	16	-
Student support (e.g. tutorial, online support, additional learning material)	-	-
Other	8	-
TOTAL HOURS	50	-
TOTAL NUMBER OF CREDITS	-	-

Assessment

- This short learning programme will be continuously assessed.
- Continuous assessment includes formative and summative assessment.
 - The assessment will comprise the completion of learning tasks (such as 'mini-tests' and assignments), which will be given during the course of the workshop.
 - When combined, these learning tasks will constitute a portfolio and will amount to 100% of the final mark.
- The students will be required to apply the theory in their workplace and complete a portion relevant to the work that will aid in the portfolio or preparation for the board examination.

Modules and outcomes

Module name	Property Valuation: A Guide to the Municipal Property Rates Act A/B	Module code	S3FI06A / S3FI06B
Topics that will be covered	- Purpose of MPRA. - Definitions rating. - General valuation roll. - Supplementary valuations. - Objections and appeals. - Valuation methodology. - Rates policy.		
Outcomes	Students should be able to: - understand the regulating power of the municipality to impose rates of property; - understand why certain properties are excluded from rating in the national interest; - understand the implementation of fair and equitable valuation methods of properties; and - know the objection and appeal process of the MPRA.		
Calculation criteria	CE		

15.4.11 PROPERTY VALUATION AND THE COUNCIL FOR THE BUILT ENVIRONMENT

Code	S3FI04	NQF level	6
Mode of offering	Contact	Credits	0
Site of delivery	APK	Certification	Competency based
Duration	2-day workshop in either semester 1 and/or 2, of 8 hours each day.		
Relationship with other UJ modules/ qualifications	N/A		
Articulation with subsidised UJ programmes	This SLP articulates to the Advanced Diploma in Real Estate.		
Admission requirements	NQF level 7 Industry-related property qualification.		

Purpose of the programme

- The face-to-face offering will be a 2-day workshop in either semester 1 and/or 2, of 8 hours each day.
- The student will then be required to apply the theory in their workplace and complete a portion relevant to the work covered that will aid in the portfolio or preparation for the board exam.

Programme content

SEMESTER MODULES			
FIRST SEMESTER		SECOND SEMESTER	
MODULE NAME	MODULE CODE	MODULE NAME	MODULE CODE
Property Valuation and the Council for the Built Environment A	S3FI04A	Property Valuation and the Council for the Built Environment B	S3FI04B

Learning activities

ACTIVITY	HOURS	CREDITS
Contact time	16	-
Work-based learning	-	-
Independent learning (e.g. reading time, interacting with learning material, completing online activities, asynchronous learning activities)	10	-
Preparation for and completion of assessments	16	-
Student support (e.g. tutorial, online support, additional learning material)	-	-
Other	8	-
TOTAL HOURS	50	-
TOTAL NUMBER OF CREDITS	-	-

Assessment

- Compile a record of experience containing the date of valuation, property description, type of property, purpose of valuation, and value or amount with reference to the requirements of the SACPVP.
- Understand and determine the requirements based on the weightings allocated and the experience required to register.

Modules and outcomes

Module name	Property Valuation and the Council for the Built Environment A/B	Module code	S3FI04A / S3FI04B
Topic that will be covered	Knowing how to compile a record of relevant experience in the form of an Experience Grid with calculations and the SACPVP requirements for application and registrations.		
Outcomes	Students should be able to:		
	• understand and apply the registration requirements of the SACPVP; and • explain the role of the SACPVP in transforming the property valuation profession.		
Calculation criteria	CE		

16.4.12 QUANTITATIVE FINANCE

Code	S3QF1Q	NQF level	7
Mode of offering	Contact	Credits	0
Site of delivery	APK	Certification	Competency based
Duration	• 3 Hours x 2 days per week x 10 weeks per semester. • Months to complete: February to November. • Minimum period to obtain: 1 Year. • Maximum period to obtain: 2 Years.		
Relationship with other UJ modules/ qualifications	This programme presents a pathway to the BComHons (Quantitative Finance) (H3Q15Q) and caters for students with no prior Quantitative Finance background. This SLP provides such students with an opportunity to apply for admission into the BComHons (Quantitative Finance) (H3Q15Q) upon completion of this SLP.		
Articulation with subsidised UJ programmes	This programme may allow students who have an average of above 65% for the SLP to apply for admission into the BComHons (Quantitative Finance) (H3Q15Q).		
Admission requirements	• Any Bachelor's Degree, related BTech degree or any equivalent NQF level 7 qualification • Applicant may be subject to an internal selection process		

Purpose of the programme

The purpose of this SLP is to provide the student with an opportunity to study in a field focused on Quantitative Finance. This SLP introduces quantitative finance and the mechanics involved in order to calculate quantitative models used in the financial industry. After completion of this SLP, students can apply for admission into the BComHons (Quantitative Finance) (H3Q15Q) offered by the Department of Finance and Investment Management.

Programme content

SEMESTER MODULES			
FIRST SEMESTER		SECOND SEMESTER	
MODULE NAME	MODULE CODE	MODULE NAME	MODULE CODE
Quantitative Finance A (Single-Variable Calculus)	S3QF1Q1	Quantitative Finance C (Multi-variable Calculus)	S3QF1Q5
Quantitative Finance B (Linear Algebra)	S3QF1Q2	Derivatives	S3QF1Q6
Mathematical Statistics	S3QF1Q3	Financial Modelling	S3QF1Q7
Introduction to Investments	S3QF1Q4	Programming & Machine Learning	S3QF1Q8

Learning activities

ACTIVITY	HOURS	CREDITS
Contact time	120	-
Work-based learning	-	-
Independent learning (e.g. reading time, interacting with learning material, completing online activities, asynchronous learning activities)	270	-
Preparation for and completion of assessments	610	-
Student support (e.g. tutorial, online support, additional learning material)	-	-
Other	-	-
TOTAL HOURS	1000	-
TOTAL NUMBER OF CREDITS	-	-

Assessment

- A variety of assessment methods is used, including a formal summative assessment opportunity.
- In non-credit bearing modules, similar methods are used as in formal credit bearing modules, and at the same level.
- Assessments include the following outcomes-based activities.
 - Questions, oral or written, used either separately or in combination, e.g., tests, examinations, including short or long questions, essays, multiple choice questions, etc.
- All assessment activities are accompanied by a memorandum/assessment marking guide.
- The number and range of assessment methods used are included in the Learning Guides.
- Every assessment opportunity carries a predetermined weight that takes the integration of the outcomes into account.

Modules and outcomes

Module name	Quantitative Finance A (Single Variable Calculus)	Module code	S3QF1Q1
Purpose	The purpose of this module is to calculate and apply the mathematics involved with one-variable calculus and differential equations in a quantitative finance environment.		
Outcomes	Students should be able to:		
	• define absolute values and solving equations containing absolute values; • identify different proof techniques and apply the techniques to prove mathematical statements in a quantitative finance environment; • apply the basic ideas of logic; • comprehend the binomial theorem and use it to expand binomial expressions in a quantitative finance environment; • define complex numbers and their properties used to perform operations on equations containing complex numbers in a quantitative finance environment; • define limits and evaluate basic limits as well as limits of indeterminate form using limit laws; • explain and apply the basic theoretical concepts underlying differentiation and integration in a quantitative finance environment; and • differentiate and integrate basic exponential, logarithmic, trigonometric, and hyperbolic functions.		
Calculation criteria	SH		

Module name	Quantitative Finance B (Linear Algebra)	Module code	S3QF1Q2
Purpose	The purpose of this module is to interpret the concepts with Linear Algebra in a quantitative finance environment.		
Outcomes	Students should be able to:		
	• define and comprehend the basic theoretical concepts underlying linear algebra; • comprehend the geometry and the algebra of vectors; • solve linear systems; • comprehend the algebra of matrices; • determine eigenvalues and eigenvectors of a given matrix; and • solve mathematically related problem equations using matrices and linear transformation in a quantitative finance environment.		
Calculation criteria	SH		

Module name	Mathematical Statistics	Module code	S3QF1Q3
Purpose	The purpose of this module is to describe, calculate, and interpret statistics in a quantitative finance environment.		
Outcomes	Students should be able to:		
	• describe probability theory; • explain and derive variables and distributions; • describe and calculate parameter estimation; • explain and interpret hypothesis testing; • perform various statistical tests concerning means, proportions, variances, and correlations; • perform statistical tests involving contingency tables and goodness-of-fit; • describe, perform, and interpret regression analysis; and • perform maximum likelihood estimation.		

Calculation criteria	SH

Module name	Introduction to Investments	Module code	S3QF1Q4
Purpose	The purpose of this module is to describe financial markets, their instruments and the calculation of financial instruments.		
Outcomes	Students should be able to:		
	• discuss the difference between the financial asset markets and classes; • explain the characteristics of financial asset markets and classes; and • calculate the different instruments in financial markets.		
Calculation criteria	SH		

Module name	Quantitative Finance C (Multi-Variable Calculus)	Module code	S3QF1Q5
Purpose	The purpose of this module is to calculate and apply the mathematics involved with multivariable calculus in a quantitative finance environment.		
Outcomes	Students should be able to:		
	• determine limits, gradients, partial derivatives, and directional derivatives, and apply these concepts to problem-solving in a quantitative finance environment; • solve linear programming problems; and • solve distance programming problems in finance.		
Calculation criteria	SH		

Module name	Derivatives	Module code	S3QF1Q6
Purpose	The purpose of this module is to describe, calculate, and interpret derivatives in a quantitative finance environment.		
Outcomes	Students should be able to:		
	• explain the meaning of derivatives, their basic types, and the reason for developing the derivatives market; • describe the payoff functions of forwards, futures, and options and trading strategies by combining these basic derivatives; • manage risks by the use of derivatives; • interpret the no-arbitrage principle and its role in pricing financial forwards and futures; • describe the different interest rates; • explain the design and pricing of various derivative instruments and models; • calculate and interpret the binomial model, the Black-Scholes formula, and its Greeks in a quantitative finance environment; • describe and interpret delta-hedging, historical and implied volatility, and issues on trading volatility; and • interpret the application of option pricing theory in the area of financial engineering and corporate finance in a quantitative finance environment.		
Calculation criteria	SH		

Module name	Financial Modelling	Module code	S3QF1Q7
Purpose	The purpose of this module is to implement Excel in various financial models.		
Outcomes	Students should be able to:		
	• implement corporate finance and valuation models in Excel; • conduct portfolio modelling in Excel; • construct a bond valuation model in Excel; • price option in Excel; • implement Monte Carlo simulation in Excel; and • financial analysis with Excel.		
Calculation criteria	SH		

Module name	Programming and Machine Learning	Module code	S3QF1Q8
Purpose	The purpose of this module is to introduce programming skills and Machine learning techniques required for a quantitative finance environment.		
Outcomes	Students should be able to:		
	• write a basic programme in Python to solve problems in Finance; • retrieve financial data via Application Programme Interfaces (API); • explore and analyse financial data; and • apply supervised and unsupervised learning techniques to finance problems.		
Calculation criteria	SH		

15.4.13 RESIDENTIAL VALUATIONS

Code	S3FI08	NQF level	6
Mode of offering	Contact	Credits	0
Site of delivery	APK	Certification	Competency based
Duration	2-day workshop in either semester 1 and/ or 2, of 8 hours each day.		
Relationship with other UJ modules/ qualifications	N/A		
Articulation with subsidised UJ programmes	N/A		
Admission requirements	Industry-related property qualification.		

Purpose of the programme

The purpose of this SLP is to provide a student with an understanding of residential property valuation and help improve the quality and efficiency of market valuations conducted on immovable residential property.

Programme content

SEMESTER MODULES			
FIRST SEMESTER		SECOND SEMESTER	
MODULE NAME	MODULE CODE	MODULE NAME	MODULE CODE
Residential Valuations A	S3FI08A	Residential Valuations B	S3FI08B

Learning activities

ACTIVITY	HOURS	CREDITS
Contact time	16	-
Work-based learning	-	-
Independent learning (e.g. reading time, interacting with learning material, completing online activities, asynchronous learning activities)	10	-
Preparation for and completion of assessments	16	-
Student support (e.g. tutorial, online support, additional learning material)	-	-
Other	8	-
TOTAL HOURS	50	-
TOTAL NUMBER OF CREDITS	-	-

Assessment

- This short learning programme will be continuously assessed.
- Continuous assessment includes formative and summative assessment.
 - The assessment will comprise the completion of learning tasks (such as 'mini-tests' and assignments), which will be given during the workshop.
 - When combined, these learning tasks will constitute a portfolio and will amount to 100% of the final mark.
- The students will be required to apply the theory in their workplace and complete a portion relevant to the work that will aid in the portfolio or preparation for the board examination.

Modules and outcomes

Module name	Residential Valuations A/B	Module code	S3FI08A / S3FI08B
Topics that will be covered	• Supply and demand; • Market value; • Role of valuer; and • Application of an appropriate valuation approach.		
Outcomes	Students should be able to: • understanding of current market forces; and identify, interpret, and analyse market data; • successful application of market data; and • to be able to select and utilise applicable methodology.		
Calculation criteria	CE		

**NSPs OFFERED IN THE SCHOOL OF MANAGEMENT
DEPARTMENT OF INDUSTRIAL PEOPLE AND PSYCHOLOGY MANAGEMENT**

16.	NSPs offered in the School of Management – Department of Industrial People and Psychology Management	CONTACT	DISTANCE	PAGE
16.1	Bridging Programmes - NONE			
16.2	Whole Programmes			
16.2.1	Bachelor of Human Resource Management		X	16.2
16.2.2	Diploma in Human Resource Development	X		16.19
16.2.3	Higher Certificate in Human Resource Development	X		16.30
16.3	Credit-bearing Short Learning Programmes			
16.3.1	Research Methodology		X	16.34
16.4	Non-credit bearing Short Learning Programmes			
16.4.1	Emerging Leader Leadership Development	X		16.35
16.4.2	Emerging Leader Leadership Development		X	16.38
16.4.3	Practical Psychometry	X		16.41
16.4.4	The Best Practice Programme for Human Resource Professionals	X		16.43
16.4.5	The Human Resource Business Partner	X		16.46
16.4.6	Trade Union Learning Practitioner	X		16.49

16.1 Bridging Programmes - NONE

16.2 Whole Programmes

16.2.1 BACHELOR OF HUMAN RESOURCE MANAGEMENT

This fully online programme uses the “carousel model” of enrolment using six cohorts of enrolment. This model enables six student intakes per year. The model has been designed to allow students to start in any given term.

Code	B34HRP	NQF level	7
Mode of offering	Distance	Credits	369
Site of delivery	N/A	Certification	Bachelor of Human Resource Management
Duration	Full Time: 3 Years.		
Relationship with other UJ modules/ qualifications	Students who complete modules on the Bachelor of Human Resource Management online can be considered for credits where applicable		
Articulation with subsidised UJ programmes	Articulates to the BA/BCom Hons Human Resources Management or Industrial Psychology		
Admission requirements	• NSC with APS score 28 with Mathematics OR 28 with Mathematical Literacy • English 4 (50%); Maths 4 (50%); Maths literacy 5 (60%); Technical Mathematics 4 (50%)		

Purpose of the programme

The purpose of the Bachelor of Human Resource Management (BHRM) degree is to equip students with an in-depth grounding in human resource management (HRM) knowledge, theory, principles, and skills so that they may contribute to the multi-functional, multinational public and business sectors, confidently executing analytical, interpretive, strategic, and integrative skills. The BHRM degree is designed to empower students to gain a set of skills, values, attitudes, and knowledge to enable them to:

- contribute to the development, growth, competitiveness, and sustainability of organisational assets: employees, teams, and associated communities;
- formulate, plan, strategise, execute, measure, and improve HRM and business processes, practices, systems, and solutions;
- partner, learn from, and collaborate with national, regional, and global HRM and business stakeholders to improve the performance of human capital via talent development;
- apply innovation and technology to implement and improve HRM and business systems, policy, procedure, and best practices; and
- comply with good governance, strong ethics, and quality performance standards when implementing, managing, and improving HRM and business practices.

Programme content

Module Code	Module Name	Module Credits
FIRST YEAR		
BM1ACP1	Business Management 1A	12
HRMACP1	Human Resource Management 1A	12
IPAACP1	Industrial Psychology 1AA	8
IPABCP1	Industrial Psychology 1AB	8
IMAACP1	Information Management 1AA	8
MT1ACP1	Mathematics: Finance and Business 1A	12
6 Modules		60 Credits
SECOND YEAR		
BM1BCP1	Business Management 1B	12
HRMBCP1	Human Resource Management 1B	12
IPBACP2	Industrial Psychology 1BA	8
IPBBCP2	Industrial Psychology 1BB	8
IMABCP1	Information Management 1AB	8
MT1BCP1	Mathematics: Finance and Business 1B	12
6 Modules		60 Credits
THIRD YEAR		
ATEACP2	Analytical Techniques 1A	15
BM2ACP2	Business Management 2A	16
HRMACP2	Human Resource Management 2A	12
HRMBCP2	Human Resource Management 2B	12
IP2ACP2	Industrial Psychology 2A	16
ILL2CP2	Introductory Labour Law	12
6 Modules		83 Credits
FOURTH YEAR		
BM2BCP2	Business Management 2B	16
HRMACP3	Human Resource Management 3A	12
HRMCCP3	Human Resource Management 3C	16
IP2BCP2	Industrial Psychology 2B	16
IP3ACP3	Industrial Psychology 3A	16
PMT3CP3	Project Management	14
6 Modules		90 Credits
FIFTH YEAR		
BM3ACP3	Business Management 3A	16
BM3BCP3	Business Management 3B	16
HRMBCP3	Human Resource Management 3B	12
HRMDCP3	Human Resource Management 3D	16
IP3BCP3	Industrial Psychology 3B	16
5 Modules		76 Credits

BACHELOR OF HUMAN RESOURCE MANAGEMENT (B34HRP) – 2026 CAROUSEL OFFERING

INTAKE STARTS	MODULE CODE	MODULE NAME	CREDITS
INTAKE 1: Starts Monday, January 12, 2026	HRMBCP1	Human Resource Management 1B	12
	IP3ACP3	Industrial Psychology 3A	16
	BM2ACP2	Business Management 2A	16
INTAKE 2: Starts Monday, March 9, 2026	IP3BCP3	Industrial Psychology 3B	16
	BM2BCP2	Business Management 2B	16
	BM1BCP1	Business Management 1B	12
INTAKE 3: Monday, May 4, 2026	BM3ACP3	Business Management 3A	16
	PMT3CP3	Project Management	16
	MT1ACP1	Mathematics: Finance & Business 1A	12
	MT1BCP1	Mathematics: Finance & Business 1B	12
INTAKE 4: Starts Monday, June 29, 2026	BM3BCP3	Business Management 3B	16
	HRMACP1	Human Resource Management 1A	12
	ILL2CP2	Introductory Labour Law	12
INTAKE 5: Starts Monday, August 24, 2026	HRMACP2	Human Resource Management 2A	12
	HRMCCP3	Human Resource Management 3C	16
	IPBACP2	Industrial Psychology 1BA	8
INTAKE 6: Starts Monday, October 19, 2026	HRMBCP2	Human Resource Management 2B	12
	IPBBCP2	Industrial Psychology 1BB	8
	HRMDCP3	Human Resource Management 3D	16

Assessment

All modules are assessed through continuous assessment.

Modules and outcomes

FIRST YEAR

Module name	Business Management A	Module code	BM1ACP1
Purpose	The purpose of this module is to introduce students to the main themes and concepts of Business Management, the business environment, and its interactive sub-environments. Furthermore, students will be provided with a global overview of general management as a management function and prepare them for challenges in the South African business environment. This module is designed to provide the student with intellectual competencies, practical skills and an understanding of management based on historical and modern approaches, as well as the management tasks, namely planning, organising, leading and control.		
Outcomes	Students should be able to: - explain the role of business in society, considering the needs and resources of the community, the main economic systems; - identify and explain the internal and external business environment and the interaction between an organisation and its environment; - introduce and elaborate corporate citizenship; - identify and describe management activities; - explain introductory entrepreneurship and the different types of entrepreneurs; and - identify and explain the four primary management tasks.		

Calculation criteria	CE

Module name	Human Resource Management 1A	Module code	HRMACP1
Purpose	The purpose of this module is to understand the field, profession, and practices of the Human Resources (HR) Practitioner within the context of the HR value chain: HR planning, recruitment, selection, appointment, performance management, performance development, organisational development, remuneration, employee relations, wellness, information systems, and retention strategy. Explore people management best practices to align the HR value chain to the Line Manager functions, ensuring fairness, accountability, responsibility, and transparency. Students focus on the HR arena in the business, private, and public sectors within the local, national, and international marketplace.		
Outcomes	Students should be able to:		
	- define Human Resource Management (HRM) as a profession and field consisting of the HR value chain or functions impacted by legislation, standards, policies, procedures, and practices; - explain the interrelationships of the Human Resource Management function with other organisational functions and interrelated, multi-dimensional disciplines; - investigate the role of professional bodies and national and international strategies in Human Resource Management; - compare past and contemporary management theories in explaining the development and practice of Human Resource Management; - explore the implications of business challenges and opportunities for Human Resource Management as a profession; and - explain the roles and outputs of Human Resource Management within the context of small, medium, and large organisations.		
Calculation criteria	CE		

Module name	Industrial Psychology 1A	Module code	IPAACP1
Purpose	The purpose of this module is to provide students with an introduction to the field of Industrial Psychology. It provides a basic knowledge and understanding of industrial psychology concepts as related to the biological basis of behaviour, research methodology, human development, learning, perception, cognition, motivation, attitude and values, personality, attraction and affiliation, group behaviour, and social processes for development. Students need to identify, describe, and distinguish concepts and theories applicable to the scientific field of Industrial Psychology, acquiring a basic understanding of the nature of problems experienced in organisations.		
Outcomes	Students should be able to:		
	- define, describe, and explain industrial psychology; - identify and discuss the different schools of psychology; - describe and discuss the developments of industrial psychology; - identify and describe the steps in the research process, considering possible errors, ethical principles, and social issues; - identify and discuss the biological basis for behaviour and illustrate the application of such knowledge to job design; - define and explain all necessary aspects of human development, learning, perception, cognition, motivation, attitudes, and values, and its relevance and application in the workplace; - define and explain the relevance of interpersonal attraction and affiliation and group behaviour in the workplace;		

	- define and discuss personality and the different methods of personality assessment, considering its relevance and importance in the work environment; and - describe, discuss, and explain the social processes in an organisation and how its various components interact.
Calculation criteria	CE

Module name	Industrial Psychology 1B	Module code	IPABCP1
Purpose	The purpose of this module is to provide students with an introduction to the field of Industrial Psychology. It provides a basic knowledge and understanding of industrial psychology concepts as related to the biological basis of behaviour, research methodology, human development, learning, perception, cognition, motivation, attitude and values, personality, attraction and affiliation, group behaviour, and social processes for development. Students need to identify, describe and distinguish concepts and theories applicable to the scientific field of Industrial Psychology, acquiring a basic understanding of the nature of problems experienced in organisations.		
Outcomes	Students should be able to:		
	- define, describe, and explain industrial psychology; - identify and discuss the different schools of psychology; - describe and discuss the developments of industrial psychology; - identify and describe the steps in the research process, considering possible errors, ethical principles, and social issues; - identify and discuss the biological basis for behaviour and illustrate the application of such knowledge to job design; - define and explain all necessary aspects of human development, learning, perception, cognition, motivation, attitudes, and values, and its relevance and application in the workplace; - define and explain the relevance of interpersonal attraction and affiliation and group behaviour in the workplace; - define and discuss personality and the different methods of personality assessment, considering its relevance and importance in the work environment; and - describe, discuss, and explain the social processes in an organisation and how its various components interact.		
Calculation criteria	CE		

Module name	Information Management 1AA	Module code	IMAACP1
Purpose	The purpose of this module is to provide the student with knowledge and skills to identify the different phases in the information life cycle, distinguish between the different types of information sources, and be familiar with databases to the extent to which this knowledge can be applied to information management principles. A student is equipped with the necessary competencies and skills to apply technology associated with the Internet, World Wide Web (WWW), and search engines for basic information management purposes.		
Outcomes	Students should be able to:		
	- describe the elements of the information life cycle; - demonstrate theoretical and practical knowledge on how to classify the different types of information sources; - design and create a working database; - demonstrate theoretical knowledge of the Internet and www as an information infrastructure;		

	• demonstrate theoretical and practical knowledge of the role of the Internet and WWW tools to access information; • evaluate the content found on the www for academic and/or personal research purposes; and • do research on fundamental information management issues.
Calculation criteria	CE

Module name	Mathematics: Finance and Business 1A	Module code	MT1ACP1
Purpose	The purpose of this module is to give students a proper foundation in important mathematical skills needed to pursue studies in accounting, business, finance, and economics. Students are taught various topics in fundamental algebra and graphs with direct applications in the relevant fields.		
Outcomes	Students should be able to:		
	• accurately perform basic calculations in algebra; • correctly apply the algebraic techniques learned to problem solving; • apply consistently the features of a straight line to selected problems; • functions and inequalities; • apply methodically non-linear functions to selected areas in the economic sciences; • calculate and apply exponential and logarithmic functions to selected problems; • apply concepts of percentage, rates, and ratios; • logically reason problems using the skills that they have learned; and • reproduce formulas and apply techniques in order to solve economic and financial science-related problems.		
Calculation criteria	CE		

SECOND YEAR

Module name	Business Management1B	Module code	BM1BCP1
Purpose	The purpose of this module is to develop the students' fundamental theoretical and academic knowledge to provide them with an overview of management functions and prepare them for challenges in the South African business environment. This module will also develop the student with fundamental academic knowledge, intellectual competencies, and practical skills on how to apply the functional areas of a business.		
Outcomes	Students should be able to:		
	Discuss and explain five different management functions: • Finance; • Human Resource Management; • Information; • Marketing; External Communication and Public Relations; and • Operations and Supply Chain.		
Calculation criteria	CE		

Module name	Human Resource Management 1B	Module code	HRMBCP1
Purpose	The purpose of this module is to empower students to practice fair, valid, and reliable recruitment, selection, remuneration, rewards, appointments, and orientation processes when engaging with line managers to contract the right people for the right jobs to achieve the organisational strategic goals. Ensure that legislation, policy, and procedures (Conditions of Service), processes, monitoring, evaluation, effective communication, quality, and records are of high standards.		
Outcomes	Students should be able to:		
	• use flow diagrams to show the steps in the recruitment, selection, remuneration, rewards, appointments, and orientation processes; • discuss and debate the merits of how Human Resources (HR) should engage with line managers to contract the right people for the right jobs to achieve the organisational strategic goals; • analyse the HR relevant legislation (Basic Conditions of Employment (BCE), Labour Relations Act (LRA), SDLA, EEA, Broad Based Black Economic Empowerment (BBBEE, etc.) to design HR policy and procedures or Conditions of Service with quality processes that benefit employer and employee; and • explain how effective HR communication, maintaining high quality of service delivery, regular monitoring and evaluation, and producing relevant records		
Calculation criteria	CE		

Module name	Industrial Psychology 1BA	Module code	IPBACP2
Purpose	The purpose of this module is firstly to provide students with an introduction to the field of Industrial Psychology. It provides a basic knowledge and understanding of the multi-dimensional nature of ergonomics, as well as the different applicable fields that contribute to the knowledge base of ergonomics. Students need to identify, describe, and apply theoretical knowledge and concepts related to ergonomics to establish an effective, safe, and healthy human-machine interface. Secondly, the purpose of this module is to provide students with basic knowledge and understanding of the scientific literature regarding consumer psychology. Students need to identify, describe, and contextualise theoretical knowledge and concepts related to consumer psychology in order to understand its basic nature and practical implications. The above-mentioned allows for the basic awareness and understanding of the contributions of Industrial Psychology in the establishment of effective human-machine system interactions as well as consumer behaviour within the broader society.		
Outcomes	Students should be able to:		
	• define ergonomics; • describe the historical development of ergonomics as well as the focus and objectives of ergonomics; • discuss the role of the ergonomist, apply the advantages of ergonomics, and apply ergonomics to specific user populations; • know the basics regarding human abilities and limitations that can influence human reliability in system operation; • define and explain consumer psychology; • describe the establishment of consumer psychology as a sub-discipline of industrial psychology and indicate its strategic applications; • describe the intra-psycho domain of consumer behaviour and to explain how marketers go about influencing consumers' behaviour in order to stimulate buying behaviour; • describe the mechanism of the consumer decision-making process; • describe the organismic processes of consumption; and		

	contextualise the contemporary consumer.
Calculation criteria	CE

Module name	Industrial Psychology 1BB	Module code	IPBBCP2
Purpose	The purpose of this module is firstly to provide students with an introduction to the field of Industrial Psychology. It provides a basic knowledge and understanding of the multi-dimensional nature of ergonomics, as well as the different applicable fields that contribute to the knowledge base of ergonomics. Students need to identify, describe, and apply theoretical knowledge and concepts related to ergonomics to establish an effective, safe, and healthy human-machine interface. Secondly, the purpose of this module is to provide students with basic knowledge and understanding of the scientific literature regarding consumer psychology. Students need to identify, describe, and contextualise theoretical knowledge and concepts related to consumer psychology to understand its basic nature and practical implications. The above-mentioned allows for the basic awareness and understanding of the contributions of Industrial Psychology in the establishment of effective human-machine system interactions as well as consumer behaviour within the broader society.		
Outcomes	Students should be able to: - describe and explain organisation psychology; - differentiate between various frames of reference applicable to studying behaviour in organisations; - demonstrate concepts and theories related to behaviour in organisations on individual, group/team and organisational level; - examine the importance of organisational learning and renewal; - analyse, examine and discuss the importance of leadership, strategy and organisational culture as the primary transformational variables in the organisational context; - analyse and discuss the importance of organisational culture and the dynamics of culture in high-performing organisations; - examine and discuss theoretical foundations of organisational change and development; - critically assess emerging trends in organising human activity and behaviour in view of available organisational theory and design perspectives; and - analyse, examine, and discuss the importance of power, conflict, communication, and decision-making within group structures and critically analyse their effects on the organisation.		
Calculation criteria	CE		

Module name	Information Management 1AB	Module code	IMABCP1
Purpose	The purpose of this module is to provide the student with knowledge and skills to identify the different phases in the information life cycle, distinguish between the different types of information sources, and be familiar with databases to the extent to which this knowledge can be applied to information management principles. A student is equipped with the necessary competencies and skills to apply technology associated with the Internet, World Wide Web (WWW), and search engines for basic information management purposes.		
Outcomes	Students should be able to:		
	• describe the elements of the information life cycle; • demonstrate theoretical and practical knowledge on how to classify the different types of information sources; • design and create a working database; • demonstrate theoretical knowledge of the Internet and www as an information infrastructure; • demonstrate theoretical and practical knowledge of the role of the Internet and WWW tools to access information; • evaluate the content found on the www for academic and/or personal research purposes; and • do research on fundamental information management issues.		
Calculation criteria	CE		

Module name	Mathematics: Finance and Business 1B	Module code	MT1BCP1
Purpose	The purpose of this module is to give students a proper foundation in important mathematical skills needed to pursue studies in accounting, business, finance, and economics. Students are taught various topics in fundamental algebra and graphs with direct applications in the relevant fields.		
Outcomes	Students should be able to:		
	• accurately perform time value of money calculations; • correctly apply the time value of money to problem solving; • solve methodically, simultaneous equations, and apply them to selected problems in the economic sciences; • determine by means of linear programming solutions to constrained problems; • perform and interpret descriptive statistics calculations; • determine and discuss probability-related problems; • apply the rules of differentiation logically to selected areas in the financial and economic sciences; • logically reason problems using the skills that they have learned; and reproduce formulas and apply techniques in order to solve economic and financial science-related problems.		
Calculation criteria	CE		

THIRD YEAR

Module name	Analytical Techniques 1A	Module code	ATEACP2
Purpose	A student credited with this module will have developed a basic ability to define terms commonly used in statistics, to show how a set of data can be organised in a meaningful way, and to present it so as to reveal or enhance its fundamental properties. The student will also be able to measure and model the linear relationship between two variables. A student credited with this module will have developed a basic ability to analyse a time series, understand and implement the basic concepts of probability, probability distributions, sampling distributions, and elementary matrix operations.		
Outcomes	Students should be able to:		
	• demonstrate the ability to use statistical terminology in the appropriate way and distinguish between different measurement scales; • show how the raw data can be tabulated and presented graphically; • calculate and interpret measures of central tendency and spread for a set of data and perform elementary probability calculations; • identify different methods used to gather sample data and understand the basic concepts of sampling distributions and statistical inference; • show how to analyse a time series and forecast values for future time periods; and • determine and use least squares regression lines and the coefficients of correlation.		
Calculation criteria	CE		

Module name	Business Management 2A	Module code	BM2ACP2
Purpose	The purpose of the module is to promote an understanding of two tasks, planning and organising, within the interpretation and application of a systems approach.		
Outcomes	Students should be able to:		
	• planning within the context of an organisation; • implementation of planning within an organisation; • organising within the context of an organisation; • coordination within an organisation; and • an organisational structure.		
Calculation criteria	CE – Semester mark is calculated from a series of continuous assessments.		

Module name	Human Resource Management 2A	Module code	HRMACP2
Purpose	The purpose of this module is to gain skills and competencies to empower line managers to manage the performance and development of employees. Understand the Human Resource Business Partner (HRBP), Human Resource Development (HRD) Practitioner, and line manager roles in employee performance development and improvement within the context of established performance management and HRD theories, systems, models, and frameworks. Align employee performance and development to talent management, succession planning, career paths and promotions.		
Outcomes	Students should be able to:		
	• describe and critique empowerment strategies for line managers to execute the HR processes of employee performance appraisal, personal development plans, performance improvement and annual performance ratings;		

	- analyse the Human Resource Business Partner, HRD Practitioner and line manager roles in employee performance development and improvement within the context of established performance management and HRD theories; - investigate systems, models and frameworks that align employee performance and development to talent management, succession planning, career paths and promotions; - explain the HRD Practitioner's role in providing cost-effective, high-quality training and skills development opportunities for employees and managers to improve and sustain high-quality performance; and - employ relevant computer software and technology to record and report on performance management, development interventions and talent pipelines.
Calculation criteria	CE

Module name	Human Resource Management 2B	Module code	HRMBCP2
Purpose	The purpose of this module is for students to learn to promote effective and efficient employee relations, wellness and safety within the workplace as per legislative requirements Basic Conditions of Employment (BCOE); Labour Relations Act (LRA); Employment Equity Act (EEA); Occupational Safety and Health Administration (OSHA); ; National Skills Development Strategy (NSDS), etc. Use multiple case studies, actual workplace observations and investigations to understand the role of collective bargaining councils, unions, peer educator programmes and risk management in maintaining and sustaining employee engagement, diversity integration and improved individual and team performance.		
Outcomes	Students should be able to:		
	- best practices (BCOE; LRA; EEA; OSHA; National Skills Development Strategy (NSDS), etc.) promote effective and efficient employee relations, wellness and safety within the workplace; - compare multiple case studies, actual workplace observations and investigations to understand the role of collective bargaining councils, unions, peer educator programmes and risk management in employee wellness; - design strategies to maintain and sustain employee engagement, diversity integration and improved individual and team performance; and - discuss the management of labour disputes, grievances and employee disengagement to minimise cost to the company and maximise human capital development.		
Calculation criteria	CE		

Module name	Industrial Psychology 2A	Module code	IP2ACP2
Purpose	The purpose of this module is to provide students with an introduction to study the field of Organisation Behaviour. Students are equipped with the intellectual competencies for acquiring and understanding knowledge about behaviour on an individual, group and organisational level. Students need to identify, describe, distinguish, apply and analyse concepts and theories related to the scientific field of organisational psychology, allowing a thorough understanding of the nature of problems experienced within organisations and options for addressing these problems.		
Outcomes	Students should be able to:		
	- describe and explain organisational psychology; - diferentiate between various frames of reference applicable to studying behaviour in organisations; - demonstrate concepts and theories related to behaviour in organisations on individual, group/team and organisational level;		

	• examine the importance of organisational learning and renewal; • analyse, examine and discuss the importance of leadership, strategy and organisational culture as the primary transformational variables in the organisational context; • analyse and discuss the importance of organisational culture and dynamics the of culture in high-performing organisations; • examine and discuss theoretical foundations of organisational change and development; • critically assess emerging trends in organising human activity and behaviour in view of available organisational theory and design perspectives; and • analyse, examine and discuss the importance of power, conflict, communication and decision-making within group structures and critically analyse their effects on the organisation.
Calculation criteria	CE

Module name	Introductory Labour Law	Module code	ILL2CP2
Purpose	Upon completion of this module, students will have the basic competence and the basic practical skills that will enable them to apply the substantive law formally in practical situations. A student who has successfully completed this module will have sufficient knowledge to be able to identify and classify basic labour law disputes. The student will gain a general insight into substantive law as contained in common law, individual service contracts and collective labour law as contained in legislation.		
Outcomes	Students should be able to: • identify and solve basic labour law disputes; • recognise the application of equity legislation in the employment relationship; • explain the notion of freedom of association in South African labour law; • recognise and describe the regulation of collective labour relations in South Africa; • recall the main rights and obligations of the individual employment relationship; and • list and distinguish the relevant dispute routes and procedures for labour law disputes.		
Calculation criteria	CE		

FOURTH YEAR

Module name	Business Management 2B	Module code	BM2BCP2
Purpose	The purpose of the module is to promote an understanding of the two management tasks, leading and control, in an organisation through the interpretation and application of a systems approach.		
Outcomes	Students should be able to: • different approaches in leadership; • motivation; • the approaches to communicating; • the difference between business operations and quality management; and • the performance measures, control and risk.		
Calculation criteria	CE		

Module name	Human Resource Management 3A	Module code	HRMACP3
Purpose	The purpose of this module is to equip students with technological skills and acumen to effectively and efficiently manage databases of employee records. Students use Human Resource (HR) analytics and metrics to capture, store and report on a variety of datasets within the HR value chain, thereby affirming HR as a professional, strategic player in organisational development. Specialised skills and strategies are used to improve the efficiency of Human Resource Information Systems (HRIS).		
Outcomes	Students should be able to:		
	• use relevant technology to effectively and efficiently manage databases of employee records; • apply HR analytics and metrics to capture, store and report on a variety of datasets within the HR value chain; • assess the role of HRIS in affirming HR as a professional, strategic player in line manager and organisational development; • improve on specialised IT skills, software and strategies to improve the efficiency of the HRIS function; and • measure and critically evaluate the Return on Investment (ROI) that the HR division brings into an organisation.		
Calculation criteria	CE		

Module name	Human Resource Management 3C	Module code	HRMCCP3
Purpose	The purpose of this module is to provide students with an understanding of rewards management in an organisational and international context and provide students with the knowledge and understanding of environments in which reward professionals plan, implement and evaluate employee reward policies to support strategic organisational goals. Students will acquire both theoretical and normative understanding of the diverse approaches to reward management. Students will be able to critically reflect on the strengths and limitations of rewards in promoting individual and organisational performance in a fair, reasonable and equitable way.		
Outcomes	Students should be able to:		
	• apply the principles of individual and organisational performance; • implement reward strategies and compensation policies; • develop appropriate reward strategies and compensation policies; and • implement reward strategies.		
Calculation criteria	CE		

Module name	Industrial Psychology 2B	Module code	IP2BCP2
Purpose	The purpose of this module is to introduce students to research methods and psychological assessment in Industrial Psychology.		
Outcomes	Students should be able to:		
	• describe and explain the role of research in the profession and science of Industrial Psychology; • discuss and evaluate different strategies of research; • know and understand the steps to follow when undertaking research in behavioural sciences, and Industrial Psychology, in particular; • explain and understand psychological assessment and the purpose thereof, within the multicultural South African context; • describe and understand different types of assessment;		

	- describe and understand the particular current issues in psychological assessment; and - describe and understand the process of psychological assessment.
Calculation criteria	CE

Module name	Industrial Psychology3A	Module code	IP3ACP3
Purpose	The purpose of this module is to provide students with the ability to understand and describe the field of Personnel Psychology. Core aspects of the module include research methods in Personnel Psychology, the changing nature of work, standards of effective personnel decision-making, psychological assessments in recruitment and selection, and aspects of fairness in the South African labour and legislative context. The next part will provide students with the ability to understand and describe the field of Career Psychology. Academic content related to individual career-planning processes, life and career phases, contemporary career issues, the integration of career management principles with Human Resource (HR) systems, and industrial mental health is covered.		
Outcomes	Students should be able to: - outline the academic field of personnel psychology; - develop a clear understanding of all the related research methods that are employed in the field of personnel psychology; - examine all the key constructs, theories and strategies from the academic field of personnel psychology; - analyse the applicability of theory to hypothetical questions within the applied field of study; - draw conclusions and use these to formulate appropriate solutions and actions to address the theory-related issues raised in the group discussions, practical exercises and case studies; - develop an appreciation of the complexities related to the making of sound personnel decisions, specifically within the South African labour context; - develop a number of cross-field learning objectives; - conceptualise the academic field of career psychology; - comprehend all the key constructs, theories and strategies from the academic field of study; - make inferences concerning the applicability of theory to hypothetical questions within the applied field of study; - draw conclusions and use these to formulate appropriate solutions and actions to address the theory-related issues raised in the group discussions, practical exercises and case studies; - develop an appreciation of the complexities related to making sound career decisions, specifically within the South African labour context; - develop and understand the links between career psychology and HR career management; - develop and understand the complexities of contemporary career issues; - formulate an overview of the field of industrial mental health and its practical applications; and - develop a number of cross-field learning objectives.		
Calculation criteria	CE		

Module name	Project Management	Module code	PMT3CP3
Purpose	The purpose of this module is to provide the student with a wide range of theoretical and practical knowledge in the field of project management.		
Outcomes	Students should be able to:		
	- understand the introduction to generic project management, including project definition, life cycle, management functions, project constraints, terminology and general education and ethical issues; - analyses project initiation, including project proposal and scoping, statement of work, selection, organisation; - demonstrate an understanding of project implementation, including planning, financing, scheduling, resourcing, monitoring and control; project termination, including auditing, termination and reporting; and - understand the latest developments in project management, including future considerations, impacts on the private and public sectors, demographics, information technology, and career paths of the project manager.		
Calculation criteria	CE		

FIFTH YEAR

Module name	Business Management 3A	Module code	BM3ACP3
Purpose	The purpose of this module is to introduce students to the main themes and concepts of strategic management and its functions within the corporate context. Students will be provided with intellectual competencies, practical skills and an understanding of the comprehensive strategic management processes, which will equip them to manage under VRIN (Valuable, Rare, Inimitable and Non-Substitutable) conditions in a global environment.		
Outcomes	Students should be able to:		
	- appraise the term 'strategic management', its origin, what it encompasses and what its function is within the corporate context in a commercial or non-commercial setting; - identify and compare the different types of philosophies concerning strategic management and motivate the main guidelines or considerations dictating its deployment; - by using authoritative sources, select an appropriate comprehensive corporate strategic management framework or model and explain the essential phases or steps involved in this process; - select upon VRIN capabilities necessary for changing environments; - explain how the strategy is implemented and evaluated in a business; and - describe and select upon the macro-importance of building learning organisations and world-class organisations in South Africa.		
Calculation criteria	CE		

Module name	Business Management 3B	Module code	BM3BCP3
Purpose	The purpose of this module is to provide the student with knowledge, interpretation, and an understanding of risk management in any organisation. This module will further develop an appropriate understanding of global trends in sustainability as well as the possibilities for responding and adapting to operate efficiently within dynamic environments.		
Outcomes	Students should be able to:		
	• reflect upon the principles, concepts, and practice of risk and risk management; • reflect on local and global trends in sustainability development; • distinguish between the priority areas for sustainability interventions; • reflect upon the tenets of managing and leading in the face of complexity (change, stakeholder demands, requirement for operational efficiency, with limited resources); and • demonstrate an ability to show flexibility, openness, and a willingness to respond according to the situation.		
Calculation criteria	CE		

Module name	Human Resource Management 3B	Module code	HRMBCP3
Purpose	The purpose of this module is for students to be able to compile and submit a Portfolio of Evidence (POE) and conduct an audio-visual presentation on their evidence of EITHER the entire Human Resource (HR) value chain OR on the specific outcomes of 3 selected modules. Evidence is in the form of observations, research, learning and data gathering during the simulated, integrated HR project AND 80 to 100 hours (2-3 Weeks) of actual workplace job shadowing, internship, studentship, apprenticeship or other form of gaining practical, experiential learning. To graduate, students must gain "Competent" status for their team simulation + individual POE + individual presentation.		
Outcomes	Students should be able to:		
	• SIMULATED HR PROJECT: In teams of 10, create a simulated HR environment and role-play the HR value chain, OR 1 specific HR function in action. The entire simulated activity will last 30 minutes. All relevant documents, forms, tools, and techniques must be well researched and authentic and presented for assessment. This simulated project involves an integration of the specific outcomes for all HRM modules in this qualification. The team simulation project will be assessed and evaluated by a panel of industrial and academic HR experts. • WORK INTEGRATED LEARNING (WIL) PROJECT: Undertake 80 to 100 hours (2-3 Weeks) of actual workplace job shadowing, internship, studentship, apprenticeship or other form of gaining practical, experiential learning. The organisational acceptance or agreement to your WIL project must be authenticated by a Director or Executive of the organisation. • PORTFOLIO OF EVIDENCE (POE) ASSESSMENT: compile and submit a POE of EITHER the entire HR value chain OR on the specific outcomes of 3 selected modules. Evidence is in the form of observations, research, learning, and data gathering during the simulated, integrated HR project; and • AUDIO-VISUAL PRESENTATION: Conduct a 3-minute individual audio-visual presentation on your evidence gathered and presented in your POE. This presentation must reveal your understanding of the integration of the specific outcomes for all HRM modules in this qualification. Your presentation will be assessed and evaluated by a panel of industrial and academic HR experts.		
Calculation criteria	CE		

Module name	Human Resource Management 3D	Module code	HRMDCP3
Purpose	The purpose of this module is to explore business alignment of the Human Resource Management (HRM) function by investigating the concepts of strategic HRM, Human Resource (HR) risk management, and HR measurement. Students will learn how HR strategy is derived from and aligned to organisational objectives, analysing internal and external environmental factors. Students will also appreciate how various people-related risks can impact organisational objectives. They will be exposed to the manner in which governance and compliance frameworks are used to identify and manage HR risks in different business environments. The different measurement approaches, methodologies, tools, and metrics used to assess the effectiveness and efficiency of the HRM function will also be critically selected upon.		
Outcomes	Students should be able to:		
	• deconstruct HR strategies to determine their role in achieving specific organisational objectives; • detect and address various positive and negative HR risks; • determine methodologies and metrics to measure the activities of HR; and • report on various HR activities in the form of an HR scorecard.		
Calculation criteria	CE		

Module name	Industrial Psychology 3B	Module code	IP3BCP3
Purpose	The purpose of this module is to provide students with the intellectual competencies required to identify, examine, and apply ethical principles, which will enable them to comprehend their professional ethical obligation as it applies to the field of Industrial Psychology. This module will also provide students with applied competencies in Industrial Psychology in order to examine, apply, and analyse the relevance of the field within organisations. This module allows for a comprehensive understanding of ethical principles within organisations as well as the practical application of Industrial Psychology.		
Outcomes	Students should be able to:		
	• conceptualise industrial psychology as a profession in relation to other disciplines; • comprehend the professional ethical obligations of industrial psychology; • construct ethical decisions based on the profession's code of ethics; • examine ethical issues in the subfields of industrial psychology; • present a framework of the role of industrial psychologists in enhancing organisational ethics; • evaluate methods of evaluating the selection process in organisations; • evaluate employee performance in the design and evaluation of employee training and development in the organisations; • examine employee motivation, satisfaction and commitment within the new organisational context; • evaluate the importance of leadership and group behaviour in the organisation, • consider the importance of human factors and working conditions in organisational health; and • develop a number of cross-field learning objectives.		
Calculation criteria	CE		

16.2.2 DIPLOMA IN HUMAN RESOURCE DEVELOPMENT

Code	D3HRDQ	NQF level	6
Mode of offering	Contact	Credits	360
Site of delivery	APB	Certification	Diploma in Human Resource Development
Duration	Minimum duration for completion – Full Time: 3 Years.		
Relationship with other UJ modules/ qualifications	Students who have completed the Higher Certificate in Human Resource Development (HRD) (F34RDQ) at an NQF level 5 with UJ, will be given credit for the module, Human Resource Development 1A (HRD01A1) (15 credits) in the first year of study and for the module Personal and Professional for HRD Practitioners 2A (HRD04A2) (15 credits) in the second year of study in this programme.		
Articulation with subsidised UJ programmes	- The successful completion of the 360-credit Diploma in Human Resource Development (D3HRDQ) at NQF Level 6 meets the minimum entry requirement for admission to an Advanced Diploma in People Performance Management (A34PPQ) at NQF Level 7 vertically. - Horizontally, the Diploma in Human Resource Development and certain modular credits can be carried into the Diploma in People Management (D34P2Q) within the Department of Industrial Psychology and People Management. Articulation possibilities also exist horizontally with other NQF Level 6 programmes, and credits obtained by completion of a module in this programme may be credited to other programmes at NQF Level 5 or 6.		
Admission requirements	- Students should have completed the National Senior Certificate (NQF level 4) with Diploma endorsement or an equivalent school leaving qualification; or - Students who have completed the UJ Higher Certificate in Human Resource Development (NQF level 5) or in a related field may also be eligible to apply. - Students require an: - APS of 19 with Maths, or 21 with Maths Literacy; and - Fluency in English writing and speaking is required.		

Purpose of the programme

The purpose of the Diploma in Human Resource Development (NQF level 5) (D3HRDQ) is to prepare students for a career in Human Resource Development in such roles as Human Resource Business Partner, Learning Consultant, eLearning Designers and Consultants, Performance Improvement Consultants, and Organisational development consultants within the full HR value chain.

This programme will develop theoretical knowledge and practical Competency and skills on NQF Level 6 in human resource development to enable students to apply the principles of contemporary people practices in their working environment. The student should be able to make decisions in the context of human resource development, interpret relevant information, and produce innovative responses based on informed judgment to concrete but often unfamiliar problems. Aligned with the requirements of the NQF Level 6 outcomes, the qualification will provide the student with an appropriate range of fundamental knowledge, skills, and competencies in fields such as human resource management, human resource development, leadership, business communication, learning technologies, learning delivery and support, digital communication, change management, performance consulting, business research, and project management.

Programme content

FIRST YEAR							
FIRST SEMESTER				SECOND SEMESTER			
MODULE NAME	MODULE CODE	NQF LEVEL	CREDITS	MODULE NAME	MODULE CODE	NQF LEVEL	CREDITS
Human Resources Development 1A: An Introduction to the field	HRD02A1	5	15	Human Resources Development 1B: An Introduction to the HRD strategy, planning and HR systems	HRD06B1	5	15
Human Resource Management 1 A: An Introduction to the field	HRD01A1	5	15	Human Resource Management 1B: An introduction to people, resourcing, orientation and retention strategies for HRD practitioners	HRD05B1	5	15
Business Communication for Human Resource Development Practitioners 1A	HRD03A1	5	15	Business Skills for Human Resource Development Practitioners 1B	HRD07B1	5	15
Introduction to Basic Information Technology 1A	HRD04A1	5	15	Introduction to Information Technology 1B: Digital communication for HRD Practitioners	HRD08B1	5	15

SECOND YEAR							
FIRST SEMESTER				SECOND SEMESTER			
MODULE NAME	MODULE CODE	NQF LEVEL	CREDITS	MODULE NAME	MODULE CODE	NQF LEVEL	CREDITS
Human Resource Development 2A: The Human Performance Improvement Process	HRD02A2	6	15	Human Resource Management 2B: Employment Relations in South Africa	HRD05B2	6	15
Human Resource Management	HRD01A2	5	15	Human Resource Development	HRD06B2	6	15

2A: The Performance Management Process				2B: Instructional Design and Development			
Digital Communication 2A: Applied digital communication for HRD practitioners	HRD03A2	5	15	Human Resource Development 2B: Learning delivery and learner support	HRD07B2	5	15
Personal and Professional Leadership Skills for HRD practitioners 2A	HRD04A2	5	15	Digital Communication 2B: Applied Instructional design and technologies for HRD practitioners	HRD08B2	5	15

THIRD YEAR							
FIRST SEMESTER				SECOND SEMESTER			
MODULE NAME	MODULE CODE	NQF LEVEL	CREDITS	MODULE NAME	MODULE CODE	NQF LEVEL	CREDITS
Human Resource Development 3A: Learning assessment and evaluation	HRD01A3	6	20	Business Consulting for HRD practitioners 3B	HRD04B3	6	15
Change Management of HRD practitioners 3A	HRD02A3	6	20	Business Research for HRD practitioners 3B	HRD05B3	6	15
Contemporary Issues in Human Resource Development 3A	HRD03A3	6	20	Human Resource Development Practical Project 3B	HRD06B3	6	30

Learning activities

ACTIVITY	HOURS	CREDITS
Contact time	108	-
Work-based learning	72	-
Independent learning (e.g. reading time, interacting with learning material, completing online activities, asynchronous learning activities)	-	-
Preparation for and completion of assessments	144	-
Student support (e.g. tutorial, online support, additional learning material)	-	-
Other	36	-
TOTAL HOURS	360	-
TOTAL NUMBER OF CREDITS	-	360

Assessment

- All modules are assessed through continuous assessment.
- A final pass mark of 50% is required for each module.

Modules and outcomes

FIRST YEAR – FIRST SEMESTER MODULES

Module name	Human Resource Development 1A: An Introduction to the Field	Module code	HRD02A1
Purpose	The purpose of this module is to introduce students to the origins, key concepts and relevant legislation of human resource development. Students will be able to understand how people learn with the aim of contributing to an organisation's performance and growing a country's economy.		
Outcomes	Students should be able to: • demonstrate an understanding of the foundations of human resource development as a field of study; • explain the role of human resource development and its major functions in the human resource value chain; • compare the set of roles and competencies of a human resource development professional using national and global human resource development models; • apply the basic theories of learning and approaches to design to improve individual and organisational effectiveness; • examine the current skills development landscape in South Africa and its implications for the business and HRD; and • reflect on the evolution of the South African skills development system in promoting skills development practices		
Calculation criteria	CE		

Module name	Human Resource Management 1A: AN Introduction to the Field	Module code	HRD01A1
Purpose	The purpose of this module is to introduce students to the origins and key concepts of human resource management. The module will further equip students to understand the importance of the role of HR in managing an organisation's people for a competitive advantage.		
Outcomes	Students should be able to: • demonstrate an understanding of the foundations of human resource management as a field of study; • explain the role of human resource management and its major functions in relation to the business value chain; • recognise the changing role and set of competencies required of a human resource professional using national and global human resource management models; • describe the role of human resources and the partnership with the business in improving organisational performance and productivity; and • examine the various developments in the field and practice of human resource management in South Africa and globally.		
Calculation criteria	CE		

Module name	Business Communication for Human Resource Development Practitioners 1A	Module code	HRD03A1
Purpose	The purpose of this module requires students to follow a process in writing business texts and reports. It is intended to promote clear, unambiguous communication in plain language and to improve the quality of written reports and other texts that are specific to a business environment.		
Outcomes	Students should be able to:		
	- describe professional standards for written communication etiquette in today's business world; - explain how to use textual features and conventions specific to business texts for effective writing (texts include reports, proposals, letters, plans, etc); - demonstrate the ability to select the appropriate text type, format, and layout for the purpose and intended audience for the communication; - draft a business text for the intended purpose; and - evaluate the business text for quality assurance purposes.		
Calculation criteria	CE		

Module name	Introduction to Basic Information Technology 1A	Module code	HRD04A1
Purpose	The purpose of this module is to introduce students to basic Information Technology (IT) terms and skills in order to stay connected. The students will be able to use the basics of the word processing, spreadsheets, presentation, and email applications to solve business problems and present information. Students will be able to use search engines in conducting basic research and email in order to stay connected at the UJ.		
Outcomes	Students should be able to:		
	- demonstrate basic use of programs in the MS Office Suite; - demonstrate the integration use of programmes in the MS Office Suite; - apply basic use of the UJ learning management system to stay connected; and - demonstrate how to communicate information to the business using information technology skills.		
Calculation criteria	CE		

FIRST YEAR – SECOND SEMESTER MODULES

Module name	Human Resource Development 1B: An Introduction to HRD Strategy, Planning and HR Systems	Module code	HRD06B1
Purpose	The purpose of this module is to enable students to understand the formation of People Management strategies in a business. Students are introduced to the strategy-making process from which the human resource management plan is derived and influences strategic learning and development plans.		
Outcomes	Students should be able to:		
	- explain strategy within a business context; - apply the strategic people management planning and analysis process in an organisation; - plan the steps in conducting a strategic people management process using a given scenario; - discuss the strategic human resource development process and initiatives that support the strategy; and - examine the use of human resource management systems in helping human resource professionals to make informed business decisions.		

Calculation criteria	CE

Module name	Human Resource Management 1B: An Introduction to People Resourcing, Orientation and Retention Strategies for HRD Practitioners	Module code	HRD05B1
Purpose	The purpose of this module is to introduce students to the basic principles of workforce planning, recruitment and selection, and onboarding practices within an organisation. In addition, students will be able to determine the minimum legal conditions of employment and provide input to the formulation of a contract of employment. The student will be able to understand the legal framework in which these key foundational people management practices take place, in order to partner with line managers and the business.		
Outcomes	Students should be able to:		
	• explain the rationale for human resource planning and associated activities within an organisation; • discuss the South African legislative requirements that impact the process of recruitment and selection; • apply a systematic approach to recruitment and selection using a given scenario; • analyse the minimum legal requirements to draft an employment contract; • develop a best practice onboarding programme for an organisation; and • reflect on the importance of retaining talent for the business.		
Calculation criteria	CE		

Module name	Business Skills for Human Resource Development Practitioners 1B	Module code	HRD07B1
Purpose	The purpose of this module is for students to demonstrate an informed understanding of how a business operates, in order to service and support the business from a human resources perspective.		
Outcomes	Students should be able to:		
	• describe basic business concepts for a business to be competitive; • explain the business drivers and how companies create value in the context of the business value chain; • describe basic financial terminologies and concepts; • compile a basic budget for the human resources function; and • apply the principles of project management for an identified human resources project.		
Calculation criteria	CE		

Module name	Introduction to Information Technology 1B: Digital Communication for HRD Practitioners	Module code	HRD08B1
Purpose	The purpose of this module is to enable students to visually present a People Management strategy, process, and strategic learning and development plan in a digital environment by integrating more than one software. The process is developed collaboratively in a distance environment using a learner management system. The distance legality should be clearly understood in relation to distance communication, distance dissemination, negotiation, and digital archiving.		

Outcomes	Students should be able to:
	• demonstrate netiquette in all distance communication; • collaborate in a distance group by giving recommendations and suggestions on the strategies and flow diagrams of peers in the group; • create a simple distance data gathering checklist tool with e.g. Google Forms for checking legal aspects of all shared distance documentation and communication within a group; • electronically submit a package for assessment (as an e-portfolio) containing: ○ examples of group communication(s); ○ the legality checklist data; ○ a people management strategy and the associated checklist; ○ the related process-flow-diagram and the associated checklist; and ○ a recruitment contract which is collaboratively constructed, distance as a member of a group, and the associated checklist.
Calculation criteria	CE

SECOND YEAR - FIRST YEAR MODULES

Module name	Human Resource Development 2A: The Human Performance Improvement Process	Module code	HRD02A2
Purpose	The purpose of this module is to introduce students to the theoretical aspects of human performance improvement within an organisation. The module covers an understanding of the purpose and process of conducting a root cause analysis to identify and inform big-picture learning solutions at an individual, group, and systems level to establish a learning organisation.		
Outcomes	Students should be able to:		
	• explain the importance of performance improvement for human resource development and the business; • examine the concept of a learning organisation; • examine the purpose and process of conducting a needs analysis; • evaluate the relationship between competency models and needs assessment; and • evaluate the use of technology in a needs assessment.		
Calculation criteria	CE		

Module name	Human Resource Management 2A: The Performance Management Process	Module code	HRD01A2
Purpose	The purpose of this module is to expose students to the performance management process. Students will gain insight into performance measures, the appraisal interview, and feedback processes used to facilitate and inform an employee's career plans, rewards, and remuneration.		
Outcomes	Students should be able to:		
	• explain the importance of performance and its relationship to organisational goals and objectives; • outline performance standards and monitoring systems for an organisation; • conduct a performance appraisal interview; • discuss the basics of career, reward, and pay-related systems related to performance; and • discuss the effect of technology on performance management.		
Calculation criteria	CE		

Module name	Digital Communication 2A: Applied Digital Communication for HRD Practitioners	Module code	HRD03A2
Purpose	The purpose of this module is to enhance digital communication in a business environment by using data gathering as a strategy in a distance/mobile environment to conduct a root cause analysis in a business environment. Various strategies for developing individuals, categorised groups, and systems level (by using distance 'tools') should be designed and proposed.		
Outcomes	Students should be able to:		
	- design a distance questionnaire to gather data for the purpose of conducting a needs analysis (root cause analysis); - design a performance management tool (e.g. a rubric) to conduct a performance review; and - present the process as a video and/or distance presentation.		
Calculation criteria	CE		
Module name	Personal and Professional Leadership Skills for HRD Practitioners 2A	Module code	HRD04A2
Purpose	The purpose of this module is to equip students within the field of workplace learning and development with the tools to let go of old habits and beliefs and create new patterns of behaviour, attitudes, and actions. Students will learn how their choices impact them from a personal and professional perspective, providing them with the necessary skills to conduct themselves professionally in the workplace.		
Outcomes	Students should be able to:		
	- discover your values and beliefs and connect them to your actions; - create a vision and action plan for your work and personal life; - learn how to observe your own behaviour, thoughts, and beliefs in creating your reality; - examine the choices and decisions you make and the consequences of such choices and actions; - create new patterns of behaviour, attitudes, and actions; and - understand how to manage one's well-being and stress.		
Calculation criteria	CE		

SECOND YEAR - SECOND SEMESTER MODULES

Module name	Human Resource Management 2B: Employment Relations in South Africa	Module code	HRD05B2
Purpose	The purpose of this module is for students to be able to interpret the appropriate South African labour legislation and the application of statutory and other conditions of employment in the context of maintaining the union-management relationship, employee discipline, and dismissal.		
Outcomes	Students should be able to:		
	- examine the appropriate South African labour legislation related to employee and union-management relationships; - study the importance in complying with statutory and other conditions of employment; - investigate the role and importance in complying with codes of conduct; - conduct a disciplinary hearing; and - facilitate the resolution of employee grievances.		
Calculation criteria	CE		

Module name	Human Resource Development 2B: Instructional Design and Development	Module code	HRD06B2
Purpose	The purpose of this module is to enable students to understand the principles of instructional design to be able to design and develop appropriate solutions for improved human resource development projects based on identified organisational learning needs.		
Outcomes	Students should be able to:		
	- distinguish the learning theories and approaches that necessitate the instructional design process; - examine the approach to analysing skills gaps and target audience profiles; - determine and illustrate the instructional design process; - determine and illustrate the instructional development process; - analyse the impact of technology in designing and developing learning materials; and - reflect on the evaluation process for the design and development of programme materials.		
Calculation criteria	CE		

Module name	Human Resource Development 2B: Learning Delivery and Learner Support	Module code	HRD07B2
Purpose	The purpose of this module is to provide students with the ability to facilitate learning using a variety of methodologies. Students will develop facilitation skills in order to engage participants in the learning process and create an environment conducive to the application of learning within the workplace. A variety of learner support methodologies will be explored to provide guidance and advice to participants		
Outcomes	Students should be able to:		
	- explain the concepts, principles, and assumptions fundamental to the adult learner and the learning environment; - plan and prepare for the delivery of learning; - facilitate learning for a group using a variety of methodologies; - explain the variety of learner support mechanisms and strategies used to guide and support learners in their learning; and - discuss ways to evaluate the facilitation of learning, transfer, and support services offered to participants to apply behaviours and competencies in the workplace.		
Calculation criteria	CE		

Module name	Digital Communication 2B: Applied Instructional Design and Technologies for HRD Practitioners	Module code	HRD08B2
Purpose	The purpose of the module is to enable students to understand the principles of instructional design to design solutions for improved human resource development projects based on identified organisational learning needs supported by a distance environment wherein the development is managed. (The module aims for students to develop a short programme of 3 weeks (60 notional hours) for an individual and/or group to be completed and reported on for their individual development according to the needs analysis done in Digital Communication 2A.)		
Outcomes	Students should be able to:		
	construct an e-portfolio in the form of a presentation with hyperlinks consisting of: - stipulated reasons for choosing the distance environment to conduct a SLP; - the aim and objectives for designing the distance development programme;		

	• a list of the learning outcomes of the programme; • a list of activities to reach the outcomes; • a short description of the model used for the instructional design; • a short relection, in the form of a diagram, on the decisions made during the design of the programme; and • demonstrate the alignment of the need, outcomes, and activities to address the identified learning need.
Calculation criteria	CE – Semester mark is calculated from a series of continuous assessments.

THIRD YEAR - FIRST YEAR MODULES

Module name	Human Resource Development 3A: Learning Assessment and Evaluation 3A	Module code	HRD01A3
Purpose	The purpose of this module is to create awareness for the importance of assessment and evaluation practices in human resource development; in proving the quality of and value added by the implemented solutions and interventions for the business; and to teach the fundamentals thereof.		
Outcomes	Students should be able to:		
	• explore the relationship between the processes of assessment and evaluation; • examine the various designs or frameworks used to evaluate a learning and development programme; • implement an evaluation process for a selected learning and development programme; and • relect on the impact of technology in conducting an evaluation. • relect on the evaluation process for the design and development of programme materials.		
Calculation criteria	CE		

Module name	Change Management for HRD Practitioners 3A	Module code	HRD02A3
Purpose	The purpose of this module is to equip students to understand change within the organisational context and their role in supporting change efectively. This module will explore the application of a structured process for addressing and managing the people part of a change initiative to ensure the desired outcome is achieved.		
Outcomes	Students should be able to:		
	• explore the relationship between the processes of assessment and evaluation; • examine the various designs or frameworks used to evaluate a learning and development programme; • implement an evaluation process for a selected learning and development programme; and • relect on the impact of technology in conducting an evaluation.		
Calculation criteria	CE		

Module name	Contemporary Issues in Human Resource Development 3A	Module code	HRD03A3
Purpose	The purpose of this module is to provide prospective students with an appreciation of the current and future changes in the human resource development arena. Students will be able to build development strategies so that they can employ present-day career trends and tackle potential challenges in the world of work.		

Outcomes	Students should be able to:
	• develop an appreciation of the concept of career in the current and future world of work; • examine the role of cross-disciplinary careers in the world of work; • explore career development in the contemporary world of work; • professional development strategies (formal, informal, distance, social, mentoring, coaching, etc.) to enhance careers; and • identify modern trends and potential challenges in human resource development.
Calculation criteria	CE

THIRD YEAR SECOND SEMESTER MODULES

Module name	Business Consulting for HRD Practitioners 3B	Module code	HRD04B3
Purpose	The purpose of this module is to provide students with an understanding of the business consulting process where professionals work closely with business leaders and line managers to achieve shared organisational objectives. This module focuses on equipping students with the consulting process, tools, and techniques so that they can become efficient business partners in the workplace.		
Outcomes	Students should be able to:		
	• describe the consulting process and the detailed phases of the practice; • engage effectively with line and employees with regard to learning and development-related matters in the business; • apply appropriate consulting tools and techniques during the process; • communicate effectively using language skills in oral and/or written modes throughout the consulting process; • collect, analyse, organise and critically evaluate business information; and • reflect on one's ethical behaviour throughout the execution of learning and business-related matters.		
Calculation criteria	CE		

Module name	Business Research for HRD Practitioners 3B	Module code	HRD05B3
Purpose	The purpose of this module is to introduce students to business research as a systematic inquiry with the aim to provide information to solve business problems. In addition, students will have basic Competency on how to do business research with an emphasis on applied problem-solving strategies and communication skills related to undertaking business problems.		
Outcomes	Students should be able to:		
	• analyse business problems in order to identify appropriate and effective ways to answer those problems; • apply major types of research designs; • conduct business research; • report on research findings; and • reflect on the ethical issues associated with the conduct of research.		
Calculation criteria	CE		

HUMAN RESOURCE DEVELOPMENT PRACTICAL PROJECT

- The Work Integrated Learning Project will be used to assess inter-modular outcomes in an integrated manner in the third year.
- It will comprise a research project related to the application of combined knowledge, skills, and competencies in providing an appropriate people development solution for a particular context.
- This summative assessment opportunity will constitute 100% of the final period mark for this module. This summative assessment will be moderated in terms of the UJ's moderation policy.
- A final project based on a given simulated case study that encourages critical and systemic thinking in order to explore and present an appropriate HRD solution using appropriate technology is provided.
- The aim of the project is to assess all the module outcomes of the qualification in an integrated manner.

Module name	Human Resource Development Practical Project 3B	Module code	HRD06B3
Purpose	The purpose of this module is to give students an opportunity to apply the combined knowledge, skills, and competencies proposed by the outcomes of the qualification in an interrelated and integrated manner by means of a project. This module allows students to experience an end-to-end human resource development process, first-hand, in a simulated environment. They will have an opportunity to engage with and apply many of the key human resource development concepts, principles, methodologies, and tools they have learned throughout the programme and to reflect on the efficacy and appropriate use of these.		
Outcomes	Students should be able to: Using an appropriate business research process, students must be able to: • apply the relevant knowledge, skills, and competencies acquired in the entire diploma programme to objectively conduct research related to a people development challenge or opportunity; • propose possible people development solutions by evaluating alternatives; • present the findings using appropriate technologies to all stakeholders; and • evaluate the strengths and weaknesses of the proposed solution.		
Calculation criteria	CE		

16.2.3 HIGHER CERTIFICATE IN HUMAN RESOURCE DEVELOPMENT

Code	F34RDQ	NQF level	5
Mode of offering	Contact	Credits	120
Site of delivery	APB	Certification	Higher Certificate in Human Resource Development
Duration	One-year full-time programme.		
Relationship with other UJ modules/ qualifications	Students who complete the Higher Certificate (Human Resource Development) (F34RDQ) can apply for the Diploma (Human Resource Development) (D3HRDQ) (NQF level 6).		
Articulation with subsidised UJ programmes	N/A		
Admission requirements	• Prospective students should have a Grade 12 certificate with access to Higher Certificate studies or any SAQA Further Education and Training College (FETC) certificate at NQF level 4; • One year's work experience, preferably within Training and Development or Human Resources; and		

	A good working knowledge of English, as well as computer literacy and Internet access, is compulsory. Since only a limited number of students can be accommodated annually, applicants will be subjected to a selection process.

Purpose of the programme

The purpose of the Higher Certificate (Human Resource Development) is to develop qualifying students and practitioners wanting to enter the field of Human Resource Development as a potential career or those who have been practising within the workplace or in specialised learning and development roles but without a Higher Education Qualification Sub Framework (HEQSF) qualification. This qualification will provide practitioners and entrants with foundational Human Resource Development theory and practice blended with appropriate technology at an NQF level 5, across key learning and development support roles aligned to the processes of the training and development cycle and underpinned by current Human Resource Development legislation.

The qualifying students should be ready to enter the job market as entry-level Human Resource Development administrators or coordinators. Additionally, the programme will help a student to become a self-directed, lifelong student. Lastly, this programme will prepare students for further studies in the field of Human Resource Development and Human Resource Management, aimed at professional Competency and career pathways.

Programme content

SEMESTER MODULES					
FIRST SEMESTER			SECOND SEMESTER		
MODULE NAME	MODULE CODE	NQF CREDITS	MODULE NAME	MODULE CODE	NQF CREDITS
Human Resource Development A	FRD1A01	30	Human Resource Development B	FDR1B02	30
People Practices in the workplace	FRD2A01	15	Human Resource Development Administration	FDR2B02	15
Skills Development and Human Resource Development Reporting	FRD3A01	15	Personal Mastery in the Workplace	FRD3B02	15

Learning activities

ACTIVITY	HOURS	CREDITS
Contact time	600	-
Work-based learning	-	-
Independent learning (e.g. reading time, interacting with learning material, completing online activities, asynchronous learning activities)	360	-
Preparation for and completion of assessments	120	-
Student support (e.g. tutorial, online support, additional learning material)	120	-
Other	-	-
TOTAL HOURS	1200	-
TOTAL NUMBER OF CREDITS	-	120

Assessment

- The assessment approach for each module is one of continuous assessment.
- A final pass mark of 50% is required for each module.

Modules and outcomes

Module name	Human Resource Development A	Module code	FRD1A01
Purpose	The purpose of this module is to introduce the students to the field of Human Resource Development (HRD). The focus is on the history, origins, approaches, and various HRD models used in learning and development.		
Outcomes	Students should be able to:		
	• demonstrate an understanding of the foundations of human resource development as a field of study; • distinguish between various HRD models used in learning and development; • explain the basic theories and approaches of learning; and • identify the stages of the learning and development cycle in relation to HRD support and administration.		
Calculation criteria	CE		

Module name	People Practices in the Workplace	Module code	FRD2A01
Purpose	The purpose of this module is to equip students with the foundations of business, people management practices, and the role that Human Resource Development plays in the workplace, society, and the economy.		
Outcomes	Students should be able to:		
	• explain the purpose and role of business in modern society; • demonstrate an understanding of the hr value chain and its importance to the business; • apply HR value chain models and competencies in defining hr roles and careers; and • examine the integration of HRD in the HR and business value chains for performance improvement and sustainability.		
Calculation criteria	CE		

Module name	Skills Development Legislation and HRD Reporting	Module code	FRD3A01
Purpose	The purpose of this module is for students to acquire knowledge of the skills development landscape and relevant legislation in order to provide the appropriate support, data, and information related to skills development activities and reporting.		
Outcomes	Students should be able to:		
	• explain the history of the skills development landscape in South Africa; • examine the current skills development landscape in South Africa and its implications for the business and HRD; • provide advice, support, information, and data regarding skills development to relevant stakeholders; and • use appropriate learner management systems and technology for the capturing, storage, and retrieval of HRD data for decision-making purposes.		
Calculation criteria	CE		

Module name	Human Resource Development B	Module code	FDR1B02
Purpose	The purpose of this module is to expose students to national and international Human Resource development best practices, trends and drivers within the context of people development and organisational imperatives.		
Outcomes	Students should be able to:		
	- review the current national HRD drivers, plans, and policies; - examine the impact of HRD-related strategies and platforms in creating a competent workforce; - describe contemporary HRD trends and best practices and the necessity to function within a global HRD arena; and - relect on the alignment and implications of key HRD drivers for the sustainability of South African organisations and the growth of the economy.		
Calculation criteria	CE		

Module name	Human Resource Development Administration	Module code	FDR2B02
Purpose	The purpose of this module is to provide students with the knowledge and skills to administer and coordinate training administration aligned to the processes of the learning and development cycle.		
Outcomes	Students should be able to:		
	- explain the purpose of quality management from an HRD administration and support perspective; - coordinate HRD interventions from an administrative and support perspective; - collate and store data related to HRD administration using given systems and technologies; and - report on HRD interventions for future recommendations and improvements.		
Calculation criteria	CE		

Module name	Personal Mastery in the Workplace	Module code	FRD3B03
Purpose	The purpose of this module is to provide students with insight into an awareness of the leader as self to create and maintain healthy and productive relationships with others in an organisation.		
Outcomes	Students should be able to:		
	- recognise themselves as a leader at a personal level; - describe the factors that may enhance or impede your personal mastery as a leader and the impact on personal relationships and well-being; - relect on his/her character and the implications of personal leadership for personality type, behaviour style, and socio-cultural frame of reference; - describe his/her own personal values, beliefs, and purpose; and - explain the impact of mindset on beliefs and values, how to adapt values to fit his/her reality, and not living according to his/her potential.		
Calculation criteria	CE		

16.3 Credit-bearing Short Learning Programmes

16.3.1 RESEARCH METHODOLOGY

Code	IPME50	NQF level	8
Mode of offering	Distance	Credits	16
Site of delivery	N/A	Certification	Competency based
Duration	12 weeks via distance learning 4 intakes in a year		
Relationship with other UJ modules/ qualifications	- Students may apply for credits towards a Research Methodology module in an Advanced Diploma, BAHons, or BComHons qualification. - The Research Methodology distance learning SLP contains the same curriculum as the Research Methodology module offered to Advanced Diplomas and BA/BComHons Programmes offered within the College of Business and Economics.		
Articulation with subsidised UJ programmes	Students may apply for credits towards a Research Methodology module in an Advanced Diploma or BAHons, or BComHons qualification.		
Admission requirements	- Prospective Master's, PhD, and students who need a refresher Research Methodology module are typical of the students who are expected to enrol for this programme. - However, any student who is in possession of an NQF 7 qualification can apply. - Access to the Internet is a prerequisite for enrolment in the programme.		

Purpose of the programme

The purpose of this SLP is to provide research methodology knowledge and skills to students applying for an advanced diploma, postgraduate diploma, or a postgraduate degree so that they are equipped with the necessary fundamental research methodology knowledge and skills to successfully embark on a postgraduate research project.

Programme content

SEMESTER MODULE		
MODULE NAME	MODULE CODE	NQF CREDITS
Research Methodology	IPM502	16

Learning activities

ACTIVITY	HOURS	CREDITS
Contact time – Online distance learning	-	-
Work-based learning	-	-
Independent learning (e.g. reading time, interacting with learning material, completing online activities, asynchronous learning activities)	64	-
Preparation for and completion of assessments	-	-
Student support (e.g. tutorial, online support, additional learning material)	96	-
Other	-	-
TOTAL HOURS	160	-
TOTAL NUMBER OF CREDITS	-	16

Assessment

- Students will be assessed online using a variety of formative assessment methods, such as Multiple-Choice Questions, individual written assessments, and peer evaluations
- The students will be expected to complete a research project with simulated data, and submit a research report - They may select either a quantitative or qualitative research project.
- The students will receive online assistance with their simulated research projects from the facilitator to produce their final research report; and
- Students will submit their final research project and report as a summative assessment to be awarded the full credits.

Modules and outcomes

Module name	Research Methodology	Module code	IPM502
Purpose	The purpose of this module is to provide fundamental research methodology knowledge and skills to students to complete a postgraduate research project.		
Outcomes	Students should be able to: • explain the research process used in research; • identify and describe the appropriate research paradigm for a study; • choose a research method that is appropriate for a research project; • write a literature review for a research project; • write a research proposal for a research project; • collect and conduct basic analysis of qualitative data; • collect and conduct basic descriptive statistics on quantitative data; and • collect basic inferential statistics on quantitative data. Optional: integrate and apply the above themes to conduct a research project and write a structured report.		
Calculation criteria	CE		

16.4 Non-credit-bearing Short Learning Programmes

16.4.1 EMERGING LEADER LEADERSHIP DEVELOPMENT

Code	PD4EML	NQF level	8
Mode of offering	Contact	Credits	0
Site of delivery	APB / Of campus	Certification	Competency based
Duration	Six months		
Relationship with other UJ modules/ qualifications	N/A		
Articulation with subsidised UJ programmes	N/A		
Admission requirements	• A minimum of three years of working experience; and • Prospective students must be recommended for further leadership development by their head of department. Students enrolled in this programme are those who show a continued commitment to the organisation and are identified as possible future leaders within the organisation		

Purpose of the programme

The purpose of this SLP is to provide students with leadership skills required at different levels of work, with the aim to shape character, caring, Competency, and commitment towards the organisation.

Programme content

COMPULSORY MODULES	
MODULE NAME (THEMES)	MODULE CODE
Theme 1: Personal mastery and well-being	PD4X01
Theme 2: Fulfilling one's functional role effectively	PD4X02
Theme 3: Achieving with people	PD4X03
Theme 4: Actualising a sustainable future	PD4X04
Theme 5: Ethical behaviour and value-add alliances	PD4X05
Theme 6: Engaging with the leadership landscape as an aspiring leader	PD4X06
Theme 7: Integrated company-specific leadership (optional)	PD4X07

Learning activities

ACTIVITY	HOURS	CREDITS
Contact time – workshops 6 x 8 hours	48	-
Work-based learning	-	-
Independent learning (e.g. reading time, interacting with learning material, completing online activities, asynchronous learning activities)	24	-
Preparation for and completion of assessments	48	-
Student support (e.g. tutorial, online support, additional learning material)	-	-
Other	-	-
TOTAL HOURS	120	-
TOTAL NUMBER OF CREDITS	-	0

Assessment

- Each theme (1 – 6) is individually assessed to determine competency per theme.
- If students are registered for the integrated company-specific leadership (Theme 7) theme, an integrated summative assessment in the form of a customised group written project focusing on a specific leadership challenge in the organisation

MODULES/THEMES AND OUTCOMES

Module name	Theme 1: Personal Mastery and Well-Being	Module code	PD4X01
Purpose	The purpose of this theme is to understand your unique genetic make-up that constitutes who you are as a being. Understanding who you are provides the basic platform for learning, change and growth.		
Outcomes	Students should be able to: • demonstrate leadership through personal mastery and well-being; and • explain how to live and lead with greater understanding in the knowledge of themselves and greater understanding of their behavioural impact.		
Calculation criteria	• No mark awarded • Requirement fulfilled (PV) or Subminimum not met (FR) status is given.		

Module name	Theme 2: Fulfilling One's Functional Role Effectively	Module code	PD4X02
Purpose	The purpose of this theme is for you to appreciate and fulfil the functional role that you play in the organisation. You must be able to understand the complexity of the work you are expected to do, with the ability to fragment your long-term goals into your daily work routine. The effectiveness with which you take up your role and perform it, has an undeniable impact on the functioning of the organisation, and therefore, on the general performance of the organisation.		
Outcomes	Students should be able to:		
	- develop and fulfil his or her role functionally within the organisation; and - explain how to perform effectively daily with skill, still leading and managing at the requisite level of work.		
Calculation criteria	- No mark awarded - Requirement fulfilled (PV) or Subminimum not met (FR) status is given.		

Module name	Theme 3: Achieving with People	Module code	PD4X03
Purpose	The purpose of this theme is to enhance your interpersonal and coaching skills to achieve more with your people.		
Outcomes	Students should be able to:		
	- engage and achieve with people within the organisational context; and - explain how to display leadership through building a compelling employee value proposition in high-performance teams with high levels of interpersonal competency through constant coaching and mentoring.		
Calculation criteria	CE		

Module name	Theme 4: Actualising a Sustainable Future	Module code	PD4X04
Purpose	The purpose of this theme is for you to build insight into the four most critical processes needed to actualise a sustainable future for your organisation.		
Outcomes	Students should be able to:		
	- actualise and sustain a desirable future within the leadership context; and - explain how to navigate change effectively in the leadership process and innovation in strategic leadership.		
Calculation criteria	- No mark awarded. - Requirement fulfilled (PV) or Subminimum not met (FR) status is given.		

Module name	Theme 5: Ethical Behaviour and Value-Add Alliances	Module code	PD4X05
Purpose	The purpose of this theme is to assist students in viewing leadership within a dynamic landscape where leadership excellence is intricately linked to leadership performance and sound ethical leadership practices that promote diversity-friendly organisational cultures and the development of value-adding networks.		
Outcomes	Students should be able to:		
	- display comprehension of the knowledge of ethical behaviour and value-add alliances; and - explain how to create a high-performance culture of leadership excellence through ethical behaviour and creating value-add alliances.		
Calculation criteria	- No mark awarded. - Requirement fulfilled (PV) or Subminimum not met (FR) status is given.		

Module name	Theme 6: Engaging with the Leadership Landscape as an Aspiring Leader	Module code	PD4X06
Purpose	The purpose of this theme is to build insight into the leadership requirements of the emerging context in which leadership is embedded, current and going into the future		
Outcomes	Students should be able to:		
	- engage constructively with the leadership landscape; and - explore and explain the leadership landscape by adopting an appropriate worldview and understanding the relevant leadership competency framework for greater contextual engagement.		
Calculation criteria	- No mark awarded - Requirement fulfilled (PV) or Subminimum not met (FR) status is given.		

Module name	Theme 7: Integrated Company Specific Leadership (Optional)	Module code	PD4X07
Purpose	The purpose of this theme is to demonstrate an understanding of all the learned themes by applying them to a specific company leadership challenge		
Outcomes	Students should be able to:		
	- integrate and apply the above themes to provide a company-specific project focused on senior leadership level challenges; and - integrate and apply the above themes from an emerging leader perspective to a company-specific challenge to provide their peers with a suggested solution.		
Calculation criteria	CE		

16.4.2 EMERGING LEADER LEADERSHIP DEVELOPMENT

Code	PD5EMO	NQF level	8
Mode of offering	Distance	Credits	0
Site of delivery	N/A	Certification	Competency based
Duration	Months to complete: 6 months via distance learning.		
Relationship with other UJ modules/ qualifications	N/A		
Articulation with subsidised UJ programmes	N/A		
Admission requirements	- A minimum of three years of working experience; and - Prospective students must be recommended for further leadership development by their head of department. Students enrolled on this programme are those who show a continued commitment to the organisation and are identified as possible future leaders within the organisation.		

Purpose of the programme

The purpose of this SLP is to provide students with leadership skills required at different levels of work, to shape character, caring, Competency, and commitment towards the organisation.

Programme Content

COMPULSORY MODULES	
MODULE NAME (THEMES)	MODULE CODE
Theme 1: Personal mastery and well-being	PD5X01O
Theme 2: Fulfilling one's functional role effectively	PD5X02O
Theme 3: Achieving with people	PD5X03O
Theme 4: Actualising a sustainable future	PD5X04O
Theme 5: Ethical behaviour and value-add alliances	PD5X05O
Theme 6: Engaging with the leadership landscape as an aspiring leader	PD5X06O

Learning activities

ACTIVITY	HOURS	CREDITS
Contact time – Online distance learning	48	-
Work-based learning	-	-
Independent learning (e.g. reading time, interacting with learning material, completing online activities, asynchronous learning activities)	24	-
Preparation for and completion of assessments	48	-
Student support (e.g. tutorial, online support, additional learning material)	-	-
Other	-	-
TOTAL HOURS	120	-
TOTAL NUMBER OF CREDITS	-	-

Assessment

Each module (Themes 1 to 6) is individually assessed online to determine competency per theme.

MODULES/THEMES AND OUTCOMES

Module name	Theme 1: Personal Mastery and Well-Being	Module code	PD5X01O
Purpose	The purpose of this theme is to understand your unique genetic make-up that constitutes who you are as a being. Understanding who you are provides the basic platform for learning, change, and growth.		
Outcomes	Students should be able to:		
	- demonstrate leadership through personal mastery and well-being; and - explain how to live and lead with greater understanding in the knowledge of themselves and greater understanding of their behavioural impact.		
Calculation criteria	- No mark awarded - Requirement fulfilled (PV) or Subminimum not met (FR) status is given.		

Module name	Theme 2: Fulfilling One's Functional Role Effectively	Module code	PD5X02O
Purpose	The purpose of this theme is for you to appreciate and fulfil the functional role that you play in the organisation. You must be able to understand the complexity of the work you are expected to do, with the ability to fragment your long-term goals into your daily work routine. The effectiveness with which you take up your role and perform it has an undeniable impact on the functioning of the organisation, and therefore, on the general performance of the organisation.		
Outcomes	Students should be able to:		
	- develop and fulfil his or her role functionally within the organisation; and - explain how to perform effectively on a daily basis with skill, still leading and managing at the requisite level of work.		

Calculation criteria	- No mark awarded - Requirement fulfilled (PV) or Subminimum not met (FR) status is given.

Module name	Theme 3: Achieving with People	Module code	PD5X03O
Purpose	The purpose of this theme is to enhance your interpersonal and coaching skills to achieve more with your people.		
Outcomes	Students should be able to:		
	- engage and achieve with people within the organisational context; and - explain how to display leadership through building a compelling employee value proposition in high-performance teams with high levels of interpersonal competency through constant coaching and mentoring.		
Calculation criteria	- No mark awarded - Requirement fulfilled (PV) or Subminimum not met (FR) status is given.		

Module name	Theme 4: Actualising a Sustainable Future	Module code	PD5X04O
Purpose	The purpose of this theme is for you to build insight into the four most critical processes needed to actualise a sustainable future for your organisation		
Outcomes	Students should be able to:		
	- Actualise and sustain a desirable future within the leadership context; and - explain how to navigate change effectively in the leadership process and innovation in strategic leadership.		
Calculation criteria	- No mark awarded - Requirement fulfilled (PV) or Subminimum not met (FR) status is given.		

Module name	Theme 5: Ethical Behaviour and Value-Add Alliances	Module code	PD5X05O
Purpose	The purpose of this theme is to assist students in viewing leadership within a dynamic landscape where leadership excellence is intricately linked to leadership performance and sound ethical leadership practices that promote diversity-friendly organisational cultures and the development of value-adding networks.		
Outcomes	Students should be able to:		
	- display comprehension of the knowledge of ethical behaviour and value add alliances; and - explain how to create a high-performance culture of leadership excellence through ethical behaviour and creating value-added alliances.		
Calculation criteria	- No mark awarded - Requirement fulfilled (PV) or Subminimum not met (FR) status is given.		

Module name	Theme 6: Engaging with the Leadership Landscape as an Aspiring Leader	Module code	PD5X06O
Purpose	The purpose of this theme is to build insight into the leadership requirements of the emerging context in which leadership is embedded, current and going into the future.		
Outcomes	Students should be able to:		
	- engage constructively with the leadership landscape; and - explore and explain the leadership landscape by adopting an appropriate worldview and understanding the relevant leadership competency framework for greater contextual engagement.		
Calculation criteria	- No mark awarded - Requirement fulfilled (PV) or Subminimum not met (FR) status is given.		

16.4.3 PRACTICAL PSYCHOMETRY

This SLP is accredited by the Health Professionals Council of South Africa (HPCSA) and equivalent for the BA (Hons) (Psychometry) degree in Practical Psychometry.

Code	KKS035	NQF level	8
Mode of offering	Contact	Credits	0
Site of delivery	APB	Certification	Competency-based - when deemed competent in both modules (KKSPRA1/KKSPRA2 and KKSTHE1/KKSTHE2).
Duration	Months to complete: 6 months, which includes a full-time practicum programme at an accredited provider.		
Relationship with other UJ modules/ qualifications	N/A		
Articulation with subsidised UJ programmes	Students will receive no credits towards the completion of subsidised UJ programmes.		
Admission requirements	- Applicants need to have an Honours degree (NQF level 8) in the field of Psychology or Industrial Psychology with an overall average of 65% or more; with a module in assessment passed at an Honours degree, and knowledge and understanding of basic psychometric principles and psychometry are required. - Should applicants meet the above requirements, this will not automatically qualify the student for the programme. A further department selection process will be conducted. Supervision capacity and practicum placements necessitate several constraints.		

Purpose of the programme

The purpose of this SLP is to prepare psychometrists to function effectively in any appropriate setting, including independent practice, by providing training and experience within the relevant scope of practice. The programme will prepare and give students entrance to the National Examination of the Professional Board for Psychology of the Health Professionals Council of South Africa (HPCSA), after which they can register and practice as a psychometrist. As such, the programme has a strong focus on the theoretical aspect of psychometric testing and assessment.

Programme content

SEMESTER MODULES			
SEMESTER 1		SEMESTER 2	
MODULE NAME	MODULE CODE	MODULE NAME	MODULE CODE
Practical Psychometry	KKSPRA1	Practical Psychometry	KKSPRA2
Practical Psychometry Theory	KKSTHE1	Practical Psychometry Theory	KKSTHE2

Learning activities

ACTIVITY	HOURS	CREDITS
Contact time	50	-
Work-based learning	750	-
Workshops	100	-
Independent learning (e.g. reading time, interacting with learning material, completing online activities, asynchronous learning activities)	25	-
Preparation for and completion of assessments	-	-
Debriefing relection, and self-development with UJ supervisors	50	-
Student support (e.g. tutorial, online support, additional learning material)	25	-
Other	-	-
TOTAL HOURS	1000	-
TOTAL NUMBER OF CREDITS	-	0

Assessment

- Students will be formatively monitored in the Practical Psychometric modules by a supervisor (senior psychologist or psychometrist) during monthly sessions. Cases will be presented during these sessions. Throughout the 6 months, students will compile a portfolio of evidence consisting of daily activities and assessment protocols from various contexts. The Professional Board for Psychology of the Health Professionals Council of South Africa (HPCSA) regards the supervision process as extremely important; therefore, both the feedback from the supervisors and the logbook from the students serve as a criterion towards Competency of the practicum.
- The Practical Psychometric theoretical modules are formally assessed using an individual assignment based on a case scenario.
- The final mark for the Practical Psychometric theoretical modules will be moderated by an external academic involved in presenting psychometry/psychometrics on an Honours level.

Modules and outcomes

Module name	Practical Psychometry Theory	Module code	KKSTHE1 / KKSTHE2
Purpose	The purpose of the theoretical component is to introduce the students to the basics of psychometric theory and principles, basic interviewing and counselling skills, assessment in related contexts based on students' foundational psychological knowledge, ethics, legislation, and practice management. The purpose is furthermore to prepare students for the National Exam of the Professional Board for Psychology.		
Outcomes	Students should be able to:		
	- demonstrate adequate knowledge and understanding of psychometrics, testing, and assessment, which informs and underpins the process of testing; - describe psychometric principles relevant to psychometric tests; - evaluate a test manual to decide whether the test is based on sound psychometric principles; - demonstrate an understanding of interviewing and counselling skills; - understand assessments in different contexts and their applications; - understand legislation and ethics and their implications for practice; - demonstrate basic practice management and referral skills; and - attempt the national exam of the professional board for psychology.		
Calculation criteria	CE		

Module name	Practical Psychometry	Module code	KKSPRA1 / KKSPRA2
Purpose	The purpose of the practical component of the programme is to expose the students to psychometry in practice in various work settings and other contexts and provide the necessary opportunities for the students to practice under the guidance and supervision of registered psychologists, psychometrists, and industrial psychologists.		
Outcomes	Students should be able to:		
	• use tests in a professional and ethical manner by following good testing practices; • demonstrate instrumental knowledge and skills that apply to all aspects of the process of testing in different contexts; • demonstrate appropriate communication and interpersonal skills that underpin test administration, reporting, and the provision of feedback; and • demonstrate the appropriate ethical and legislative conduct necessary within the scope of practice.		
Calculation criteria	CE		

16.4.4 THE BEST PRACTICE PROGRAMME FOR HUMAN RESOURCE PROFESSIONALS

Code	S1BPPQ	NQF level	6
Mode of offering	Contact	Credits	0
Site of delivery	APB	Certification	Competency based
Duration	Months to complete: 6 months.		
Relationship with other UJ modules/ qualifications	N/A		
Articulation with subsidised UJ programmes	N/A		
Admission requirements	• The assumption that a Human Resources practitioner who is being assessed has at least 2 – 3 years of experience in the field of human resources management; • A further assumption is that the majority of Human Resource practitioners would at least have a qualification (occupational or foundational), but not necessarily in the field of Human Resource Management; and • A formal qualification in the field of Human Resources is not compulsory; however, it would be beneficial.		

Purpose of the programme

The purpose of this SLP is for students to achieve a common understanding of the critical components of the Human Resource value chain and their application within the business context. Students will be exposed to their specific business contexts and 'go back to the basics' regarding recruitment, selection, talent development, performance management, talent relations, and HR consulting skills.

Programme content

COMPULSORY MODULES	
MODULE NAME	MODULE CODE
Topic 1: The Business Context	S1BPPX1
Topic 2: Talent Attraction	S1BPPX2
Topic 3: Talent Development	S1BPPX3
Topic 4: Performance Management	S1BPPX4
Topic 5: Reward and Recognition	S1BPPX5
Topic 6: Talent Relations	S1BPPX6
Topic 7: Interpersonal and Consulting Skills	S1BPPX7

Learning activities

ACTIVITY	HOURS	CREDITS
Contact time	120	-
Work-based learning	250	-
Independent learning (e.g. reading time, interacting with learning material, completing online activities, asynchronous learning activities)	50	-
Preparation for and completion of assessments	180	-
Student support (e.g. tutorial, online support, additional learning material)	-	-
Other	-	-
TOTAL HOURS	600	-
TOTAL NUMBER OF CREDITS	-	-

Assessment

- Formative assessments are individual and group activities completed in the class.
- Summative assessments are portfolio/project-based.

MODULES/THEMES AND OUTCOMES

Module name	Theme 1: The Business Context	Module code	S1BPPX1
Purpose	The purpose of this module is to focus on understanding and interpreting the business context in terms of the strategic intent and the implications for the HR functions in the organisation.		
Outcomes	Students should be able to: • define and interpret the business context within which HR operates; • know organisational strategy and profit levers and the need for an aligned HR strategy within the business; and • describe the role, function, and competencies of the HR professional, nationally and internationally.		
Calculation criteria	CE		

Module name	Theme 2: Talent Attraction	Module code	S1BPPX2
Purpose	The purpose of this module is to focus on the context and the environment within which companies attract talent, which has changed significantly. This module deals with best practice regarding talent attraction, selection and placement.		
Outcomes	Students should be able to:		
	• Demonstrate a comprehensive understanding of best practices regarding talent attraction and selection practices at a national and international level; • analyse talent attraction and selection processes within their own contexts; and • recognise development opportunities in terms of talent attraction, selection, and retention practices within one's own organisation		
Calculation criteria	CE		

Module name	Theme 3: Talent Development	Module code	S1BPPX3
Purpose	The purpose of this module is to explore best practices in talent development, both from a formal and informal perspective. Research has proven that companies that invest in talent development outperform their counterparts.		
Outcomes	Students should be able to:		
	• demonstrate a comprehensive understanding of best practices regarding talent development at a national and international level; • review talent development processes within their own contexts; and • implement best practices regarding talent development, e.g. Facilitation and coaching.		
Calculation criteria	CE		

Module name	Theme 4: Performance Management	Module code	S1BPPX4
Purpose	The purpose of this module is not only to deal with best practices regarding performance management but also with the levers of driving and creating exceptional performance.		
Outcomes	Students should be able to:		
	• plan performance management initiatives, inclusive of rewarding and recognising good performance; • demonstrate a comprehensive understanding of best practices regarding performance management at a national and international level; and • review performance improvement processes and practices within their own contexts.		
Calculation criteria	CE		

Module name	Theme 5: Reward and Recognition	Module code	S1BPPX5
Purpose	The purpose of this module is to provide an overview of best practices regarding compensation, but it will also focus on elements to reward and recognise performance.		
Outcomes	Students should be able to:		
	• demonstrate a comprehensive understanding of best practices regarding reward and recognition at a national and international level; • reflect on current reward and recognition practices within own contexts; and • plan reward and recognition initiatives in line with given policies and procedures.		
Calculation criteria	CE		

Module name	Theme 6: Talent Relations	Module code	S1BPPX6
Purpose	The purpose of this module is to explore the different strategies to create exceptional employee relations. The psychosocial contract will be explored, as well as some of the components that drive talent retention.		
Outcomes	Students should be able to:		
	• demonstrate a comprehensive understanding of best practices regarding talent relations at a national and international level; • reflect on current employee/talent relations processes within own contexts; and • recognise improvement opportunities in terms of talent relations within one's own organisation.		
Calculation criteria	CE		

Module name	Theme 7: Interpersonal and Consulting Skills	Module code	S1BPPX7
Purpose	The purpose of this module is to explore the building blocks of having good relationships within the workplace as a Human Resources professional. An effective Human Resources professional behaves ethically and has good interpersonal and consulting skills. Focus will be on self-assessment and building a development plan.		
Outcomes	Students should be able to:		
	• analyse and explore competencies of the "self" in the role of a human resources professional and design a personal development plan; • assess one's competencies, styles, and values as an HR professional in relation to competency models at a local and global level; • conduct a comparison of self-assessment results against the integrated competency framework, in this way identifying personal strengths and developmental areas; • generate a personal development plan based on identified developmental areas; • analyse and build relationships within the organisation through respectable interpersonal and consulting skills; • recognise his or her own interpersonal skills and the role it plays in building relationships within the organisation; and • develop consulting skills to improve these relationships for the benefit of achieving short- and long-term HR goals.		
Calculation criteria	CE		

16.4.5 THE HUMAN RESOURCE BUSINESS PARTNER

Code	S1HRBQ	NQF level	6
Mode of offering	Contact	Credits	0
Site of delivery	APB	Certification	Competency based
Duration	Months to complete: 6 months.		
Relationship with other UJ modules/ qualifications	N/A		
Articulation with subsidised UJ programmes	N/A		
Admission requirements	• The assumption that a Human Resources practitioner who is being assessed has at least 2 – 3 years of experience in the field of human resource management;		

	• A further assumption is that the majority of Human Resource practitioners would at least have a qualification (occupational or foundational), but not necessarily in the field of Human Resources; and • A formal qualification in the field of Human Resources is not compulsory; however, it would be beneficial.

Purpose of the programme

The purpose of this SLP is to build and enhance the capacity of the Human Capital (HC) employees in business partner roles to drive and improve performance within the organisation. Students will be exposed to the Human Resources Business Partner (HRBP) role, understand their value proposition within their specific HC Operating Model, and drive change in a high-performance culture through sound project management principles and methodologies.

Programme content

COMPULSORY MODULES	
MODULE NAME	MODULE CODE
Topic 1: The business context: Where the game is played	S1HRBX1
Topic 2: HR governance: how the game is played	S1HRBX2
Topic 3: The role of the HRBP: The players	S1HRBX3
Topic 4: HRBP and change	S1HRBX4
Topic 5: High performance: improving the level of the game	S1HRBX5
Topic 6: Project management for the HR professional	S1HRBX6

Learning activities

ACTIVITY	HOURS	CREDITS
Contact time	100	-
Work-based learning	300	-
Independent learning (e.g. reading time, interacting with learning material, completing online activities, asynchronous learning activities)	50	-
Preparation for and completion of assessments	150	-
Student support (e.g. tutorial, online support, additional learning material)	-	-
Other	-	-
TOTAL HOURS	600	-
TOTAL NUMBER OF CREDITS	-	-

Assessment

- Formative assessments are individual and group activities completed in the class.
- Summative assessments are portfolio/project-based.

Modules/themes and outcomes

Module name	Theme 1: The Business Context: Where the game is played	Module code	S1HRBX1
Purpose	The purpose of this module is to deal with understanding and interpreting the business context within which the Human Resources Business Partner (HRBP) operates.		
Outcomes	Students should be able to:		
	- define and interpret the business context within which the HRBP operates; - apply basic business and financial principles; - demonstrate a comprehensive understanding of business unit strategy and profit levers; and - demonstrate an advanced understanding of the entire business value chain.		
Calculation criteria	CE		

Module name	Theme 2: HR Governance: How the game is played	Module code	S1HRBX2
Purpose	The purpose of this module is to explore the Human Resources (HR) operating model (centralised vs. decentralised) as well as designing and developing an HR governance structure. Elements of the HR value chain are explored in more detail.		
Outcomes	Students should be able to:		
	- describe the elements of HR governance, which includes processes and roles, and create a governance structure; - demonstrate advanced knowledge of the entire HC value chain; - apply different HR design models, inclusive of a shared services model in the HR context; and - apply good HR governance processes.		
Calculation criteria	CE		

Module name	Theme 3: The Role of the HRBP: The Players	Module code	S1HRBX3
Purpose	The purpose of this module is to use the work of Dave Ulrich to clearly define the role and responsibilities of the HRBP as well as the relationship to line managers. The following components are explored HR as strategic positioner, credible activist, capability builder, changes champion, an innovator and integrator.		
Outcomes	Students should be able to:		
	- analyse the role of the Human Resources Business Partner (HRBP); - define and implement the HR value proposition; - provide a critical analysis of the HR business partner model; - define the role of HRBP according to the Dave Ulrich model, as well as the relationship to the role of the employee and the line manager; - build effective working relationships with peers, line manager, and employees; and - describe and clarify the expectations of clients while probing for underlying concerns and considering the complexity and implications of the issue/problem.		
Calculation criteria	CE		

Module name	Theme 4: HRBP and Change	Module code	S1HRBX4
Purpose	The purpose of this module is to explore how the HR Business Partner can drive the implementation of change initiatives.		
Outcomes	Students should be able to:		
	• demonstrate a clear understanding of the role of HR as an agent of change and build a resilient organisation able to deal with the demands of change; • define the concepts of change and transformation management; • implement change management programmes in accordance with functional requirements; • create change readiness within the organisation; and • successfully deal with resistance to change.		
Calculation criteria	CE		

Module name	Theme 5: High Performance: Improving the level of the game	Module code	S1HRBX5
Purpose	The purpose of this module is to focus on creating an understanding and driving a culture around high performance through the generation of improvement initiatives.		
Outcomes	Students should be able to:		
	• create a culture based on the principles of high performance; • demonstrating an understanding of the elements of high performance; • conducting an organisational diagnosis process to identify areas of improvement; and • designing and implementing a performance improvement initiative.		
Calculation criteria	CE		

Module name	Theme 6: Project Management for the HR Professionals	Module code	S1HRBX6
Purpose	The purpose of this module is to explore the different strategies to create exceptional employee relations. The psychosocial contract will be explored, as well as some of the components that drive talent retention.		
Outcomes	Students should be able to:		
	• demonstrate a comprehensive understanding of best practices regarding talent relations at a national and international level; • reflect on current employee/talent relations processes within own contexts; and • recognise improvement opportunities in terms of talent relations inside of one's own organisation.		
Calculation criteria	CE		

16.4.6 TRADE UNION LEARNING PRACTITIONER

Code	PD12TU	NQF level	4
Mode of offering	Contact	Credits	0
Site of delivery	APB	Certification	Competency based
Duration	Months to complete: 6 months.		
Relationship with other UJ modules/ qualifications	N/A		
Articulation with subsidised UJ programmes	N/A		

Admission requirements	• The Trade Union Learning Practitioner programme (TULP) is intended for a union official, shop steward, or any trade union or federation member involved in training or education activities in the workplace; and • Given the historical disadvantage of formal education for most of these practitioners, it is intended that the entry-level practitioner meets the minimum numeracy and literacy requirements of at least a Grade 9 or equivalent.

Purpose of the programme

The purpose of this SLP is to provide information, as well as advice on, and promote skills development and related issues to its representatives in the workplace. This is in relation to skills development planning and facilitation processes and related legislative frameworks.

Programme content

MODULES COMPULSORY MODULES	
MODULE NAME	MODULE CODE
Onboarding The Learning Revolution	PD12X1
Igniting the Fires of Change	PD12X2
The Skills Planning Journey	PD12X3
Championing the Learning Revolution	PD12X4

Learning activities

ACTIVITY	HOURS	CREDITS
Contact time	64	-
Work-based learning	-	-
Independent learning (e.g. reading time, interacting with learning material, completing online activities, asynchronous learning activities)	24	-
Preparation for and completion of assessments	312	-
Student support (e.g. tutorial, online support, additional learning material)	-	-
Other	200	-
TOTAL HOURS	600	-
TOTAL NUMBER OF CREDITS	-	-

Assessment

- Formative assessments are in the form of individual and group activities completed in the class.
- Summative assessments are portfolio/project-based per module.

Modules and outcomes

Module name	On Boarding the learning revolution	Module code	PD12X1
Purpose	The purpose of this module is to focus on the macro- and micro contexts of education, training, and development in South Africa and the workplace. Related national strategies, policies, governance, and frameworks will be described along with the historical overview of the National Qualifications Framework, Workplace Learning, the Education Training and Development (ETD) function, the Training and Development Cycle, and Adult Learning.		
Outcomes	Students should be able to: • demonstrate an understanding of education, training, and development within the context of the national qualifications framework, related skills development, and human resource development legislation and policies in South Africa; • explain the Training and Development Cycle and its impact on the ETD function, workplace learning, and adult learning; • explain key concepts such as the Training and Development Cycle, workplace learning, the ETD function, and adult learning, and be able to identify the key elements related to skills development in the workplace; • provide information and advice regarding key ETD and learning concepts in the workplace; and • identify the role of the work environment and particularly line management and trade union representatives – in ensuring training for impact.		
Calculation criteria	CE		

Module name	Igniting the Fires of Change	Module code	PD12X2
Purpose	The purpose of this module is to deal with the first stage of the Training and Development Cycle and will explore the extent to which the workplace complies with the legislative requirements in terms of training and development and the promotion of a positive and healthy learning culture. The development of a workable strategy to rectify the areas of weakness will also be explored.		
Outcomes	Students should be able to: • promote a learning culture in the organisation; • develop and implement strategies for the promotion of a learning culture within the workplace and its impact on the skills development planning and implementation process; • investigate and analyse the current status of the learning culture in the workplace and identify the status of learning and learning culture in terms of quantitative and qualitative indicators; • define the extent to which learning is needed within the workplace and its potential contribution to ETD and the skills development facilitation process; • contribute to the nurturing of a learning culture in the organisation by offering relevant, workable strategies for improved communication, participation, and results; • identify strategies that are sustainable in terms of key actions, methods, required resources and costs, target audience and learning needs, timing of actions, and potential constraints; and • promote training and development opportunities according to planned and approved strategies and emphasise the benefits to individuals and the workplace.		
Calculation criteria	CE		

Module name	The Skills Planning Journey	Module code	PD12X3
Purpose	The purpose of this module is to explore the Proposed Skills Development Framework and the specific steps involved in identifying, prioritising, and recording skills development needs in the organisation. It will also focus strongly on the role of the trade union representatives in partnering with the Skills Development Facilitator (SDF) for best workplace skills planning results.		
Outcomes	Students should be able to:		
	• Demonstrate an understanding of the skills development planning process within the skills planning framework for the workplace; • Understand the skills development planning process to identify and define skills requirements in the workplace, analyse and develop current and future skills profiles, and define training and development needs and priorities; • Conceptualise the skills planning framework in the workplace, understand the importance of project planning and the role of the skills development committee, and develop a sound communication and awareness strategy and campaign throughout the skills planning process; and • Demonstrate a clear understanding of the dual roles of the SHRD team on the one hand, and the work environment/trade union representatives on the other. This is with reference to each stage in the skills planning framework.		
Calculation criteria	CE		

Module name	Championing the Learning Revolution	Module code	PD12X4
Purpose	The purpose of this module is to deal with technical aspects related to skills development. The Workplace Skills plan, the role for the Skills Development Facilitator, Annual Training reports, Pivotal Plans, and the Levy Grant system will be discussed in detail.		
Outcomes	Students should be able to:		
	• demonstrate the technical aspects and detailed processes related to skills development; • explain the significance of the workplace skills plan, the pivotal plan, the levy grant system, the role of the skills development facilitator, and the annual training report in relation to the skills development planning process; and • demonstrate how to capitalise on opportunities within the skills development environment to champion learning projects, e.g., Learnerships, internships, and pivotal programmes.		
Calculation criteria	CE		

**NSPs OFFERED IN THE SCHOOL OF MANAGEMENT
DEPARTMENT OF TRANSPORT AND SUPPLY CHAIN MANAGEMENT**

17.	NSPs offered in the School of Management – Department of Transport and Supply Chain Management	CONTACT	DISTANCE	PAGE
17.1	Bridging Programmes			
17.1.1	Bridging Programme for Advanced Diploma (Logistics)		X	17.2
17.1.2	Bridging Programme for Advanced Diploma (Transportation Management)		X	17.4
17.1.3	Transport and Supply Chain Management Bridging Programme	X		17.7
17.2	Whole Programmes			
17.2.1	Advanced Diploma in Logistics		X	17.9
17.2.2	Advanced Diploma in Transportation		X	17.13
17.2.3	Diploma in Logistics Management	X		17.17
17.2.4	Diploma in Logistics Management		X	17.25
17.2.5	Diploma in Transportation Management	X		17.34
17.2.6	Diploma in Road Transport Management (Freight)	X		17.43
17.2.7	Diploma in Road Transport Management (Passengers)	X		17.50
17.3	Credit-bearing Short Learning Programmes - NONE			
17.4	Non-credit-bearing Short Learning Programmes			
17.4.1	Introduction to Quantitative Techniques in Logistics	X		17.57

17.1 Bridging Programmes

Take note that all the bridging programmes are non-credit-bearing.

17.1.1 BRIDGING PROGRAMME IN ADVANCED DIPLOMA LOGISTICS

Code	S34LGO	NQF level	6
Mode of offering	Distance	Credits	96
Site of delivery	N/A	Certification	Competency based
Duration	- Months to complete: February to October. - Minimum period to obtain: 9 months. - Maximum period to obtain: 9 months.		
Relationship with other UJ modules/ qualifications	After successful completion of the Bridging Programme with a minimum of 65% inal mark for each module, students can apply for the Advanced Diploma in Logistics (A34LGQ – Contact) or (A34 LOP – Distance).		
Articulation with subsidised UJ programmes	Students will receive no credits towards the completion of subsidised UJ programmes.		
Admission requirements	- Relevant 3-year NQF 6 qualifications with 360 credits - Selection based on academic performance in undergraduate studies and space availability		

Purpose of the programme

The purpose of the Online-Distance Bridging for Advanced Diploma Logistics is to assist students with a relevant NQF 6 qualification or who come from the Purchasing and Logistics field to bridge to an Advanced Diploma in Logistics.

Programme content

COMPULSORY MODULES				
BLOCK	MONTHS	MODULE NAME	MODULE CODE	NQF CREDITS
Block 1	February to April	End-User Computing	EUCBRY0	16
Block 2	April to June	Applied Accounting Skills (Logistics)	AATBRY0	16
Block 3	July to September	Logistics	LOGBRY0	32
Block 4	September to November	Purchasing	PURBRY0	32
TOTAL CREDITS				96

Learning activities

ACTIVITY	HOURS	CREDITS
Contact time – Online distance learning	960	-
Work-based learning	-	-
Independent learning (e.g. reading time, interacting with learning material, completing online activities, asynchronous learning activities)	-	-
Preparation for and completion of assessments	-	-
Student support (e.g. tutorial, online support, additional learning material)	-	-
Other	-	-
TOTAL HOURS	960	-
TOTAL NUMBER OF CREDITS	-	96

Assessment

Continuous assessment will be done in all the modules.

Modules and outcomes

Module name	End-User Computing	Module code	EUCBRY0
Purpose	The purpose of this module is to enable students to use Microsoft Word, Microsoft PowerPoint, and Microsoft Excel to enhance professionalism in the business environment.		
Outcomes	Students should be able to: • use MS Word to create, edit, and enhance standard business documents; • implement MS PowerPoint to improve the quality of presentations; • create spreadsheets using MS Excel for different purposes; and • apply formulas and functions in calculations		
Calculation criteria	CE		

Module name	Applied Accounting Skills (Logistics)	Module code	AALBRY0
Purpose	The purpose of this module is to provide students with the basic principles of accounting, the accounting cycle and the recording of accounting transactions. This module will help students compile financial statements, do basic calculations and the recording of value-added tax (VAT) transactions.		
Outcomes	Students should be able to: • explain basic accounting principles and concepts; • identify the different stages of the accounting cycle processes; • classify financial transactions according to the key elements of financial statements; • explain how to record basic financial transactions from source documents to the relevant journals; • identify transactions relating to the purchase, depreciation and disposal of property, plant and equipment; • prepare basic financial statements for a sole trader, for both a service entity and a trading entity; and • analyse the requirements for forming a company as a legal entity		
Calculation criteria	CE		

Module name	Logistics	Module code	LOGBRY0
Purpose	The purpose of this module is to develop intellectual competencies and practical skills in planning, developing and implementing logistics decisions.		
Outcomes	Students should be able to: • apply the principles of the strategic supply chain network planning and decision-making, as well as the impact on the focal company; • analyse the nature of product characteristics and the impact on supply chain purchasing and pricing strategies; • describe the importance of supply chain customer service and how to measure and improve service standards; • describe the critical role that information plays in integrating logistics business processes within a supply chain; • analyse product- and market-related factors that impact transport costing and estimating within a supply chain; • explain techniques used to forecast supply chain demands to minimise inventory investment;		

	- describe the nature of supply scheduling and the impact of logistics organisation on a firm's efficiency and effectiveness; and - analyse the warehousing and materials handling functions, as well as storage facility location decisions.
Calculation criteria	CE

Module name	Purchasing	Module code	PURBRYO
Purpose	The purpose of this module is to provide knowledge of the development, evaluation and implementation of purchasing principles in the supply chain environment. This will enable the student to make a range of decisions implicit in planning and implementing purchasing. Upon the successful completion of this module, a student would have obtained fundamental knowledge of how purchasing contributes to value creation in the supply chain.		
Outcomes	Students should be able to:		
	- describe the role purchasing plays in the supply chain; - identify and describe the importance of information systems and technology; - apply the principle of inventory and the quantity factor concerning inventory holding; - describe the importance and the role of transportation in the supply chain; - undertake research to provide solutions for the best investment recovery methods; - analyse various aspects of global sourcing; and - analyse and discuss price determination and purchasing in transportation services.		
Calculation criteria	CE		

17.1.2 BRIDGING PROGRAMME IN ADVANCED DIPLOMA TRANSPORTATION MANAGEMENT

Code	S34TMO	NQF level	6
Mode of offering	Distance	Credits	96
Site of delivery	N/A	Certification	Competency based
Duration	- Months to complete: February to October. - Minimum period to obtain: 9 months. - Maximum period to obtain: 9 months.		
Relationship with other UJ modules/ qualifications	After completion of the Bridging Programme with a minimum of 65% final mark for each module, students can apply for the Advanced Diploma in Transportation Management (A34TMQ) – Contact) or (A34 LOP – Distance).		
Articulation with subsidised UJ programmes	Students will receive no credits towards the completion of subsidised UJ programmes.		
Admission requirements	- Relevant 3-year NQF 6 qualifications with 360 credits - Selection based on academic performance in undergraduate studies and space availability		

Purpose of the programme

The purpose of the online distance bridging programme (Advanced Diploma in Transportation Management) is to assist students with a relevant NQF 6 qualification to bridge to an Advanced Diploma in Transportation Management.

Programme content

COMPULSORY MODULES				
BLOCK	MONTHS	MODULE NAME	MODULE CODE	NQF CREDITS
Block 1	February to April	End-User Computing	EUCBRY0	16
Block 2	April to June	Applied Accounting Skills (Transport)	AATBRY0	16
Block 3	July to September	Logistics	LOGBRY0	32
Block 4	September to November	Transport	TPTBRY0	32
TOTAL CREDITS				96

Learning activities

ACTIVITY	HOURS	CREDITS
Contact time – Online distance learning	960	-
Work-based learning	-	-
Independent learning (e.g. reading time, interacting with learning material, completing online activities, asynchronous learning activities)	-	-
Preparation for and completion of assessments	-	-
Student support (e.g. tutorial, online support, additional learning material)	-	-
Other	-	-
TOTAL HOURS	960	-
TOTAL NUMBER OF CREDITS	-	96

Assessment

Continuous assessment will be done on all modules.

Modules and outcomes

Module name	End-User Computing	Module code	EUCBRY0
Purpose	The purpose of this module is to enable students to use Microsoft Word, Microsoft PowerPoint and Microsoft Excel to enhance professionalism in the business environment.		
Outcomes	Students should be able to: • use MS Word to create, edit and enhance standard business documents; • implement MS PowerPoint to improve the quality of presentations; • create spreadsheets using MS Excel for different purposes; and • apply formulas and functions in calculations		
Calculation criteria	CE		

Module name	Applied Accounting Skills (Transport)	Module code	AALBRY0
Purpose	The purpose of this module is to provide students with the basic principles of accounting, the accounting cycle and the recording of accounting transactions. This module will help students compile financial statements, do basic calculations and the recording of value-added tax (VAT) transactions.		
Outcomes	Students should be able to: • explain basic accounting principles and concepts; • identify the different stages of the accounting cycle processes; • classify financial transactions according to the key elements of financial statements;		

	- explain how to record basic financial transactions from source documents to the relevant journals; - identify transactions relating to the purchase, depreciation and disposal of property, plant and equipment; - prepare basic financial statements for a sole trader, for both a service entity and a trading entity; and - analyse the requirements for forming a company as a legal entity
Calculation criteria	CE

Module name	Logistics	Module code	LOGBRY0
Purpose	The purpose of this module is to develop intellectual competencies and practical skills in planning, developing, and implementing logistics decisions.		
Outcomes	Students should be able to:		
	- apply the principles of the strategic supply chain network planning and decision-making, as well as the impact on the focal company; - analyse the nature of product characteristics and the impact on supply chain purchasing and pricing strategies; - describe the importance of supply chain customer service and how to measure and improve service standards; - describe the critical role that information plays in integrating logistics business processes within a supply chain; - analyse product- and market-related factors that impact transport costing and estimating within a supply chain; - explain techniques used to forecast supply chain demands to minimise inventory investment; - describe the nature of supply scheduling and the impact of logistics organisation on a firm's efficiency and effectiveness; and - analyse the warehousing and materials handling functions, as well as storage facility location decisions.		
Calculation criteria	CE		

Module name	Transport	Module code	TPTBRY0
Purpose	The purpose of this module is to examine current domestic and global transportation trends. The role and importance of different modes of transport in South Africa, impact on the economy, legislative background, and the policy issues that affect the cost and efficiency of transportation will be discussed to get a better understanding of current and future policy trends.		
Outcomes	Students should be able to:		
	- compare various types of market structures found in the transportation industry; - examine the development of motor carriers and their contributions to the South African economy; - analyse the contributions of the railroad industry to the development of the South African economy; - discuss the importance of air transportation in the South African economy; - distinguish between various types of water carriers and their roles in the overall water carrier system; - explain the nature of transportation risk and disruptions; and - discuss the relationship between international trade and global transportation.		
Calculation criteria	CE		

17.1.3 TRANSPORT AND SUPPLY CHAIN MANAGEMENT BRIDGING PROGRAMME

Code	S1TSCQ	NQF level	5
Mode of offering	Contact	Credits	63
Site of delivery	APK/Durban/Cape Town	Certification	Competency based
Duration	• 4-day study school • Months to complete: February to October. • Minimum period to obtain: 9 months. • Maximum period to obtain: 9 months.		
Relationship with other UJ modules/ qualifications	After successful completion of the programme, students who meet the minimum entry requirements will only be able to apply for one of the following UJ Non-subsidised programmes: • Diploma in Transportation Management. • Diploma in Road Transport Management (Freight/Passenger). • Diploma in Logistics Management.		
Articulation with subsidised UJ programmes	Students will receive no credits towards the completion of any subsidised UJ programmes.		
Admission requirements	Grade 12 Certificate with Higher Certificate Endorsement (NQF level 4).		

Purpose of the programme

The purpose of the bridging programme is to enable prospective students who possess a Grade 12 certificate without a diploma endorsement to proceed to specific NSP Diploma studies in Transport and Logistics at UJ.

Programme content

COMPULSORY MODULES	
MODULE NAME	MODULE CODE
Basic Mathematics and Quantitative Techniques for Logisticians	TSCB1Y1
Industrial Relations	TSCB2Y1
Managing a Road Transport Operation	TSCB3Y1

Learning activities

ACTIVITY	HOURS	CREDITS
Contact time	32	-
Work-based learning	-	-
Independent learning (e.g. reading time, interacting with learning material, completing online activities, asynchronous learning activities)	300	-
Preparation for and completion of assessments	300	-
Student support (e.g. tutorial, online support, additional learning material)	-	-
Other	-	-
TOTAL HOURS	632	-
TOTAL NUMBER OF CREDITS	-	63

Assessment

Assessments are in the form of two assignments and a written summative assessment.

Modules and outcomes

Module name	Basic Maths and Quantitative Techniques for Logisticians	Module code	TSCB1Y1
Purpose	The purpose of this module is to enable the student to apply arithmetic concepts in the operation of logistics and basic concepts of measurements in a transport environment. They will be able to collect, organise, and analyse basic statistical data for use in a logistics operation and apply mathematical concepts in logistics management.		
Outcomes	Students should be able to:		
	• explain the basic arithmetic concepts in the logistics field; • use correct measurements in the transport environment; • apply statistical data in the logistics field; and • compare mathematical concepts in the logistics field of work.		
Calculation criteria	JH - Semester mark and Exam mark contribute 25:75 towards the final mark.		

Module name	Industrial relations	Module code	TSCB2Y1
Purpose	The purpose of this module is to introduce students to industrial relations concepts with respect to the transport industry and to apply knowledge and skills of industrial relations, including the ability to determine and demonstrate correct solutions.		
Outcomes	Students should be able to:		
	• define relevant industrial relations concepts in relation to the transport industry; • reflect on different industrial relations situations in the workplace; and • apply industrial relations principles to make correct solutions in the workplace.		
Calculation criteria	JH - Semester mark and Exam mark contribute 25:75 towards the final mark.		

Module name	Managing Road Transport Operations	Module code	TSCB3Y1
Purpose	The purpose of this module is to develop the competencies of students who are required to apply basic business knowledge and skills in road transport operations. It is also intended to ensure that supervisors can make informed decisions in sometimes open-ended and unfamiliar situations requiring some self-initiated planning and creativity.		
Outcomes	Students should be able to:		
	• apply decisions at the supervisory managerial level in the road transport industry; • apply policy and procedures to meet the vision, mission and objectives of the organisation; • apply and operationalise strategy and make suggestions and recommendations in the organisation; • discuss the role of the supervisor; • plan, work and organise resources within an organisation; • apply different strategies to control employees; • provide leadership to work in teams and with individual team members; • establish individual and team performance expectations and standards; • create a healthy and fair working environment; • discuss the role and importance of people in an organisation; • explain the role and responsibilities of supervisors in an organisation; and • compare the role of individuals and teams in work performances in an organisation.		
Calculation criteria	JH – Semester mark and Exam mark contribute 25:75 towards the final mark		

17.2 Whole Programmes

17.2.1 ADVANCED DIPLOMA IN LOGISTICS

All fully online programmes use the “*carousel model*” of enrolment, using six cohorts of enrolment. This model enables six student intakes per year. The model has been designed to allow students to start in any given term.

Code	A34LOP	NQF level	7
Mode of offering	Distance	Credits	128
Site of delivery	N/A	Certification	Advanced Diploma
Duration	16 Months		
Relationship with other UJ modules/ qualifications	After successful completion of the Advanced Diploma in Logistics, students who meet the minimum entry requirements will be able to apply for the BCom Honours (Logistics), a UJ subsidised programme.		
Articulation with subsidised UJ programmes	Students will receive no credits towards the completion of subsidised UJ programmes.		
Admission requirements	- The entry requirements for the Advanced Diploma in Logistics are a relevant three-year NQF Level 6 qualification with both Logistics and Purchasing as major modules. A minimum of 60% as an average for the combined third-year modules, with a minimum final average mark of 65% in each of the majors, Logistics and Purchasing, is required. - Alternatively, an applicant must have completed the UJ Bridging Programme into the Advanced Diploma in Logistics with a minimum final average mark of 65% in each of the modules. All applications will be subject to a selection process. The outcome of the selection process may require that an applicant complete the UJ Bridging Programme into the Advanced Diploma in Logistics before admission to the Advanced Diploma in Logistics qualification can be considered.		

Purpose of the programme

The purpose of the Advanced Diploma in Logistics is to provide both theoretical knowledge and practical skills in the field of Logistics Management to prospective students who are currently middle managers, or aspire towards middle management, so that they can apply the principles of Logistics Management in their working environment.

Programme content

COMPULSORY MODULES		
Module Name	Module Code	Module Credit
Applied Logistics Processes and Practices	ALP1CP1	16
Global Supply Chain Management	GSC1CP1	16
Logistics Processes and Practices	LPP1CP1	16
Logistics Research Project	LRP1CP1	16
Procurement	PRO1CP1	16
Project Management	PRM1CP1	16
Quantitative Techniques	QAN1CP1	16
Research Methodology: Logistics	RML1CP1	16
Total Credits		128

ADVANCED DIPLOMA IN LOGISTICS MANAGEMENT (A34LOP) - 2026 CAROUSEL

Intake	Module Code	Module Name	Module Credit
D1 – 12 Jan	RMT1CP1	Research Methodology Logistics	16
	TRP1CP1	Logistics Research Project	16
	QAN1CP1	Quantitative Techniques	16
	PRO1CP1	Procurement	16
D2 – 9 March	RML1CP1	Research Methodology Logistics	16
	ALP1CP1	Applied Logistics Processes and Practices	16
	PRM1CP1	Project Management	16
	LPP1CP1	Logistics Processes and Practices	16
D3 – 4 May	RML1CP1	Research Methodology Logistics	16
	LRP1CP1	Logistics Research Project	16
	GSC1CP1	Global Supply Chain Management	16
	QAN1CP1	Quantitative Techniques	16
D4 – 29 June	ALP1CP1	Applied Logistics Processes and Practices	16
	PRO1CP1	Procurement	16
	PRM1CP1	Project Management	16
D5 – 24 Aug	LRP1CP1	Logistics Research Project	16
	GSC1CP1	Global Supply Chain Management	16
	LPP1CP1	Logistics Processes and Practices	16
D6 – 19 Oct	ALP1CP1	Applied Logistics Processes and Practices	16
	QAN1CP1	Quantitative Techniques	16
	PRO1CP1	Procurement	16

Assessment

All the assessments will be in the form of online continuous assessments.

Modules and outcomes

Module name	Applied Logistics Processes and Practices	Module code	ALP1CP1
Purpose	The purpose of this module is to enable students to integrate theory in a practical application in a simulated logistics environment.		
Outcomes	Students should be able to:		
	The purpose of this module is to enable students to integrate theory in a practical application in a simulated logistics environment.		
Calculation criteria	CE		

Module name	Global Supply Chain Management	Module code	GSC1CP1
Purpose	The purpose of this module is to develop the students ability to acquire skills that will enable him/her to practically analyse and implement decisions at the tactical and operational level in the logistics environment of a company/organisation.		
Outcomes	Students should be able to:		
	- explain the emergence of global supply chains and the globalisation of supply chains by many multinationals; - relect on imports and exports and the speciic documentation, people, and business environment of the Import/Export Industry; - analyse global supply and distribution strategies critically; - relect on the appropriate Incoterms for a speciic business setting/business context; and		

	describe critically why firms use globalised supply chains and how this impacts the modern supply chain complexities, cultures, values, language, communication, and e-communication, etc.
Calculation criteria	CE

Module name	Logistics Processes and Practices	Module code	LPP1CP1
Purpose	The purpose of this module is to develop the students' ability to acquire skills that will enable him/her to practically analyse and implement decisions at the tactical and operational level in the logistics environment of a company/organisation.		
Outcomes	Students should be able to:		
	- analyse theoretical and practical options and implement decisions in operational and tactical logistics management; and - implement decisions at the tactical and operational level in the logistics environment of a company/organisation and reflect on the decisions made.		
Calculation criteria	CE		

Module name	Logistics Research Project	Module code	LRP1CP1
Purpose	The purpose of this module is to enable students to implement a research project by undertaking a study on a specific research problem in the logistics industry. Students will collect and analyse data, interpret their findings, draw meaningful conclusions and offer recommendations pertaining to the logistics industry.		
Outcomes	Students should be able to:		
	- apply critical thinking skills; - apply foundational research skills to address a research question; - demonstrate planning, time, and change management skills; - undertake research independently; and - communicate research results clearly, comprehensively, and persuasively in a research essay.		
Calculation criteria	CE		

Module name	Procurement	Module code	PRO1CP1
Purpose	To provide the student with knowledge and applied competence to reflect on the functions of purchasing and its contribution to the company on a strategic level. The student will be able to apply principles of supply and demand to the procurement sector, and to analyse the relationships between purchasing and supply chain costs and the savings made through the profit-leverage effect.		
Outcomes	Students should be able to:		
	- explain the role of purchasing in the supply chain; - apply the principle of inventory and the quantity factor concerning inventory holding; - describe the importance and the role of information systems and technology in the supply chain; and - apply the principles of make-or-buy purchasing decisions in the supply chain environment.		
Calculation criteria	CE		

Module name	Project Management	Module code	PRM1CP1
Purpose	The purpose of this module is to provide the student with a comprehensive and in-depth understanding of the nature, scope, and methodologies relevant to the field of project management and the ability to practically apply the appropriate project management tools and techniques in the planning, implementation, control, and termination of a project of any magnitude.		
Outcomes	Students should be able to:		
	• reflect on all aspects that necessitate the development of a specific project; • plan and develop the design of a project that addresses an identified need; • implement and control a project; and • terminate a project for handover.		
Calculation criteria	CE		

Module name	Quantitative Techniques	Module code	QAN1CP1
Purpose	The purpose of this module is to develop the students' ability to solve logistical problems through applying appropriate calculations.		
Outcomes	Students should be able to:		
	• display data analysed in simple, clear formats that can be used in company/organisational reports; and • solve problems (within the logistics domain) using appropriate calculations.		
Calculation criteria	CE		

Module name	Basic Principles of Logistics Performance Measures	Module code	BPLLMB1
Purpose	The purpose of this module is to equip students with vocational and industry-specific intellectual competencies, knowledge, and practical skills in performance measures to enable the student to make decisions in the context of a logistics and supply chain organisation.		
Outcomes	Students should be able to:		
	• explain the origin and most important theories of performance management and modern approaches currently at hand; • analyse the skills, roles, and characteristics of performance as important aspects in establishing effective and efficient business practices; • examine the categories of performance management; • discuss the concept of benchmarking; • explain how to apply performance metrics and performance measures evaluation; • apply the various models (EPM, Gartner business value, score) in performance measurement; and • apply the balanced scorecard framework.		
Calculation criteria	SH – Semester mark and Exam mark contribute 40:60 towards the final mark.		

Module name	Research Methodology: Logistics	Module code	RML1CP1
Purpose	The purpose of this module is to guide the student through the research process and present sound research principles and methods. This module is a prerequisite for the module Logistics Research Project. Students should develop intellectual competencies and practical skills in a range of decisions relating to the research process and be able to conceptualise and conduct a research project.		
Outcomes	Students should be able to:		
	• reflect on the key concepts, processes, and principles required in the implementation of a research project in the logistics environment; and • report on the above in a research essay.		
Calculation criteria	CE		

17.2.2 ADVANCED DIPLOMA TRANSPORTATION MANAGEMENT

All fully online programmes use the “*carousel model*” of enrolment, using six cohorts of enrolment. This model enables six student intakes per year. The model has been designed to allow students to start in any given term.

Code	A34TRP	NQF level	7
Mode of offering	Distance	Credits	128
Site of delivery	APK	Certification	Advanced Diploma
Duration	16 months.		
Relationship with other UJ modules/ qualifications	After successful completion of the programme, students who meet the minimum entry requirements will be able to apply for the BCom Honours (Transport Economics) a UJ subsidised programme.		
Articulation with subsidised UJ programmes	Students will receive no credits towards the completion of subsidised UJ programmes.		
Admission requirements	• The entry requirements for the Advanced Diploma in Transportation Management are a relevant three-year NQF Level 6 qualification with both Logistics and Transportation as major modules. A minimum of 60% as an average for the combined third-year modules, with a minimum final average mark of 65% in each of the majors, Logistics and Transportation, is required. • Alternatively, an applicant must have completed the UJ Bridging Programme into the Advanced Diploma in Transportation Management with a minimum final average mark of 65% in each of the modules. • All applications will be subject to a selection process and available space. The outcome of the selection process may require that an applicant complete the UJ Bridging Programme into the Advanced Diploma in Transportation Management before admission to the Advanced Diploma in Transportation Management qualification can be considered.		

Purpose of the programme

The purpose of the Advanced Diploma in Transportation Management is to provide both theoretical knowledge and practical skills in the field of Transportation Management to students who are currently middle managers or aspire towards middle management, so that they can apply the principles of Transportation Management in their working environment.

Programme content

COMPULSORY MODULES		
Module Name	Module Code	Module Credit
Research Methodology: Transport	RMT1CP1	16
Project Management	PRM1CP1	16
Logistics Processes and Practices	LPP1CP1	16
Transport Operations and Costing	TOC1CP1	16
Transport Policy and Legislation	TPL1CP1	16
Transport Planning and Management	TPM1CP1	16
Applied Transport Processes and Practices	ATP1CP1	16
Transport Research Project	TRP1CP1	16
TOTAL CREDITS		128

ADVANCED DIPLOMA IN TRANSPORTATION MANAGEMENT (A34TRP) 2026 CAROUSEL

Intake	Module Name	Module Code	Module Credit
D1 – 12 Jan	Research Methodology Transport	RMT1CP1	16
	Transport Research Project	TRP1CP1	16
	Transport Policy and Legislation	TPL1CP1	16
	Transport Planning and Management	TPM1CP1	16
D2 – 9 March	Research Methodology Transport	RMT1CP1	16
	Applied Transport Processes and Practices	ATP1CP1	16
	Project Management	PRM1CP1	16
	Logistics Processes and Practices	LPP1CP1	16
D3 – 4 May	Research Methodology Transport	RMT1CP1	16
	Transport Research Project	TRP1CP1	16
	Transport Operations and Costing	TOC1CP1	16
	Transport Planning and Management	TPM1CP1	16
D4 – 29 June	Applied Transport Processes and Practices	ATP1CP1	16
	Transport Policy and Legislation	TPL1CP1	16
	Project Management	PRM1CP1	16
D5 – 24 Aug	Transport Research Project	TRP1CP1	16
	Transport Operations and Costing	TOC1CP1	16
	Logistics Processes and Practices	LPP1CP1	16
D6 – 19 Oct	Applied Transport Processes and Practices	ATP1CP1	16
	Transport Policy and Legislation	TPL1CP1	16
	Transport Planning and Management	TPM1CP1	16

Assessment

Continuous assessment will be done in all the modules.

Modules and outcomes

Module name	Basic End-User Computing for Logisticians	Module code	RMT1CP1
Purpose	The purpose of this module is to guide the student through the research process and present sound research principles and methods. This module is a prerequisite for the module Transport Research Project. Students should develop intellectual competencies and practical skills in the range of decisions relating to the research process and be able to conceptualise and conduct a research project.		
Outcomes	Students should be able to:		
	• reflect on the key concepts, processes, and principles required in the implementation of a research project in the transport environment; and • report on the above in a research essay.		

Calculation criteria	CE

Module name	Project Management	Module code	PRM1CP1
Purpose	The purpose of this module is to provide the student with a comprehensive and in-depth understanding of the nature, scope, and methodologies relevant to the field of project management and the ability to practically apply the appropriate project management tools and techniques in the planning, implementation, control, and termination of a project of any magnitude.		
Outcomes	Students should be able to:		
	• reflect on all aspects that necessitate the development of a specific project; • plan and develop the design of a project that addresses an identified need; • implement and control a project; and • terminate a project for handover.		
Calculation criteria	CE		

Module name	Logistics Processes and Practices	Module code	LPP1CP1
Purpose	The purpose of this module is to develop the students' ability to acquire skills that will enable him/her to practically analyse and implement decisions at the tactical and operational level in the logistics environment of a company/organisation.		
Outcomes	Students should be able to:		
	• analyse theoretical and practical options and implement decisions in operational and tactical logistics management; and • implement decisions at the tactical and operational level in the logistics environment of a company/organisation and reflect on the decisions made.		
Calculation criteria	CE		

Module name	Transportation Operations and Costing	Module code	TOC1CP1
Purpose	The purpose of this module is to enable students to discuss the role and importance of transport operations and costing in the South African context, and to develop competencies to analyse, evaluate, and implement information on various aspects of transport operations to resolve transportation problems, maximise profitability, and satisfy customer needs.		
Outcomes	Students should be able to:		
	• identify relevant operational processes within the transport industry; • define and analyse the operational aspects pertaining to various transportation modes; • calculate costing related to transportation modes; • determine a pricing structure for profitability and sustainability; • reflect on the importance of routing and scheduling transportation equipment across the industry; • manage a fleet operation; and • manage carrier replacement and selection processes.		
Calculation criteria	CE		

Module name	Transport Policy and Legislation	Module code	TPL1CP1
Purpose	The purpose of this module is to enable students to acquire intellectual knowledge, skills, and applied competence in comprehending the concept, role, and framework of transport policy as well as understanding the application of relevant transport legislation, with particular focus on the South African scenario. Students will learn how policy is formulated and applied in order to resolve contemporary transport challenges. Students will also learn how to interpret the legal provisions of relevant transport legislation.		
Outcomes	Students should be able to:		
	• reflect on policy formulation and the need for transport policy; • analyse the purpose, goals, and objectives of National and Regional Transport Policies; • identify and analyse the major provisions of the National Land Transport Act; • identify and analyse the major provisions of the National Road Traffic Act; and • analyse the consequences and assess measures to mitigate unethical conduct in the transport sector.		
Calculation criteria	CE		

Module name	Transport Planning and Management	Module code	TPM1CP1
Purpose	The purpose of this module is to provide students with skills and competence in planning and managing transport for the safe and efficient movement of people and goods as well as contributing to the delivery of sustainable transport. The student will learn the techniques and methodologies of transport planning and management needed to take decisions, or to provide the necessary information for others to take policy decisions.		
Outcomes	Students should be able to:		
	• define and explain the scope of transport planning; • analyse traffic/transport problems in urban areas; • analyse transport problems in rural areas; • utilise transportation planning processes in order to conduct relevant transport studies; and • reflect on the factors that contribute and/or minimise traffic accidents.		
Calculation criteria	CE		

Module name	Applied Transport Processes and Practices	Module code	ATP1CP1
Purpose	The purpose of this module is to enable students to integrate theory in a practical application through a simulated transport environment.		
Outcomes	Students should be able to:		
	• take appropriate decisions to the benefit of the transport company/organisation; and • apply theoretical knowledge in order to run an effective transport business.		
Calculation criteria	CE		

Module name	Transport Research Project	Module code	TRP1CP1
Purpose	The purpose of this module is to equip students to be able to implement a research project by undertaking a study on a specific research problem in the transport industry. Students will collect and analyse data, interpret their findings, draw meaningful conclusions, and offer recommendations pertaining to the transport industry.		
Outcomes	Students should be able to:		
	• apply critical thinking skills;		

	• apply foundational research skills to address a research question; • demonstrate planning, time, and change management skills; • undertake research independently; and • communicate research results clearly, comprehensively, and persuasively in a research essay.
Calculation criteria	CE

17.2.3 DIPLOMA IN LOGISTICS MANAGEMENT

Code	D1DLMQ	NQF level	6
Mode of offering	Contact	Credits	360
Site of delivery	APK	Certification	Competence based
Duration	• Contact time: one-week study schools twice a year. • Months to complete: February to November. • Minimum period to obtain: 3 years. • Maximum period to obtain: 5 years		
Relationship with other UJ modules/ qualifications	• After successful completion of this diploma, students can apply for entry into the Advanced Diploma in Logistics (A34LGQ - Contact) or (A34LOP – Distance). • Students who do not meet the minimum requirements for the Advanced Diploma in Logistics can apply for entry into the Bridging Programme to enter the Advanced Diploma in Logistics (A34LGQ).		
Articulation with subsidised UJ programmes	Students will receive no credits towards the completion of subsidised UJ programmes.		
Admission requirements	Grade 12 Certificate with at least a diploma endorsement exemption.		

Purpose of the programme

The purpose of the Diploma in Logistics Management is to develop students with a wide range of vocational and industry-specific intellectual competencies, knowledge, and practical skills. This will enable students to explain and apply logistics and supply chain management principles, processes, and procedures, and to make decisions in the context of a logistics and/or supply chain organisation, interpret relevant information, and produce innovative responses based on informed judgment to concrete but often unfamiliar problems. The qualification will provide the student with a range of fundamental knowledge and competencies in fields such as business communication, information systems, and project management. Furthermore, it will also provide the student with detailed knowledge about general management principles and specific logistics and supply chain management principles.

Programme content

FIRST YEAR					
FIRST SEMESTER			SECOND SEMESTER		
MODULE NAME	CREDITS	MODULE CODE	MODULE NAME	CREDITS	MODULE CODE
Introduction to Business Management	15	IBMLMA1	Basic End-User Computing for Logisticians	15	BECLMB1
Introduction to Logistics Management	15	ILMLMA1	Basic Principles of Logistics Performance Measures	15	BPLMB1
Introduction to Transportation and Warehousing	15	ITWLMA1	Overview and Objectives of the Government and Municipal Logistics Systems	15	OGMLMB1
Basic Mathematics and Quantitative Techniques for Logisticians	15	MQTLMA1	Procurement and Order Processing Systems	15	POPLMB1
	60			60	
TOTAL CREDITS 120					

SECOND YEAR					
FIRST SEMESTER			SECOND SEMESTER		
MODULE NAME	CREDITS	MODULE CODE	MODULE NAME	CREDITS	MODULE CODE
Tactical Logistics Management	24	TLMLMA2	Logistics and Supply Chain Strategy Formulation	24	LSCLMB2
Inventory Management	24	INMLMA2	Transportation Operation Management	24	TOMLMB2
	48		Warehousing and Material Handling	24	WMHLMB2
				72	
TOTAL CREDITS 120					

THIRD YEAR		
YEAR MODULE (<u>COMPULSORY</u>)		
MODULE NAME	CREDITS	MODULE CODE
Logistics Audit Report	42	LARLMY3
YEAR MODULES (<u>ELECTIVES</u>) SELECT <u>THREE</u> MODULES		
MODULE NAME	CREDITS	MODULE CODE
Logistics Project Management	26	LPLMLY3
International Logistics Management	26	ILMLMY3
Demand Planning	26	DDPLMY3
Temperature Controlled Supply Chain Management	26	TSCLMY3
	Max 78	
TOTAL CREDITS 120		

Learning activities

ACTIVITY	HOURS	CREDITS
Contact time	220	-
Work-based learning	-	-
Independent learning (e.g. reading time, interacting with learning material, completing online activities, asynchronous learning activities)	1690	-
Preparation for and completion of assessments	1690	-
Student support (e.g. tutorial, online support, additional learning material)	-	-
Other	-	-
TOTAL HOURS	3600	-
TOTAL NUMBER OF CREDITS	-	360

Assessment

- Formative assessments are in the form of class tests and assignments.
- Summative assessment will be in the form of a final written assessment.

Modules and outcomes

Module name	Introduction to Logistics Management	Module code	ILMLMA1
Purpose	This module introduces the student to fundamental logistics concepts and focuses on the important role of Logistics in management decision-making.		
Outcomes	Students should be able to:		
	- discuss the important role of logistics and its management, on a macro and a micro level in the economy; - explain the value-adding functions of logistics and the competitive advantage created by these functions; and - communicate effectively, in writing and/or orally, with respect to aspects of the logistics profession.		
Calculation criteria	SH – Semester mark and Exam mark contribute 40:60 towards the final mark.		

Module name	Introduction to Business Management	Module code	IBMLMA1
Purpose	This module provides a basic introduction to the functioning of the business enterprise and the role and importance of management. Students are exposed to the managerial tasks of logistics managers and various methods of planning and controlling logistics performance.		
Outcomes	Students should be able to:		
	- discuss the tasks, functions, skills, and roles of managers as key role players, ensuring effective and efficient business practice; and - analyse planning, organising, leading, and controlling as primary management functions of the logistics business enterprise.		
Calculation criteria	SH – Semester mark and Exam mark contribute 40:60 towards the final mark.		

Module name	Introduction to Transportation and Warehousing	Module code	ITWLMA1
Purpose	The purpose of this module is to create Competency in the transportation system related to operational structure, services, and cost characteristics of the various modes of transport, focusing on the goods carried in the transport system and various freight service providers. The module also focuses on the role of packaging and containerisation, warehouse equipment, and warehouse location in facilitating the efficiency of the supply chain.		

Outcomes	Students should be able to:
	- compare the operational characteristics of the various modes of transport; - examine the service, cost characteristics, and structure of the various modes of transport and investigate the cost trade-offs in transport as well as profit planning; - select the right distribution channels for international shipments according to the role of the modes and intermediaries in facilitating international trade; - select on the risks involved in purchasing warehouse equipment; - analyse the role and types of storage and movement systems within the warehouse; - discuss the function of packaging and containerisation; and - explain the importance of selecting the location for warehouses in the supply chain.
Calculation criteria	SH – Semester mark and Exam mark contribute 40:60 towards the final mark.

Module name	Basic Mathematics and Quantitative Techniques for Logisticians	Module code	MQTLMA1
Purpose	The purpose of this module is to introduce students to basic statistical methods, quantitative techniques, percentages, and measurements. Students will be able to apply these concepts to demand forecasting and solve logistical and storage problems.		
Outcomes	Students should be able to:		
	- explain the three types of measurement (length, mass, and capacity) and their relevant units; - calculate the perimeter and area of geometric objects: rectangle, square, and triangle; - find the mean, mode, and median of a data set, draw up a frequency table, and draw a bar graph; - calculate the graph of the demand function and that of a supply function, the equilibrium point, and - calculate the total logistics profit and the total cost of inventory.		
Calculation criteria	SH – Semester mark and Exam mark contribute 40:60 towards the final mark.		

Module name	Overview and Objectives of the Government and Municipal Logistics Systems	Module code	OGMLMB1
Purpose	The purpose of this module is to introduce students to the basic structure of the supply chain management process in government and its strategic planning and budgeting processes within supply chain management principles. This will enable students to interpret the legal environment within which the supply chain must be managed and address the procurement regime of the government, as well as the preferred procurement methodologies.		
Outcomes	Students should be able to:		
	- explain how the basic structure of government generates income; - discuss the strategic planning and budgeting processes of government and how it give structure to supply chain management in the public sector; - analyse the components of government supply chain management and how it connects to government management; - examine the regulatory framework or structure within which the government undertakes supply chain management; - discuss the principles of the current procurement regime of the government and its application; and		

	compare the different procurement methodologies that must be chosen for the procurement of goods, services and construction works.
Calculation criteria	SH – Semester mark and Exam mark contribute 40:60 towards the final mark.

Module name	Procurement and Order Processing Systems	Module code	POPLMB1
Purpose	The purpose of this module is to provide the student with knowledge and skills of the activities associated with buying, purchasing, and the developments in a company, and the understanding and competencies in applying specific purchasing management practices in the supply chain industry. This module will also provide students with skills and competencies of logistics information systems, with specific reference to interfaces between systems.		
Outcomes	Students should be able to:		
	- explain the basic activities associated with purchasing; - analyse concepts concerning quality control and purchasing; - examine the importance of finding the right supplier; - discuss the various roles in the decision-making process; - explain the background and principles of JIT management and JIT purchasing; - discuss the primary tasks and responsibilities of purchasing management; - examine the critical role that information plays in integrating logistics within the organisation; and - analyse the key function of the distribution system.		
Calculation criteria	SH – Semester mark and Exam mark contribute 40:60 towards the final mark.		

Module name	Basic Principles of Logistics Performance Measures	Module code	BPLLMB1
Purpose	The purpose of this module is to equip students with vocational and industry-specific intellectual competencies, knowledge, and practical skills in performance measures to enable the student to make decisions in the context of a logistics and supply chain organisation.		
Outcomes	Students should be able to:		
	- explain the origin and most important theories of performance management and modern approaches currently at hand; - analyse the skills, roles, and characteristics of performance as important aspects in establishing effective and efficient business practices; - examine the categories of performance management; - discuss the concept of benchmarking; - explain how to apply performance metrics and performance measures evaluation; - apply the various models (EPM, Gartner business value, score) in performance measurement; and - apply the balanced scorecard framework.		
Calculation criteria	SH – Semester mark and Exam mark contribute 40:60 towards the final mark.		

Module name	Basic End-User Computing for Logisticians	Module code	BECLMB1
Purpose	The purpose of this module is to create Competency in basic operating skills that are required to use any modern computer, and specifically the operating system (OS) called Microsoft Windows. Some tools in the Microsoft Office suite will also be taught. This module will equip students with basic skills that open the door to advanced learning in computers.		

Outcomes	Students should be able to:
	• use the Windows Operating System confidently; • explain the different components of a computer system and explain what their purposes are; • apply web browsing and searching skills; • use word processing as a productivity tool in the workplace; and • apply MS Excel functionalities in the workplace.
Calculation criteria	SH – Semester mark and Exam mark contribute 40:60 towards the final mark

Module name	Inventory Management	Module code	INMLMA2
Purpose	The purpose of this module is to develop competencies in the management and application of inventory management processes and systems in the workplace to maximise customer service levels, reduce the investment in inventory, and the associated costs.		
Outcomes	Students should be able to:		
	• discuss the role and importance of inventory management in supply chain management; • apply the basic principles of inventory management; • explain what total inventory costs entail; and • examine inventory planning and control to optimise inventory levels in the supply chain.		
Calculation criteria	SH – Semester mark and Exam mark contribute 40:60 towards the final mark.		

Module name	Tactical Logistics Management	Module code	TLMLMA2
Purpose	The purpose of this module is to introduce tactical logistics management on various tiers or levels of management. This module will assist the student with key financial aspects of logistics and supply chain management and customer service as an important output of the logistics system.		
Outcomes	Students should be able to:		
	• explain the concept of tactical logistics management; • analyse the goods flow processes as well as the different product supply chain processes in a supply chain; • discuss the importance of time management in a supply chain as well as the cause of long production cycles and lead times; • examine the key financial management aspects of logistics and supply chain management; • discuss the basic aspects of cost accounting; • apply the basic principles of order management and logistics customer service; and • compare the various elements of customer service and how they impact both buyers and sellers.		
Calculation criteria	SH – Semester mark and Exam mark contribute 40:60 towards the final mark.		

Module name	Transportation Operations Management	Module code	TOMLMB2
Purpose	The purpose of this module is to develop competencies in the management and application of transport management principles and processes in the workplace through the correct application of and adherence to management principles and transport legislation in the workplace.		
Outcomes	Students should be able to:		
	• discuss the role and importance of transport in supply chain management; • explain the basic functions and principles of transport management; • explain the concept of cost trade-offs in transport management; • distinguish between strategic, tactical, and operational transport management; • examine the various acts that govern the transport industry; • analyse the role of the administrative adjudication of the Road Traffic Offences Act (AARTO) in the compliance of road traffic legislation; and • discuss the role and impact of road transport legislation for road transport management.		
Calculation criteria	SH – Semester mark and Exam mark contribute 40:60 towards the final mark.		

Module name	Warehousing and Materials Handling	Module code	WMHLMB2)
Purpose	The purpose of this module is to provide the student with warehouse management principles and processes. This will give the student competencies in warehouse management to follow a total systems approach and the correct application of and adherence to principles and processes.		
Outcomes	Students should be able to:		
	• explain the concept of the design of storage and handling facilities; • compare the different processes and principles that are required for effective and efficient operations of a warehouse • discuss the role of information technology in warehouse management; • examine the continuous challenge to continually improve warehouse operations; and • discuss the role and importance of the warehousing activity in supply chain management.		
Calculation criteria	SH – Semester mark and Exam mark contribute 40:60 towards the final mark.		

Module name	Logistics and Supply Chain Strategy Formulation	Module code	LSCLMB2
Purpose	The purpose of this module is to develop an understanding of the role, importance and nature of logistics planning and strategy formulation from an integrated supply chain management perspective. This module will provide the student with the competency to formulate a mission statement for a company and take part in the planning and strategy formulation of a company.		
Outcomes	Students should be able to:		
	• distinguish between a corporate vision and a mission statement; • compare the relationship between a company strategy and its business model; • explain the strategy-making and strategy-executing processes; • examine the benefits derived from the establishment of a formal written logistics statement; • apply the key components of a logistics mission statement in a company; • explain how to draft a logistics mission statement for your company; and • analyse the ten megatrends that will drive change and transformation necessary to enable organisations to achieve superior performance.		

Calculation criteria	SH – Semester mark and Exam mark contribute 40:60 towards the final mark.

Module name	Demand Planning	Module code	DDPLMY3
Purpose	The purpose of this module is to highlight the importance of demand planning at strategic, tactical, and operational level in logistics and to develop competencies in the management and application of demand planning processes and mechanisms.		
Outcomes	Students should be able to: • explain demand planning and the purpose it serves in a company; • discuss the fundamentals of demand forecasting and supply planning; • compare various forecasting techniques and forecasting processes; • explain the sales and operations planning (S&OP) process; • discuss collaboration in the demand planning process; and • analyse the importance of coordination in the supply chain and explain how to achieve collaboration in practice.		
Calculation criteria	SH – Semester mark and Exam mark contribute 40:60 towards the final mark.		

Module name	International Logistics Management	Module code	ILMLMY3
Purpose	The purpose of this module is to introduce the student to the important role that logistics management fulfils in the international trade. It will enable students to apply the knowledge of the mechanism of international trade and to provide rational explanations of the underlying concepts.		
Outcomes	Students should be able to: • distinguish between the different roles channel intermediaries fulfil in international trade; • analyse the role foreign trade terms fulfil in international transactions; • discuss the protection and packing of break-bulk cargo, containerised cargo, and the handling and shipment of dangerous goods; • compile a set of documents required to effect an export transaction; and • compile a set of documents required to effect an import transaction.		
Calculation criteria	SH – Semester mark and Exam mark contribute 40:60 towards the final mark.		

Module name	Logistics Audit Report	Module code	LARLMY3
Purpose	The purpose of this module is to enable the student to compile a well-structured research project in logistics and to provide an opportunity to apply the knowledge gained through experience-based learning.		
Outcomes	Students should be able to: • compare the logistics strategy of the company against the overall company strategy and the organisation's status regarding strategic alliances and partnerships in the supply chain; • explain logistics channel and supply chain relative to its design parameters; • discuss the commercial status of the organisation's logistics service providers relative to the supply chain; • analyse information systems and technology as deployed and utilised throughout the organisation's supply chain; • examine deployment of the organisation's materials and inventories; • discuss the nature of the logistics function in the organisation and its logistics personnel; and • analyse performance of the supply chain and the extent to which performance measures have been implemented.		
Calculation criteria	SH – Semester mark and Exam mark contribute 40:60 towards the final mark.		

Module name	Logistics Project Management	Module code	LPMLMY3
Purpose	The purpose of this module is to develop competencies in the management and application of project management processes and mechanisms in the workplace through the correct application of project management techniques and applicable knowledge management in the logistics workplace.		
Outcomes	Students should be able to:		
	• discuss the different steps/phases of project management; • explain how to select a project; • demonstrate the ability to implement a basic project; • discuss the resources needed for project evaluation and audit; and • explain the basic calculations required for optimum project management.		
Calculation criteria	SH – Semester mark and Exam mark contribute 40:60 towards the final mark.		

Module name	Temperature Controlled Supply Chain Management	Module code	TCSLMY3
Purpose	The purpose of this module is to provide the student with knowledge and competencies to manage a temperature-controlled supply chain.		
Outcomes	Students should be able to:		
	• explain the concept of temperature-controlled supply chains; • analyse the role of sustainability in the temperature-controlled supply chain in food safety; • explain temperature-controlled supply chain management in air transportation; • explain the monitoring of temperature-controlled supply chains; • analyse some of the challenges in temperature-controlled supply chains; and • examine the future of temperature-controlled supply chain management vehicles.		
Calculation criteria	SH – Semester mark and Exam mark contribute 40:60 towards the final mark.		

17.2.4 DIPLOMA IN LOGISTICS MANAGEMENT

Code	D34LMO	NQF level	6
Mode of offering	Distance	Credits	360
Site of delivery	N/A	Certification	Competency based
Duration	• Months to complete: February to November. • Minimum period to obtain: 3 years. • Maximum period to obtain: 5 years		
Relationship with other UJ modules/ qualifications	• After successful completion of this diploma, students can apply for entry into the Advanced Diploma in Logistics (A34LGQ - Contact) or (A34LOP – Distance). • Students who do not meet the minimum requirements for the Advanced Diploma in Logistics can apply for entry into the Bridging Programme for Advanced Diploma in Logistics (S34LGO).		
Articulation with subsidised UJ programmes	Students will receive no credits towards the completion of subsidised UJ programmes.		
Admission requirements	Grade 12 Certificate with at least a diploma endorsement exemption.		

Purpose of the programme

The purpose of the Diploma in Logistics Management is to develop students with a wide range of vocational and industry-specific intellectual competencies, knowledge, and practical skills. This will enable students to explain and apply logistics and supply chain management principles, processes, and procedures, and to make decisions in the context of a logistics and/or supply chain organisation, interpret relevant information, and produce innovative responses based on informed judgment to concrete but often unfamiliar problems. The qualification will provide the student with a range of fundamental knowledge and competencies in fields such as business communication, information systems, and project management. Furthermore, it will also provide the student with detailed knowledge about general management principles and specific logistics and supply chain management principles.

Programme content

YEAR ONE				
BLOCK	MONTHS	MODULE NAME	MODULE CODE	CREDITS
Block 1	February - April	Basic End-User Computing for Logisticians	DCOMCE1	15
		Basic Mathematics and Quantitative Techniques for Logisticians	DMATCE1	15
Block 2	April - June	Introduction to Logistics Management	DILOCE1	15
		Introduction to Business Management	DBUSCE1	15
Block 3	July - September	Introduction to Transportation and Warehousing	DTPTCE1	15
		Overview and Objectives of the Government and Municipal Logistics Systems	DGOVCE1	15
Block 4	September - November	Basic Principles of Logistics Performance Measures	DPERCE1	15
		Procurement and Order Processing Systems	DORDCE1	15
TOTAL CREDITS				120

YEAR TWO				
BLOCK	MONTHS	MODULE NAME	MODULE CODE	CREDITS
Block 1	February - April	Warehousing and Materials Handling	DWARCE2	24
		Transportation Operations Management	DTOPCE2	24
Block 2	April - June	Logistics and Supply Chain Management	DSUPCE2	24
Block 3	July - September	Tactical Logistics Management	DTACCE2	24
Block 4	September - November	Inventory Management	DVINCE2	24
TOTAL CREDITS				120

YEAR THREE				
BLOCK	MONTHS	MODULE NAME	MODULE CODE	CREDITS
Block 1 - 3	February - September	Logistics Audit Report	DAUDCE3	42
CHOOSE ANY THREE OF THE FOLLOWING 4 MODULES				
Block 1	February - April	Temperature Controlled Supply Chain Management	DTMCE3	26
Block 2	April - June	Demand Planning	DMANCE3	26
Block 3	July - September	International Logistics Management	DINTRCE3	26
Block 4	September - November	Logistics Project Management	DPROCE3	26
TOTAL CREDITS				120

Learning activities

ACTIVITY	HOURS	CREDITS
Contact time – Online distance learning	220	-
Work-based learning	-	-
Independent learning (e.g. reading time, interacting with learning material, completing online activities, asynchronous learning activities)	1690	-
Preparation for and completion of assessments	1690	-
Student support (e.g. tutorial, online support, additional learning material)	-	-
Other	-	-
TOTAL HOURS	3600	-
TOTAL NUMBER OF CREDITS	-	360

Assessment

Continuous assessment is done in all the modules.

Modules and outcomes

Module name	Introduction to Logistics Management	Module code	DILOCE1
Purpose	This module introduces the student to fundamental logistics concepts and focuses on the important role of Logistics in management decision-making.		
Outcomes	Students should be able to: • discuss the important role of logistics and its management, on a macro and a micro level in the economy; • explain the value-adding functions of logistics and the competitive advantage created by these functions; and • communicate effectively, in writing and/or orally, with respect to aspects of the logistics profession.		
Calculation criteria	CE		

Module name	Introduction to Business Management	Module code	DBUSCE1
Purpose	This module provides a basic introduction to the functioning of the business enterprise and the role and importance of management. Students are exposed to the managerial tasks of logistics managers and various methods of planning and controlling logistics performance.		
Outcomes	Students should be able to: • discuss the tasks, functions, skills, and roles of managers as key role players, ensuring effective and efficient business practice; and • analyse planning, organising, leading, and control as primary management functions of the logistics business enterprise.		
Calculation criteria	CE		

Module name	Introduction to Transportation and Warehousing	Module code	DTPTCE1
Purpose	The purpose of this module is to create Competency in the transportation system related to operational structure, services, and cost characteristics of the various modes of transport, focusing on the goods carried in the transport system and various freight service providers. The module also focuses on the role of packaging and containerisation, warehouse equipment and warehouse location in facilitating the efficiency of the supply chain.		
Outcomes	Students should be able to:		
	• compare the operational characteristics of the various modes of transport; • examine the service, cost characteristics, and structure of the various modes of transport and investigate the cost trade-offs in transport as well as profit planning; • select the right distribution channels for international shipments according to the role of the modes and intermediaries in facilitating international trade; • select on the risks involved in purchasing warehouse equipment; • analyse the role and types of storage and movement systems within the warehouse; • discuss the function of packaging and containerisation; and • explain the importance of selecting the location for warehouses in the supply chain.		
Calculation criteria	CE		

Module name	Basic Mathematics and Quantitative Techniques for Logisticians	Module code	DMATCE1
Purpose	The purpose of this module is to introduce students to basic statistical methods, quantitative techniques, percentages, and measurements. Students will be able to apply these concepts to demand forecasting and solve logistical and storage problems.		
Outcomes	Students should be able to:		
	• explain the three types of measurement (length, mass, and capacity) and their relevant units; • calculate the perimeter and area of geometric objects: rectangle, square, and triangle; • find the mean, mode, and median of a data set, draw up a frequency table, and draw a bar graph; • calculate the graph of the demand function and that of a supply function, the equilibrium point; and • calculate the total logistics profit and the total cost of inventory.		
Calculation criteria	CE		

Module name	Overview and Objectives of the Government and Municipal Logistics Systems	Module code	DGOVCE1
Purpose	The purpose of this module is to introduce students to the basic structure of the supply chain management process in government and its strategic planning and budgeting processes within supply chain management principles. This will enable students to interpret the legal environment within which the supply chain must be managed and address the procurement regime of the government, as well as the preferred procurement methodologies.		
Outcomes	Students should be able to:		
	• explain how the basic structure of government generates income; • discuss the strategic planning and budgeting processes of government and how they give structure to supply chain management in the public sector; • analyse the components of government supply chain management and how it connects to government management; • examine the regulatory framework or structure within which the government undertakes supply chain management; • discuss the principles of the current procurement regime of the government and its application; and • compare the different procurement methodologies that must be chosen for the procurement of goods, services, and construction works.		
Calculation criteria	CE		

Module name	Procurement and Order Processing Systems	Module code	DORDCE1
Purpose	The purpose of this module is to provide the student with knowledge and skills of the activities associated with buying, purchasing, and the developments in a company, and the understanding and competencies in applying specific purchasing management practices in the supply chain industry. This module will also provide students with skills and competencies in logistics information systems, with specific reference to interfaces between systems.		
Outcomes	Students should be able to:		
	• explain the basic activities associated with purchasing; • analyse concepts concerning quality control and purchasing; • examine the importance of finding the right supplier; • discuss the various roles in the decision-making process; • explain the background and principles of JIT management and JIT purchasing; • discuss the primary tasks and responsibilities of purchasing management; • examine the critical role that information plays in integrating logistics within the organisation; and • analyse the key function of the distribution system.		
Calculation criteria	CE		

Module name	Basic Principles of Logistics Performance Measures	Module code	DPERCE1
Purpose	The purpose of this module is to equip students with vocational and industry-specific intellectual competencies, knowledge, and practical skills in performance measures to enable the student to make decisions in the context of a logistics and supply chain organisation.		
Outcomes	Students should be able to:		
	- explain the origin and most important theories of performance management and modern approaches currently at hand; - analyse the skills, roles, and characteristics of performance as important aspects in establishing effective and efficient business practices; - examine the categories of performance management; - discuss the concept of benchmarking; - explain how to apply performance metrics and performance measures evaluation; - apply the various models (EPM, Gartner business value, score) in performance measurement; and - apply the balanced scorecard framework.		
Calculation criteria	CE		

Module name	Basic End-User Computing for Logisticians	Module code	DCOMCE1
Purpose	The purpose of this module is to create Competency in basic operating skills that are required to use any modern computer, and specifically the operating system (OS) called Microsoft Windows. Some tools in the Microsoft Office suite will also be taught. This module will equip students with basic skills that open the door to advanced learning in computers.		
Outcomes	Students should be able to:		
	- use the Windows Operating System confidently; - explain the different components of a computer system and explain what their purposes are; - apply web browsing and searching skills; - use word processing as a productivity tool in the workplace; and - apply MS Excel functionalities in the workplace.		
Calculation criteria	CE		

Module name	Inventory Management	Module code	DVINCE2
Purpose	The purpose of this module is to develop competencies in the management and application of inventory management processes and systems in the workplace to maximise customer service levels, reduce the investment in inventory, and the associated costs.		
Outcomes	Students should be able to:		
	- discuss the role and importance of inventory management in supply chain management; - apply the basic principles of inventory management; - explain what total inventory costs entail; and - examine inventory planning and control to optimise inventory levels in the supply chain.		
Calculation criteria	CE		

Module name	Tactical Logistics Management	Module code	DTACCE2
Purpose	The purpose of this module is to introduce tactical logistics management on various tiers or levels of management. This module will assist the student with key financial aspects of logistics and supply chain management and customer service as an important output of the logistics system.		
Outcomes	Students should be able to:		
	• explain the concept of tactical logistics management; • analyse the goods flow processes as well as the different product supply chain processes in a supply chain; • discuss the importance of time management in a supply chain as well as the cause of long production cycles and lead times; • examine the key financial management aspects of logistics and supply chain management; • discuss the basic aspects of cost accounting; • apply the basic principles of order management and logistics customer service; and • compare the various elements of customer service and how they impact both buyers and sellers.		
Calculation criteria	CE		

Module name	Transportation Operations Management	Module code	DTOPCE2
Purpose	The purpose of this module is to develop competencies in the management and application of transport management principles and processes in the workplace through the correct application of and adherence to management principles and transport legislation in the workplace.		
Outcomes	Students should be able to:		
	• discuss the role and importance of transport in supply chain management; • explain the basic functions and principles of transport management; • explain the concept of cost trade-offs in transport management; • distinguish between strategic, tactical, and operational transport management; • examine the various acts that govern the transport industry; • analyse the role of the administrative adjudication of the Road Traffic Offences Act (AARTO) in the compliance of road traffic legislation; and • discuss the role and impact of road transport legislation for road transport management.		
Calculation criteria	CE		

Module name	Warehousing and Materials Handling	Module code	DWARCE2
Purpose	The purpose of this module is to provide the student with warehouse management principles and processes. This will give the student competencies in warehouse management to follow a total systems approach and the correct application of and adherence to principles and processes.		
Outcomes	Students should be able to:		
	• explain the concept of the design of storage and handling facilities; • compare the different processes and principles that are required for effective and efficient operations of a warehouse • discuss the role of information technology in warehouse management; • examine the continuous challenge to continually improve warehouse operations; and • discuss the role and importance of the warehousing activity in supply chain management.		

Calculation criteria	CE

Module name	Logistics and Supply Chain Strategy Formulation	Module code	DSUPCE2
Purpose	The purpose of this module is to develop an understanding of the role, importance and nature of logistics planning and strategy formulation from an integrated supply chain management perspective. This module will provide the student with the competency to formulate a mission statement for a company and take part in the planning and strategy formulation of a company.		
Outcomes	Students should be able to:		
	- distinguish between a corporate vision and a mission statement; - compare the relationship between a company's strategy and its business model; - explain the strategy-making and strategy-executing processes; - examine the benefits derived from the establishment of a formal written logistics statement; - apply the key components of a logistics mission statement in a company; - explain how to draft a logistics mission statement for your company; and - analyse the ten megatrends that will drive change and transformation necessary to enable organisations to achieve superior performance.		
Calculation criteria	CE – Semester mark is calculated from a series of continuous assessments.		

Module name	Demand Planning	Module code	DMANCE3
Purpose	The purpose of this module is to highlight the importance of demand planning at strategic, tactical, and operational levels in logistics and to develop competencies in the management and application of demand planning processes and mechanisms.		
Outcomes	Students should be able to:		
	- explain demand planning and the purpose it serves in a company; - discuss the fundamentals of demand forecasting and supply planning; - compare various forecasting techniques and forecasting processes; - explain the sales and operations planning (S&OP) process; - discuss collaboration in the demand planning process; and - analyse the importance of coordination in the supply chain and explain how to achieve collaboration in practice.		
Calculation criteria	CE		

Module name	International Logistics Management	Module code	DINTCE3
Purpose	The purpose of this module is to introduce the student to the important role that logistics management fulfils in the international trade. It will enable students to apply the knowledge of the mechanism of international trade and to provide rational explanations of the underlying concepts.		
Outcomes	Students should be able to:		
	- distinguish between the different roles channel intermediaries fulfil in international trade; - analyse the role foreign trade terms fulfil in international transactions; - discuss the protection and packing of break-bulk cargo, containerised cargo, and the handling and shipment of dangerous goods; - compile a set of documents required to effect an export transaction; and - compile a set of documents required to effect an import transaction.		
Calculation criteria	CE		

Module name	Logistics Audit Report	Module code	DAUDCE3
Purpose	The purpose of this module is to enable the student to compile a well-structured research project in logistics and to provide an opportunity to apply the knowledge gained through experience-based learning.		
Outcomes	Students should be able to:		
	• compare the logistics strategy of the company against the overall company strategy and the organisation's status regarding strategic alliances and partnerships in the supply chain; • explain logistics channel and supply chain relative to its design parameters; • discuss the commercial status of the organisation's logistics service providers relative to the supply chain; • analyse information systems and technology as deployed and utilised throughout the organisation's supply chain; • examine deployment of the organisation's materials and inventories; • discuss the nature of the logistics function in the organisation and its logistics personnel; and • analyse performance of the supply chain and the extent to which performance measures have been implemented.		
Calculation criteria	CE		

Module name	Logistics Project Management	Module code	DPROCE3
Purpose	The purpose of this module is to develop competencies in the management and application of project management processes and mechanisms in the workplace through the correct application of project management techniques and applicable knowledge management in the logistics workplace.		
Outcomes	Students should be able to:		
	• discuss the different steps/phases of project management; • explain how to select a project; • demonstrate the ability to implement a basic project; • discuss the resources needed for project evaluation and audit; and • explain the basic calculations required for optimum project management.		
Calculation criteria	CE		

Module name	Temperature Controlled Supply Chain Management	Module code	DTMCE3
Purpose	The purpose of this module is to provide the student with knowledge and competencies to manage a temperature-controlled supply chain.		
Outcomes	Students should be able to:		
	• explain the concept of temperature-controlled supply chains; • analyse the role of sustainability in the temperature-controlled supply chain in food safety; • explain temperature-controlled supply chain management in air transportation; • explain the monitoring of temperature-controlled supply chains; • analyse some of the challenges in temperature-controlled supply chains; and • examine the future of temperature-controlled supply chain management vehicles.		
Calculation criteria	CE		

17.2.5 DIPLOMA IN TRANSPORTATION MANAGEMENT

Code	D1DTMQ	NQF level	6
Mode of offering	Contact	Credits	360
Site of delivery	APK/Durban/Cape Town	Certification	Competency based
Duration	• Contact time: One-week study school. • Months to complete: February to November. • Minimum period to obtain: 3 years. • Maximum period to obtain: 5 years		
Relationship with other UJ modules/ qualifications	• After successful completion of this diploma, students can apply for entry into the Advanced Diploma in Transportation Management (A34TMQ - Contact) or (A34TRP – Distance). • Students who do not meet the minimum requirements for the Advanced Diploma in Transportation Management can apply for entry into the Bridging Programme (S34TMO) to enter the Advanced Diploma in Transportation Management.		
Articulation with subsidised UJ programmes	Students will receive no credits towards the completion of subsidised UJ programmes.		
Admission requirements	Grade 12 Certificate with at least a diploma endorsement exemption.		

Purpose of the programme

The purpose of the Diploma in Transportation Management is to develop students with a wide range of vocational and industry-specific competencies, knowledge, and practical skills. This will enable students to critically explain and apply multimodal transportation management principles, processes, and procedures.

Programme Content

FIRST YEAR		
YEAR MODULES (COMPULSORY)		
MODULE NAME	CREDITS	MODULE CODE
Industrial Relations	24	IDRTMY1
Marketing Management	24	MKMTMY1
Strategic Management	24	STMTMY1
Contract Management	24	CTMTMY1
Road Transport Legislation	24	RTLTMY1
		TOTAL CREDITS 120

SECOND YEAR		
YEAR MODULES (COMPULSORY)		
MODULE NAME	CREDITS	MODULE CODE
Project Management	30	PJMTMY2
Transportation Management Project	42	RESTMY2
Transport Economics	24	TPETMY2
Transport Operations Planning	24	TOPTMY2
		TOTAL CREDITS 120

THIRD YEAR		
YEAR MODULES (COMPULSORY)		
MODULE NAME	CREDITS	MODULE CODE
Logistics Management	30	LGMTMY3
Transportation and Warehousing	30	TWHTMY3
YEAR MODULES (ELECTIVES) SELECT TWO MODULES		
MODULE NAME	CREDITS	MODULE CODE
Air Transport	30	ARTTMY3
Transport Planning	30	TPPTMY3
Import and Export	30	IXPTMY3
Urban Transport	30	UBTTMY3
Road Freight Transport	30	RFTTMY3
Rail Transport	30	RATTMY3
Maritime Transport	30	MTTMY3
		TOTAL CREDITS 120

Learning activities

ACTIVITY	HOURS	CREDITS
Contact time	100	-
Work-based learning	-	-
Independent learning (e.g. reading time, interacting with learning material, completing online activities, asynchronous learning activities)	1750	-
Preparation for and completion of assessments	1750	-
Student support (e.g. tutorial, online support, additional learning material)	-	-
Other	-	-
TOTAL HOURS	3600	-
TOTAL NUMBER OF CREDITS	-	360

Assessment

- Assessments are in the form of assignments and a written summative assessment.
- Summative assessments are written at various examination centres in South Africa.

Modules and outcomes

Module name	Industrial Relations	Module code	IDRTMY1
Purpose	The purpose of this module is to develop competencies in the management and application of industrial relations processes and mechanisms in the workplace through the correct application of labour legislation in the workplace.		
Outcomes	Students should be able to:		
	- discuss the concept of industrial relations regarding the factors that affect the employment relationship; - analyse the Labour Relations Act (LRA) in respect of the stipulations regarding trade unions, workplace democracy, conflict resolution mechanisms, dealing with performance and conduct issues, and appointment of employees; - examine the stipulations of the Basic Conditions of Employment Act regarding the terms and conditions of employment; and - explain employer obligations with respect to skills development and employment equity legislation.		
Calculation criteria	JH – Semester mark and Exam mark contribute 25:75 towards the final mark.		

Module name	Marketing Management	Module code	MKMTMY1
Purpose	The purpose of this module is to create Competency in the marketing concept, principles, and activities associated with the marketing mix. This will enable students to develop skills to ensure continuous profitability for the organisation, the nature and components of the communication process, and the integrated marketing communication mix, and how they contribute to the success of the marketing efforts of the organisation.		
Outcomes	Students should be able to:		
	- define marketing concepts as well as the marketing processes; - explain the principles of the marketing concepts and discuss relationship marketing; - explain the role of marketing managers; - differentiate between consumer and business markets and explain the various types of business clients (industrial buyers); - explain the importance of the buying decision process in marketing; - differentiate between the various factors influencing consumer buying decisions; - explain the various factors influencing business buying decisions; - provide an overview of the process buyer-driven marketing strategy; - analyse the purpose, concept, and principles of market segmentation; - discuss the concept and principles of target marketing; - explain the concept positioning and explain the different positioning strategies that marketers can pursue in practice; - discuss the possible differentiation strategies available to marketers and explain how to ensure choosing the right competitive advantage; - explain the meaning of a product from a marketing perspective; - discuss the term branding and the different meanings and types of brands; - analyse the nature of pricing and discuss price decisions, as far as the transport industry is concerned; - explain the term distribution and its importance within the marketing mix; - examine the role of distribution within the supply chain; - explain the factors that impact on the distribution channel decision and the importance of managing the distribution channel; - analyse the nature and components of the communication process and the integrated marketing communication mix, and how they contribute to the success of the marketing efforts of the organisation; - discuss the concept of services marketing; and - explain the concept of relationship marketing and discuss how marketers can apply the principles of relationship marketing		
Calculation criteria	JH – Semester mark and Exam mark contribute 25:75 towards the final mark.		

Module name	Strategic Management	Module code	STMTMY1
Purpose	The purpose of this module is to develop competencies in the management and application of strategic management processes in the workplace through the correct application of and adherence to strategic management principles and procedures.		
Outcomes	Students should be able to:		
	- analyse the concepts of strategic management and strategic thought, strategic planning, and strategy; - explain the steps in the strategic management process; - distinguish between the concepts of vision and mission; - analyse an existing mission for strategy orientation; - describe profile analysis of the enterprise as a process;		

	• examine the important components of a swot analysis; • analyse the concept of environmental scanning; • analyse the different forecasting techniques; • examine the procedures in respect of the setting of objectives for the enterprise; • compare the different generic strategies; • compare different approaches of strategy analysis; • discuss the guidelines for strategy choice; • explain the implementation of the selected strategy in terms of the 'who', the 'what' and the 'how' within the functional units of the enterprise; • discuss the application of leadership-by-visible-management in strategy implementation; • discuss the management of the strategy/culture matrix; • analyse the various types of strategic control; and • examine the management of change in South African organisations.
Calculation criteria	JH – Semester mark and Exam mark contribute 25:75 towards the final mark.

Module name	Contract Management	Module code	CTMTMY1
Purpose	The purpose of this module is to introduce students to the concept of legal contracts and the 'foundation' of all contracts, namely offer and acceptance. Factors and events that undermine proper communication of offers and acceptance and prevent them from producing an agreement will be addressed.		
Outcomes	Students should be able to:		
	• determine what constitutes a contract; • examine the effects of misrepresentation, fraud, and duress; • examine the different kinds of mistakes and the remedies for the mistakes; • determine the difference between contracts that are null and void (no contract comes into being) or voidable (a contract comes into being but one or both parties have remedies to set it aside); • explain the requirements for entering into contracts; • discuss conditions and their effect on contracts; • explain who may be parties to a contract and their different relationships; • differentiate and discuss the different terms of a contract; • explain the concept of 'performance'; • discuss the principle of partial performance; • analyse what constitutes breach and what the remedies are for breach; • compare the concept of subcontracts and the role privacy plays in contractual relationships; • discuss the formation, requirements, and consequences of the contract of carriage; and • examine exemption clauses in contracts of carriage and different types of insurance.		
Calculation criteria	JH – Semester mark and Exam mark contribute 25:75 towards the final mark.		

Module name	Road Transport Legislation	Module code	RTLTM1
Purpose	The purpose of this module is to develop competencies in the practical implications of law and the role and importance of legislation, regulation, and policy formulation in the transport sector, as well as the general economy of the country. The module further provides students with the Road Transport Legislation applicable in South Africa to give a holistic overview of the Transport Law environment.		
Outcomes	Students should be able to:		
	- analyse the concept of 'law'; - discuss the various sources of law generally and of South African law specifically; - discuss the administration and regulation of transport in South Africa; - determine the chief transport policy goals; - comment on the mission statement of the Department of Transport; - examine the applicable components of road transport and the laws promulgated under each of these components in all spheres of government; - explain what the purpose is of the: - South African national roads agency limited and national roads act, 7 of 1998 - Road Traffic Management Corporation Act, 20 of 1999 - administrative adjudication of road traffic offences act, 46 of 1998 - discuss the various sections and regulations governing road use; and - distinguish between the different types of transport plans.		
Calculation criteria	JH – Semester mark and Exam mark contribute 25:75 towards Final mark.		

Module name	Project Management	Module code	PJMTMY2
Purpose	The purpose of this module is to develop competency in the management and application of project management processes and mechanisms in the workplace through the correct application of project management techniques and legislation in the workplace.		
Outcomes	Students should be able to:		
	- discuss what project management entails, looking at the project itself and the management of projects; - explain how to select a project; - explain how to implement a project; - explain how to evaluate and audit a project; and - do the basic calculations required for this module.		
Calculation criteria	JH – Semester mark and Exam mark contribute 25:75 towards the final mark.		

Module name	Transportation Management Project	Module code	RESTMY2
Purpose	The purpose of this module is to develop competencies in the application of communication skills in the related field of transportation management. Students should be able to write academic research essays through the development of their reading, writing and research skills and knowledge base. On completion of the required performance tasks, students will be able to do research and write academic essays.		
Outcomes	Students should be able to:		
	- summarise the basic elements of the communication process; - discuss the key academic writing skills; - differentiate between the three dimensions of communication occurring in organisations; - apply the learned communication and writing skills in practice; - apply the best methods to create a CV and prepare for job interviews by using the best communication practices for interviews;		

	• demonstrate practical knowledge of different formal business reports; • examine the role of public relations and advertising in the transport management environment; • structure the writing of a research project for academic purposes; • analyse the consequences of a question relating to a topic for academic research before commencing with the research; • identify and develop an idea into a topic for academic research; • manage the search for literature resources; • distinguish between the material to determine relevance and to prepare the notes necessary to eventually draft an academic paper; • use proper academic language at the sentence level; • draft paragraphs and other organising units of text, conveying insight and meaning; • structure an academic paper using the knowledge gained through research to prepare a logical argument and convey that argument in an academic paper for academic purposes; and • revise and edit academic writing to ensure that it conforms to academic standards.
Calculation criteria	JH – Semester mark and Exam mark contribute 30:70 towards Final mark.

Module name	Transport Economics	Module code	TPETMY2
Purpose	The purpose of this module is to develop an understanding of the principles of transportation economics and the environment within which transportation functions.		
Outcomes	Students should be able to:		
	• analyse the transportation environment as well as the role and importance of transport in the economy; • discuss the nature of the transportation function and the transportation system; • explain the principles of supply and demand in transportation; • examine the function of transport policy as well as the current transport policy environment; • apply the basic costing principles in transportation management; and • describe future trends in transportation.		
Calculation criteria	JH – Semester mark and Exam mark contribute 25:75 towards the final mark.		

Module name	Transport Operations Planning	Module code	TOPTMY2
Purpose	The purpose of this module is to provide students with knowledge and competencies concerning transportation operations planning. These skills are required to supervise and/or manage transportation operations within a small, medium or large organisation efficiently and effectively.		
Outcomes	Students should be able to:		
	• analyse the economic principle of scarcity of resources and relate it to the demand for goods and services; • describe the areas in the competitive environment and fully explain each of the areas; • discuss the macro-economic influences that entrepreneurs need to be aware of when they evaluate business opportunities; • compare the interrelationship between the demand for transport and the well-being of the national economy; • describe the similarities and differences between the organisational and management structures of the various modes • outline the basic principles of transport management;		

	• discuss the scope of transport management with regard to carrier management and industrial or traffic management; • examine how to position a transport service operation in a market with the aid of a market planning model; • discuss market segmentation from a transport service perspective; • analyse the concept of value chain and what role the value chain of suppliers, distributors, associates, and collaborators fulfils to enable it to be of service to its end-users; • discuss scheduling in the context of detailing the tasks to be performed and the resources needed to perform the tasks; • comment on the importance of relationship management in a service industry; and • discuss the value of reliable partners in the process of providing an inclusive transport solution for customers.
Calculation criteria	JH – Semester mark and Exam mark contribute 25:75 towards the final mark.

Module name	Logistics Management	Module code	LGMTMY3
Purpose	The purpose of this module is to develop competencies in the management and application of integrated business logistics, as well as the role and application of logistics principles within supply and value chain management.		
Outcomes	Students should be able to:		
	• discuss the concept of logistics and supply chain regarding micro and macro perspectives of logistics; • explain the logistics activities that constitute a supply chain network and the principles that are important to supply chain management; • analyse a supply chain network integration logistics management concept; • distinguish between the primary and secondary activities of the value chain; • examine the strategic importance of supply chain management in an organisation; and • analyse between risk factors that threaten the proper functioning of a supply chain network.		
Calculation criteria	JH – Semester mark and Exam mark contribute 25:75 towards the final mark.		

Module name	Transportation and Warehousing	Module code	TWHTMY3
Purpose	The purpose of the module is to provide students with the knowledge and competencies concerning transportation and warehousing. These skills are required to supervise and/or manage transportation and warehousing processes and procedures within a small, medium, or large organisation efficiently and effectively.		
Outcomes	Students should be able to:		
	• discuss the historical development of transportation management; • compare the role transportation fulfils on both a macro and a micro level; • examine the role of transportation and its importance in southern Africa; • discuss the role of air transport in freight service; • discuss the service characteristics of the different modes of transportation; • describe the strategic and operational role that a warehouse plays in a supply chain; • discuss how a warehouse is an asset for a company and that it must operate in a cost-efficient, productive and technologically efficient manner; and • distinguish between a variety of materials management philosophies and techniques.		

Calculation criteria	JH – Semester mark and Exam mark contribute 25:75 towards the final mark.

Module name	Air Transport	Module code	ARTTMY3
Purpose	The purpose of this module is to introduce the students to the history of commercial aviation as well as the role and importance of the air transport industry in the economy of a country. The students will also be introduced to the concepts of supply and demand in the passenger transport industry and aircraft selection, air cargo, and airport operations.		
Outcomes	Students should be able to:		
	• discuss the role and importance of the air transport industry; • analyse the supply of and the demand for air passenger transport; • analyse the airline industry in South Africa; • explain the characteristics that air cargo should comply with; • explain the process of airport planning and operations; and • analyse the regulatory environment related to the air transport industry.		
Calculation criteria	JH – Semester mark and Exam mark contribute 25:75 towards the final mark.		

Module name	Transport Planning	Module code	TPPTMY3
Purpose	The purpose of this module is to develop an understanding of the theory of transportation planning and the provisions for transportation planning in the South African environment.		
Outcomes	Students should be able to:		
	• discuss the theory of transport demand as well as the specific factors that impact the South African environment; • explain how to evaluate an urban transport planning process; • comment on some of the criticisms of urban transport planning processes; • analyse the regulatory environment for transport planning in South Africa; • discuss the integrated transport planning process in South Africa; and • distinguish between some of the unique problems in the urban transportation planning process in South Africa, and describe the public participation process in planning.		
Calculation criteria	JH – Semester mark and Exam mark contribute 25:75 towards the final mark.		

Module name	Import and Export	Module code	IXPTMY3
Purpose	The purpose of this module is to develop competencies in the management and application of the requirements for the import and export of goods in South Africa.		
Outcomes	Students should be able to:		
	• analyse the importance of imports and exports to a country's economy and the role that transport plays in international trade; • explain the concept of Incoterms regarding how these affect the buyer-seller relationship; • discuss the importance and the functioning of the bill of lading; • compare the methods of payment in import and export transactions; • examine the importance and components of marine insurance and the role of Lloyd's agents in the marine insurance process; • discuss the customs and excise procedure; and • discuss the documentation required for exporting goods from South Africa.		
Calculation criteria	JH – Semester mark and Exam mark contribute 25:75 towards the final mark.		

Module name	Urban Transport	Module code	UBTTMY3
Purpose	The purpose of this module is to develop an understanding and competencies to analyse urban transport challenges in the contemporary urban environment in South Africa. Students should be able to select on these challenges and provide solutions to alleviate these challenges.		
Outcomes	Students should be able to:		
	- analyse the concept of urbanisation and how urban problems have evolved in South Africa; - explain the role of transport in the economic development and growth of urban and national economies; - examine urban transport problems and ways of mitigating such problems; - analyse the role and significance of urban public transport, its organisational structure, planning and management; and - discuss the implications of accessibility and social equity in urban transport.		
Calculation criteria	JH – Semester mark and Exam mark contribute 25:75 towards the final mark.		

Module name	Road Freight Transport	Module code	RFTTMY3
Purpose	The purpose of this module is to provide the student with an overview of the functions of transport management. The module deals with the objective of management, organisation, and management structures, functions of management, job descriptions, and management approaches in private and public transport operations. Furthermore, the module deals with the procurement, costing, depreciation as well as the legislative aspects of transport management.		
Outcomes	Students should be able to:		
	- give an overview of the management functions involved in managing the transport functions; - analyse these factors that will influence road freight as well as the elasticity of demand for road freight; - explain the approach towards vehicle selection in a company, including freight vehicle selection criteria – operational and technical criteria, the evaluation process, and the actual selection process; - discuss the approach to identifying capital investment in projects and their funding, traditional and time value investment analysis, techniques, and different financing alternatives; - discuss the span of activities normally included in operational control; - distinguish between the factors affecting vehicle costs, the importance of cost control, and how to plan a costing system; - discuss the importance of the maintenance policy of a transport business, the maintenance philosophy, types of maintenance, and maintenance procedures; - discuss the critical success factors (CSFs) and key performance indicators (KPIs) specific to road freight; - compare the different approaches followed in vehicle replacement policies, the refurbishment versus replacement decision, and different approaches toward vehicle depreciation; - analyse the broad overview of strategic planning in a transport organisation or department; - examine the criteria for customer service as well as the collection of data for service level determination; and - explain how the decisions taken in running the business are reviewed on a regular basis to establish relevance and whether circumstances have changed to warrant different decisions.		
Calculation criteria	JH – Semester mark and Exam mark contribute 25:75 towards the final mark		

Module name	Marine Transport	Module code	MTTMY3
Purpose	The purpose of this module is to acquaint the student with the historical development of ocean shipping as well as local and international trade. The student will also be familiarised with ship design, cargo operations, and maritime trades. The legal principles and maritime insurance concepts will also be highlighted.		
Outcomes	Students should be able to:		
	• discuss the developments of ocean shipping, local and international trade, as well as shipping trends and maritime policy; • examine maritime trades and important shipping organisations; • analyse the shipping environment; • explain the economics of shipping operations as well as the importance of fleet planning; and • explain what port operations entail.		
Calculation criteria	JH – Semester mark and Exam mark contribute 25:75 towards the final mark		

Module name	Rail Transport	Module code	RATTMY3
Purpose	The purpose of this module is to develop the capability to analyse the role and importance of rail transport in South Africa and the national economy and to develop students competency in analysing, transforming, and critically evaluating various aspects of the competitive position of rail transport.		
Outcomes	Students should be able to:		
	• discuss the history and evolution of rail transport in South Africa; • analyse the factors influencing the competitive position of rail transport; • analyse the role and significance of passenger rail in urban transport, economic development, and growth of urban and national economies; • examine the concept of externalities regarding the seven externalities associated with rail transport; and • discuss the prospects of rail transport with respect to international trends/developments and South Africa's policies on rail.		
Calculation criteria	JH – Semester mark and Exam mark contribute 25:75 towards the final mark.		

17.2.6 DIPLOMA IN ROAD TRANSPORT MANAGEMENT (FREIGHT)

Code	D34FRQ	NQF level	6
Mode of offering	Contact	Credits	360
Site of delivery	APK	Certification	Competency based
Duration	• Contact time: One-week study school. • Months to complete: February to November. • Minimum period to obtain: 3 years. • Maximum period to obtain: 5 years		
Relationship with other UJ modules/ qualifications	After successful completion of the programme, students who also meet the applicable minimum entry requirements may be considered for entrance to the Advanced Diploma in Transportation Management (A34TMQ - Contact) or (A34TRP – Distance).		
Articulation with subsidised UJ programmes	Students will receive no credits towards the completion of subsidised UJ programmes.		
Admission requirements	Grade 12 Certificate with at least a diploma endorsement/degree endorsement.		

Purpose of the programme

The purpose of the Diploma in Road Transport Management Freight is to develop students with a wide range of vocational and industry-specific intellectual competencies, knowledge, and practical skills. This will enable students to critically explain and apply road transport management principles, processes, and procedures. The student should be able to make decisions in the context of a road transport (freight) organisation, interpret relevant information, and produce innovative responses based on informed judgement to concrete but often unfamiliar problems. The qualification will provide the student with a range of fundamental knowledge and competencies in fields such as business communication, information systems, logistics management, marketing management, and financial management. Furthermore, it will also provide the student with detailed knowledge about road transport legislation and the application of general management principles and specific road freight management principles on a junior management level.

Programme Content

FIRST YEAR		
YEAR MODULES (COMPULSORY)		
MODULE NAME	CREDITS	MODULE CODE
Managing a Road Transport Operation	24	MRO1RY1
Legislation in Road Transport	24	LEG2RY1
Vehicle and Fleet Costing	24	VFC3RY1
Maintenance and Technical Management	24	MTM4RY1
Freight Transport Management	24	FRT5RY1
TOTAL CREDITS 120		
SECOND YEAR		
YEAR MODULES (COMPULSORY)		
MODULE NAME	CREDITS	MODULE CODE
Labour Relations	24	LAR1RY2
Operations Management	24	OMA2RY2
Fleet Management	24	FMA3RY2
Fleet Financial Reporting	24	FFR4RY2
Freight Transport: Specialised Operations	24	FSO5RY2
TOTAL CREDITS 120		
THIRD YEAR		
YEAR MODULES (COMPULSORY)		
MODULE NAME	CREDITS	MODULE CODE
General Management	24	GMA1RY3
Road Transport Project Management	24	RTP2RY3
Logistics Management	24	LMA3RY3
Marketing in Road Transport Services	24	MRS4RY3
Freight Transport: Contracting and Tendering	24	FCT5RY3
TOTAL CREDITS 120		

Learning activities

ACTIVITY	HOURS	CREDITS
Contact time	120	-
Work-based learning	-	-
Independent learning (e.g. reading time, interacting with learning material, completing online activities, asynchronous learning activities)	1740	-
Preparation for and completion of assessments	1740	-
Student support (e.g. tutorial, online support, additional learning material)	-	-
Other	-	-
TOTAL HOURS	3600	-
TOTAL NUMBER OF CREDITS	-	360

Assessment

- Assessments are in the form of assignments and a written summative assessment.
- Summative assessments are written at various examination centres in South Africa.

Modules and outcomes

Module name	Managing a Road Transport Operation	Module code	MRO1RY1
Purpose	The purpose of this module is to introduce students to basic road transport management knowledge and skills to enable them to make informed operational decisions in the road transport context in South Africa.		
Outcomes	Students should be able to: • describe the road transport industry in South Africa; • explain standard road transport operational procedures and activities; • apply general management principles in a road transport operation; • discuss the role of the supervisor in planning and organising resources within an organisation; • apply decisions at the supervisory level in the road transport industry; and • apply decisions at the managerial level in the road transport industry.		
Calculation criteria	JH – Semester mark and Exam mark contribute 25:75 towards the final mark.		

Module name	Legislation in Road Transport	Module code	LEG2RY1
Purpose	The purpose of this module is to introduce students to the National Road Traffic Act and supporting legislation to apply the requirements of road transport legislation in South Africa.		
Outcomes	Students should be able to: • summarise the legal compliance requirements of road transport in South Africa; • describe the operational implications of the National Road Traffic Act and regulations, administrative adjudication of road traffic offences (AARTO), Road Traffic Infringement Agency (RTIA), Road Traffic Management Corporation (RTMC) and supporting legislation; and • discuss occupational hazards, health and safety requirements with reference to road transport undertakings.		
Calculation criteria	JH – Semester mark and Exam mark contribute 25:75 towards the final mark.		

Module name	Vehicle and Fleet Costing	Module code	VFC3RY1
Purpose	The purpose of this module is to introduce students to costing principles and terminology to enable them to do vehicle and fleet costing and budgeting.		
Outcomes	Students should be able to:		
	- describe the importance of costing with reference to demand and supply for transport services in the market; - describe costing principles and characteristics and the tariff calculation process; - discuss different types of costs and cost centers; - explain the major cost drivers in compiling a costing for a fleet of vehicles; - conduct fleet costing activities for road transport undertakings; - calculate vehicle and fleet costs for a transport company; and - describe the different types of budgets used by a transport company.		
Calculation criteria	JH – Semester mark and Exam mark contribute 25:75 towards the final mark.		

Module name	Maintenance and Technical Management	Module code	MTM4RY1
Purpose	The purpose of this module is to introduce students to maintenance and technical management principles to oversee vehicle and fleet management in the transport industry.		
Outcomes	Students should be able to:		
	- outline the vehicle selection, vehicle technical management, and vehicle replacement procedures in vehicle and fleet management; - explain the aspects of the management of technical employees; - explain the maintenance practices, standard procedures, and systems in the maintenance facility; and - describe the management of spares, fuel, and tyres in the transport industry; and - explain the role of security, safety, and technology, including telematics, in maintenance and technical management.		
Calculation criteria	JH – Semester mark and Exam mark contribute 25:75 towards the final mark.		

Module name	Freight Transport Management	Module code	FRT5RY1
Purpose	The purpose of this module is to provide students with general information about the role of road freight transport logistics in the South African economy, and to apply applicable policies and solutions to the road freight transport industry.		
Outcomes	Students should be able to:		
	- explain the role and function of the road freight transport industry in South Africa in support of logistics activities; - indicate standard road transport operational procedures and activities to efficiently manage a road freight transport company in South Africa; - give examples of the operational complexities of road freight transport in South Africa; - discuss the role of information technology in the management of road freight transport in South Africa; - discuss routing and scheduling requirements for road freight transportation in urban and long-distance learning operations; and - discuss the importance of driver management in the freight transport industry.		
Calculation criteria	JH – Semester mark and Exam mark contribute 25:75 towards Final mark.		

Module name	Labour Relations	Module code	LAR1RY2
Purpose	The purpose of this module is to introduce students to basic labour relations knowledge and provide skills to enable them to make informed labour-related decisions in road transport in the South African context.		
Outcomes	Students should be able to:		
	• outline the legal compliance requirements of the management of labour in road transport in South Africa; • summarise the rights of labour and employers in the management of staff; • describe the principles relevant to recruitment, selection, onboarding, and management of staff; • explain the principles of effective conflict management and handling grievances in the workplace; • explain effective dispute resolution; • describe the principles and procedures for instituting fair disciplinary action; • explain the application of discipline; and • explain how to deal with difficult areas in discipline.		
Calculation criteria	JH – Semester mark and Exam mark contribute 25:75 towards the final mark.		

Module name	Operations Management	Module code	OMA2RY2
Purpose	The purpose of this module is to provide operational management knowledge and skills to manage a road transport business successfully.		
Outcomes	Students should be able to:		
	• discuss the difference between operations management principles and objectives in managing road passenger and road freight transport operations; • explain the difference between the vehicle operations management principles and objectives in a depot in freight and passenger transport operations; • apply standard road transport operational procedures and activities; • implement effective security measures and requirements in the depot and end route; • explain the role of operational information management and telematics in the road transport industry; • communicate and complete basic forms and reports; • do basic research in order to generate and manage information for operations management; and • identify ethical issues and develop appropriate responses.		
Calculation criteria	JH – Semester mark and Exam mark contribute 25:75 towards the final mark.		

Module name	Fleet Management	Module code	FMA3RY2
Purpose	The purpose of this module is to familiarise the student with the principles to enable them to effectively manage a fleet of vehicles.		
Outcomes	Students should be able to:		
	• describe the principles of fleet management; • explain how to manage the life cycle of a vehicle in a fleet; • communicate and complete basic forms and reports, and do basic research in order to manage a fleet; • give examples of unique operational circumstances in fleet specifications; and • describe an integrated road transport management system (RTMS) for the management of a fleet of vehicles.		
Calculation criteria	JH – Semester mark and Exam mark contribute 25:75 towards the final mark.		

Module name	Fleet Financial Reporting	Module code	FFR4RY2
Purpose	The purpose of this module is to provide the student with basic accounting principles and processes, financial statements, and reporting for a transport company.		
Outcomes	Students should be able to:		
	• identify and process source documents and adhere to the minimum requirements; • discuss different transactions and populate the general ledger accounts; • prepare a trial balance and determine the profit or loss in a company; and • prepare and present basic financial statements for a company.		
Calculation criteria	JH – Semester mark and Exam mark contribute 25:75 towards the final mark.		

Module name	Freight Transport: Specialised Operations	Module code	FSO5RY2
Purpose	The purpose of this module is to develop the necessary competencies required to effectively manage specialised road freight operations.		
Outcomes	Students should be able to:		
	• discuss the main regulations, national norms and standards that regulate the waste classification and management, disposal, transportation, and storage of waste materials in South Africa; • describe the main legislation and national standards that regulate the transportation and storage of dangerous goods in South Africa; and • explain the dimensional and mass limitations and other requirements for abnormal loads.		
Calculation criteria	JH – Semester mark and Exam mark contribute 25:75 towards the final mark.		

Module name	General Management	Module code	GMA1RY3
Purpose	The purpose of this module is to provide students with an understanding of general management, with a focus on their role as managers facing challenges in the context of the road transport industry.		
Outcomes	Students should be able to:		
	• explain problem-solving in the organisation using effective decision-making practices; • consider ethical conduct, developing appropriate responses when making decisions; • investigate the use of innovative solutions for decision-making in the work environment through creative decision-making processes, tools, and techniques; • discuss an organisational system and the analysis of its interactive impact on problem-solving and decision-making, by considering the impact of risk and its management; • distinguish between effective communication, communication elements, processes, and practices, to enable effective workplace communication; • analyse professional business communication used by considering communication tools, and channels; and • explain the importance and use of information management for effective communication and decision-making.		
Calculation criteria	JH – Semester mark and Exam mark contribute 25:75 towards the final mark.		

Module name	Road Transport Project Management	Module code	RTP2RY3
Purpose	The purpose of this module is to provide students with competencies for basic Project Management, with a focus on their roles and tasks as project team members and project managers in their relevant road transport business environment context.		
Outcomes	Students should be able to:		
	• demonstrate an understanding of what a project entails and provide an overview of the unique attributes and elements of projects and project management; • display knowledge of the initiation and planning of the project within the project management environment, to ensure project success in the project life cycle; • display knowledge of the implementation, monitoring, and controlling of the project within the project management environment, to ensure project success in the project life cycle; • display knowledge and understanding of evaluating, auditing, terminating, and closing a project, during and at the end of its project life cycle.		
Calculation criteria	JH – Semester mark and Exam mark contribute 25:75 towards the final mark.		

Module name	Logistics Management	Module code	LMA3RY3
Purpose	The purpose of this module is to introduce students to the concept of supply chain management with an emphasis on logistics management as an important component in the road transport industry.		
Outcomes	Students should be able to:		
	• discuss the role and importance of logistics and supply chain management in the road transport industry; • analyse the role and importance of inventory management in an organisation; • distinguish between key aspects of efficiency in the supply of the transport function within business logistics practice, the cost structure of each mode of transport, and cost trade-offs in transport; and • explain the role and importance of warehousing in the logistics system.		
Calculation criteria	JH – Semester mark and Exam mark contribute 25:75 towards the final mark.		

Module name	Marketing in Road Transport Services	Module code	MRS4RY3
Purpose	The purpose of this module is to provide students with marketing management principles and skills to apply within the road freight and road passenger transport environment.		
Outcomes	Students should be able to:		
	• distinguish between the differences in the approach to marketing in the road freight and road passenger industry; • explain the concept of marketing management with specific reference to the tasks, decisions and strategies needed to satisfy freight and passenger customers; • discuss marketing management and specific tools to analyse and scan the marketing environment in the road freight and road passenger transport industry; • analyse the concept of customer services, its components, and its management; and • compare the concepts of customer relationship management (CRM) and customer loyalty and their management, and discuss the concepts of retention marketing and service recovery.		
Calculation criteria	JH – Semester mark and Exam mark contribute 25:75 towards the final mark.		

Module name	Freight Transport: Contracting and Tendering	Module code	FCT5RY3
Purpose	The purpose of this module is to develop the competencies required to enable the student to effectively quote and/or tender for road freight transport services based on customer requirements.		
Outcomes	Students should be able to:		
	• discuss the basic contractual requirements for quotations and tenders in the road freight industry; • explain and describe the philosophy and framework of ethical corporate codes of conduct when compiling quotations and/or tenders; • apply the knowledge acquired in the programme to quote and tender for services based on customer requirements; • apply the principles to generate a short-term quote based on a road freight case study; and • apply the principles to generate a fixed-term tender based on a road freight case study.		
Calculation criteria	JH – Semester mark and Exam mark contribute 25:75 towards the final mark.		

17.2.7 DIPLOMA IN ROAD TRANSPORT MANAGEMENT (PASSENGERS)

Code	D34PAQ	NQF level	6
Mode of offering	Contact	Credits	360
Site of delivery	APK	Certification	Competency based
Duration	• Contact time: One-week study school. • Months to complete: February to November. • Minimum period to obtain: 3 years. • Maximum period to obtain: 6 years		
Relationship with other UJ modules/ qualifications	After successful completion of the programme, students who also meet the applicable minimum entry requirements may be considered for entrance to the Advanced Diploma in Transportation Management (A34TMQ - Contact) or (A34TRP – Distance).		
Articulation with subsidised UJ programmes	Students will receive no credits towards the completion of subsidised UJ programmes.		
Admission requirements	Grade 12 Certificate with at least a diploma endorsement/degree endorsement.		

Purpose of the programme

The purpose of the Diploma in Road Transport Management for Passengers is to develop students with a wide range of vocational and industry-specific intellectual competencies, knowledge, and practical skills. This will enable students to critically explain and apply road transport management principles, processes, and procedures. The student should be able to make decisions in the context of a road transport (passenger) organisation, interpret relevant information, and produce innovative responses based on informed judgement to concrete but often unfamiliar problems. The qualification will provide the student with a range of fundamental knowledge and competencies in fields such as business communication, information systems, logistics management, marketing management and financial management. Furthermore, it will also provide the student with detailed knowledge about road transport legislation and the application of general management principles and specific road passenger management principles on a junior management level.

Programme Content

FIRST YEAR		
YEAR MODULES (COMPULSORY)		
MODULE NAME	CREDITS	MODULE CODE
Managing a Road Transport Operation	24	MRO1RY1
Legislation in Road Transport	24	LEG2RY1
Vehicle and Fleet Costing	24	VFC3RY1
Maintenance and Technical Management	24	MTM4RY1
Passenger Transport Management	24	PAS5RY1
TOTAL CREDITS 120		
SECOND YEAR		
YEAR MODULES (COMPULSORY)		
MODULE NAME	CREDITS	MODULE CODE
Labour Relations	24	LAR1RY2
Operations Management	24	OMA2RY2
Fleet Management	24	FMA3RY2
Fleet Financial Reporting	24	FFR4RY2
Passenger Transport Operations Planning	24	POP5RY2
TOTAL CREDITS 120		
THIRD YEAR		
YEAR MODULES (COMPULSORY)		
MODULE NAME	CREDITS	MODULE CODE
General Management	24	GMA1RY3
Road Transport Project Management	24	RTP2RY3
Logistics Management	24	LMA3RY3
Marketing in Transport Services	24	MRS4RY3
Passenger Transport: Contracting and Tendering	24	PCT5RY3
TOTAL CREDITS 120		

Learning activities

ACTIVITY	HOURS	CREDITS
Contact time	120	-
Work-based learning	-	-
Independent learning (e.g. reading time, interacting with learning material, completing online activities, asynchronous learning activities)	1740	-
Preparation for and completion of assessments	1740	-
Student support (e.g. tutorial, online support, additional learning material)	-	-
Other	-	-
TOTAL HOURS	3600	-
TOTAL NUMBER OF CREDITS	-	360

Assessment

- Formative assessment is in the form of assignments and an exam for summative assessment.
- The summative assessments are written at various examination centres in South Africa.

Modules and outcomes

Module name	Managing a Road Transport Operation	Module code	MRO1RY1
Purpose	The purpose of this module is to introduce students to basic road transport management knowledge and skills to enable them to make informed operational decisions in the road transport context in South Africa.		
Outcomes	Students should be able to:		
	- describe the road transport industry in South Africa; - explain standard road transport operational procedures and activities; - apply general management principles in a road transport operation; - discuss the role of the supervisor in planning and organising resources within an organisation; - apply decisions at the supervisory level in the road transport industry; and - apply decisions at the managerial level in the road transport industry.		
Calculation criteria	JH – Semester mark and Exam mark contribute 25:75 towards the final mark.		

Module name	Legislation in Road Transport	Module code	LEG2RY1
Purpose	The purpose of this module is to introduce students to the National Road Traffic Act and supporting legislation to apply the requirements of road transport legislation in South Africa.		
Outcomes	Students should be able to:		
	- summarise the legal compliance requirements of road transport in South Africa; - describe the operational implications of the National Road Traffic Act and regulations, administrative adjudication of road traffic offences (AARTO), Road Traffic Infringement Agency (RTIA), Road Traffic Management Corporation (RTMC), and supporting legislation; and - discuss occupational hazards, health and safety requirements with reference to road transport undertakings.		
Calculation criteria	JH – Semester mark and Exam mark contribute 25:75 towards the final mark.		

Module name	Vehicle and Fleet Costing	Module code	VFC3RY1
Purpose	The purpose of this module is to introduce students to costing principles and terminology to enable them to do vehicle and fleet costing and budgeting.		
Outcomes	Students should be able to:		
	- describe the importance of costing with reference to demand and supply for transport services in the market; - describe costing principles and characteristics, and the tariff calculation process; - discuss different types of costs and cost centers; - explain the major cost drivers in compiling a costing for a fleet of vehicles; - conduct fleet costing activities for road transport undertakings; - calculate vehicle and fleet costs for a transport company; and - describe the different types of budgets used by a transport company.		
Calculation criteria	JH – Semester mark and Exam mark contribute 25:75 towards the final mark.		

Module name	Maintenance and Technical Management	Module code	MTM4RY1
Purpose	The purpose of this module is to introduce students to maintenance and technical management principles to oversee vehicle and fleet management in the transport industry.		
Outcomes	Students should be able to:		
	• outline the vehicle selection, vehicle technical management, and vehicle replacement procedures in vehicle and fleet management; • explain the aspects of the management of technical employees; • explain the maintenance practices, standard procedures, and systems in the maintenance facility; and • describe the management of spares, fuel, and tyres in the transport industry; and • explain the role of security, safety, and technology, including telematics, in maintenance and technical management.		
Calculation criteria	JH – Semester mark and Exam mark contribute 25:75 towards the final mark.		

Module name	Passenger Transport Management	Module code	PAS5RY1
Purpose	The purpose of this module is to provide students with general information on the role of passenger transport in the South African economy and urban development, and transportation issues. To apply relevant policies and solutions to the road passenger transport industry.		
Outcomes	Students should be able to:		
	• describe the role of passenger transport in a city in the economic development of the country; • describe the underlying theory of urban passenger transport modes with reference to informal and formal transport; • discuss the government policy and legislation around passenger transport in South Africa; • explain the role of public transport planning for a city; • discuss the operational aspects of formal passenger transport management; • discuss the role of information technology in the management of road passenger transport in South Africa; and • discuss the importance of driver management in the passenger transport industry; and • discuss the development of BRT systems.		
Calculation criteria	JH – Semester mark and Exam mark contribute 25:75 towards the final mark.		

Module name	Labour Relations	Module code	LAR1RY2
Purpose	The purpose of this module is to introduce students to basic labour relations knowledge and provide skills to enable them to make informed labour-related decisions in road transport in the South African context.		
Outcomes	Students should be able to:		
	• outline the legal compliance requirements of the management of labour in road transport in South Africa; • summarise the rights of labour and employers in the management of staff; • describe the principles relevant to recruitment, selection, onboarding, and management of staff; • explain the principles of effective conflict management and handling grievances in the workplace; • explain effective dispute resolution; • describe the principles and procedures for instituting fair disciplinary action;		

	• explain the application of discipline; and • explain how to deal with difficult areas in discipline.
Calculation criteria	JH – Semester mark and Exam mark contribute 25:75 towards the final mark.

Module name	Operations Management	Module code	OMA2RY2
Purpose	The purpose of this module is to provide operational management knowledge and skills to manage a road transport business successfully.		
Outcomes	Students should be able to:		
	• discuss the difference between operations management principles and objectives in managing road passenger and road freight transport operations; • explain the difference between the vehicle operations management principles and objectives in a depot in freight and passenger transport operations; • apply standard road transport operational procedures and activities; • implement effective security measures and requirements in the depot and end route; • explain the role of operational information management and telematics in the road transport industry; • communicate and complete basic forms and reports; • do basic research in order to generate and manage information for operations management; and • identify ethical issues and develop appropriate responses.		
Calculation criteria	JH – Semester mark and Exam mark contribute 25:75 towards the final mark.		

Module name	Fleet Management	Module code	FMA3RY2
Purpose	The purpose of this module is to familiarise the student with the principles to enable them to effectively manage a fleet of vehicles.		
Outcomes	Students should be able to:		
	• describe the principles of fleet management; • explain how to manage the life cycle of a vehicle in a fleet; • communicate and complete basic forms and reports, and do basic research in order to manage a fleet; • give examples of unique operational circumstances in fleet specifications; and • describe an integrated road transport management system (RTMS) for the management of a fleet of vehicles.		
Calculation criteria	JH – Semester mark and Exam mark contribute 25:75 towards the final mark.		

Module name	Fleet Financial Reporting	Module code	FFR4RY2
Purpose	The purpose of this module is to provide the student with basic accounting principles and processes, financial statements, and reporting for a transport company.		
Outcomes	Students should be able to:		
	• identify and process source documents and adhere to the minimum requirements; • discuss different transactions and populate the general ledger accounts; • prepare a trial balance and determine the profit or loss in a company; and • prepare and present basic financial statements for a company.		
Calculation criteria	JH – Semester mark and Exam mark contribute 25:75 towards the final mark.		

Module name	Passenger Transport: Operations Planning	Module code	POP5RY2
Purpose	The purpose of this module is to provide students with knowledge and skills of routing and scheduling in formal road passenger transport operations and planning.		
Outcomes	Students should be able to:		
	- describe the importance of routing and scheduling in a passenger transport operation; - reflect on the linkage between routing and scheduling and the cost of a bus operation; - show how to use route data in designing a timetable for a bus service; and - schedule drivers into a timetable for a bus service and consider the impact on the costs of a bus company.		
Calculation criteria	JH – Semester mark and Exam mark contribute 25:75 towards the final mark.		

Module name	General Management	Module code	GMA1RY3
Purpose	The purpose of this module is to provide students with an understanding of general management, with a focus on their role as managers facing challenges in the context of the road transport industry.		
Outcomes	Students should be able to:		
	- explain problem-solving in the organisation using effective decision-making practices; - consider ethical conduct, developing appropriate responses when making decisions; - investigate the use of innovative solutions for decision-making in the work environment through creative decision-making processes, tools, and techniques; - discuss an organisational system and the analysis of its interactive impact on problem-solving and decision-making, by considering the impact of risk and its management; - distinguish between effective communication, communication elements, processes, and practices, to enable effective workplace communication; - analyse professional business communication used by considering communication tools, and channels; - explain the importance and use of information management for effective communication and decision-making.		
Calculation criteria	JH – Semester mark and Exam mark contribute 25:75 towards the final mark.		

Module name	Road Transport Project Management	Module code	RTP2RY3
Purpose	The purpose of this module is to provide students with competencies for basic Project Management, with a focus on their roles and tasks as project team members and project managers in their relevant road transport business environment context.		
Outcomes	Students should be able to:		
	- demonstrate an understanding of what a project entails and provide an overview of the unique attributes and elements of projects and project management; - display knowledge of the initiation and planning of the project within the project management environment, to ensure project success in the project life cycle; - display knowledge of the implementation, monitoring and controlling of the project within the project management environment, to ensure project success in the project life cycle; - display knowledge and understanding of evaluating, auditing, terminating, and closing a project, during and at the end of its project life cycle.		

Calculation criteria	JH – Semester mark and Exam mark contribute 25:75 towards the final mark.

Module name	Logistics Management	Module code	LMA3RY3
Purpose	The purpose of this module is to introduce students to the concept of supply chain management with an emphasis on logistics management as an important component in the road transport industry.		
Outcomes	Students should be able to:		
	• discuss the role and importance of logistics and supply chain management in the road transport industry; • analyse the role and importance of inventory management in an organisation; • distinguish between key aspects of efficiency in the supply of the transport function within business logistics practice, the cost structure of each mode of transport, and cost trade-offs in transport; and • explain the role and importance of warehousing in the logistics system.		
Calculation criteria	JH – Semester mark and Exam mark contribute 25:75 towards the final mark.		

Module name	Marketing in Road Transport Services	Module code	MRS4RY3
Purpose	The purpose of this module is to provide students with marketing management principles and skills to apply within the road freight and road passenger transport environment.		
Outcomes	Students should be able to:		
	• distinguish between the differences in the approach to marketing in the road freight and road passenger industry; • explain the concept of marketing management with specific reference to the tasks, decisions, and strategies needed to satisfy freight and passenger customers; • discuss marketing management and specific tools to analyse and scan the marketing environment in the road freight and road passenger transport industry; • analyse the concept of customer services, its components, and its management; and • compare the concepts of customer relationship management (CRM) and customer loyalty and their management and discuss the concepts of retention marketing and service recovery.		
Calculation criteria	JH – Semester mark and Exam mark contribute 25:75 towards the final mark.		

Module name	Passenger Transport: Contracting and Tendering	Module code	PCT5RY3
Purpose	The purpose of this module is to develop competencies required to enable the student to effectively quote and/or tender for road passenger transport services based on customer requirements.		
Outcomes	Students should be able to:		
	• discuss the basic contractual requirements for quotations and tenders in the road passenger industry; • apply the knowledge acquired in the programme to quote and tender for services based on customer requirements; • apply the principles to generate a short-term quote based on a road passenger case study; and • apply the principles to generate a fixed-term tender based on a road passenger case study.		

Calculation criteria	JH – Semester mark and Exam mark contribute 25:75 towards the final mark.

17.3 Credit-bearing Short Learning Programmes - NONE

17.4 Non-credit-bearing Short Learning Programmes

17.4.1 INTRODUCTION TO QUANTITATIVE TECHNIQUES IN LOGISTICS

Code	S1QTLQ	NQF level	7
Mode of offering	Contact	Credits	0
Site of delivery	APK	Certification	Competency based
Duration	- Contact time: 5 days (4 days of lecturing and 1 day of assessment). - Weeks to complete: First week in February. - Minimum period to obtain: One week. - Maximum period to obtain: One week.		
Relationship with other UJ modules/ qualifications	After successful completion of this enrichment programme, students who meet the minimum honours entry requirements will be considered for the UJ BComHons (Logistics Management) modules: - Quantitative Management Techniques in Logistics (LMA8X06); and - Demand Planning (LMA8X11).		
Articulation with subsidised UJ programmes	Students will receive no credits towards the completion of subsidised UJ programmes.		
Admission requirements	BCom, with the intent to register for the BComHons (Logistics Management) (H1CL2Q) modules, Quantitative Management Techniques in Logistics (LMA8X06) or for Demand Planning (LMA8X11).		

Purpose of the programme

The purpose of this SLP is an enrichment programme for all students who have been accepted for the BComHons (Logistics Management) but do not have a sufficient understanding in the field of quantitative techniques, especially students from other institutions.

Programme Content

SEMESTER MODULE	
MODULE NAME	MODULE CODE
Introduction to Quantitative Management Techniques: Logistics	QTL011

Learning activities

ACTIVITY	HOURS	CREDITS
Contact time	32	-
Work-based learning	-	-
Independent learning (e.g. reading time, interacting with learning material, completing online activities, asynchronous learning activities)	32	-
Preparation for and completion of assessments	32	-
Student support (e.g. tutorial, online support, additional learning material)	-	-
Other	-	-
TOTAL HOURS	96	-
TOTAL NUMBER OF CREDITS	-	0

Assessment

Students write an assessment on the last day of the short learning programme.

Modules and outcomes

Module name	Introduction to Quantitative Management Techniques in Logistics	Module code	QTL011
Purpose	The purpose of this SLP is to provide the student with insight into the importance of quantitative analysis as a decision-making tool on a strategic, tactical, and operational level in logistics. This will enable the student to apply quantitative analysis in logistics decisions and reflect upon the application made. It will prepare the student for a career in logistics management and provide a basis for further learning in the field of Logistics Management.		
Outcomes	Students should be able to: • solve problems using critical and creative thinking in the quantitative management context; • collect and evaluate logistics information; • communicate effectively using language skills in oral and/or written modes; • use technology to enhance/assist logistics decision-making and related practices; and • act ethically throughout the execution of quantitative management and related activities.		
Calculation criteria	SH		

NSPs OFFERED IN THE SCHOOL OF PUBLIC MANAGEMENT, GOVERNANCE AND PUBLIC POLICY AND GOVERNANCE

18.	NSPs Offered in the School of Public Management, Governance and Public Policy and Governance	CONTACT	DISTANCE	PAGE
18.1	Bridging Programmes - NONE			
18.2	Whole Programmes			
18.2.1	Advanced Certificate in Local Governance and Management		X	18.2
18.2.2	Higher Certificate in Local Governance and Management		X	18.7
18.3	Credit-bearing Short Learning Programmes - NONE			
18.4	Non-credit-bearing Short Learning Programmes - NONE			

18.1 Bridging programmes - NONE

18.2 Whole Programmes

18.2.1 ADVANCED CERTIFICATE IN LOCAL GOVERNANCE AND MANAGEMENT

Code	C3401O	NQF level	6
Mode of offering	Distance	Credits	120
Site of delivery	N/A	Certification	Competency based
Duration	- Months to complete: April to November. - Minimum period to obtain: 1 Year. - Maximum period to obtain: 1 Year.		
Relationship with other UJ modules/ qualifications	The Advanced Certificate in Local Governance and Management (NQF level 6) provides a structured programme for those students who: - Wish to progress from the basic Higher Certificate in Municipal Governance NQF level 5 or the Higher Certificate in Local Governance and Management NQF level 5 to advance their learning and career pathways. - On successful completion of all the modules of the Higher Certificate in Local Governance and Management NQF level 5 and all the modules of this programme, together with meeting the applicable minimum entry requirements for a Bachelor's degree and with an average of 65 % for this Advanced Certificate programme, students may gain entry to the second year full-time contact BA (Public Management and Governance: Leadership and Local Governance Focus) (B34PSQ) only offered on the Soweto Campus, if they are in good financial standing. (This must be added, as students want to move across programmes with historical debt that NSPs cannot afford).		
Articulation with subsidised UJ programmes	- Students will receive credits towards the completion of subsidised UJ programmes. - This programme also provides entry, after the successful completion of the programme, for students who also meet the applicable minimum entry requirements of an average of 65% for the whole programme and financial clearance, to the second-year full-time contact BA (Public Management and Governance: Leadership and Local Governance Focus) (B34PSQ) on the Soweto Campus.		
Admission requirements	- Grade 12 Senior Certificate (SC) or National Senior Certificate (NSC) (Matric) with certificate endorsement; and - Students who have completed ALL the modules of the Higher Certificate in Municipal Governance at NQF level 5 or the Higher Certificate in Municipal Governance at NQF level 5, or the Higher Certificate in Local Governance and Management (F3401O) at NQF level 5 will be given admission to this programme.		

Purpose of the programme

The purpose of the Advanced Certificate (Local Governance and Management) is to enhance, improve, refine, or reshape existing basic capabilities of middle managers, local government councillors, officials, or other employees or persons involved in local government affairs who are in or aspire to a middle managerial capacity. This is achieved by enabling qualifying students to acquire knowledge and insights in this area of study on NQF level 6 to acquire the necessary knowledge, normative basis, and language ability through independent research to develop cognitive and intellectual skills to write high-level texts to support decision-makers to solve problems which need scientific solutions through reasoning, data mining and processing, interpretation, evaluation, to demonstrate leadership, self-relexivity,

adaptability, to develop Competency and integrity, to synthesise information autonomously in these fields to develop analytical relevant Competency's required to fulfil the roles and responsibilities. analytically relevant Competency required to fulfil the roles and responsibilities.

Learning activities

YEAR MODULES		
MODULE NAME	MODULE CODE	NQF CREDITS
Module 1: Municipal Project and Performance Management	LGMAYE1	16
Module 2: Local Government Ethics and Good Governance	LGMBYE1	16
Module 3: Local Government Organisational Design and Development	LGMCYE1	24
Module 4: Environmental and Sustainable Development for Local Governance	LGMDYE1	16
Module 5: Local Government Service Delivery	LGMEYE1	16
Module 6: Strategic Budgeting and Financial Corporate Governance for Local Government	LGMFYE1	16
Module 7: Strategic Local Government Leadership and Management	LGMGYE1	16

Programme content

ACTIVITY	HOURS	CREDITS
Contact time – Online distance learning	120	-
Work-based learning	-	-
Independent learning (e.g. reading time, interacting with learning material, completing online activities, asynchronous learning activities), Case studies, and multimedia	480 300	-
Preparation for and completion of assessments	-	-
Student support (e.g. tutorial, online support, additional learning material)	120	-
Other	180	-
TOTAL HOURS	1200	-
TOTAL NUMBER OF CREDITS	-	120

Assessment

- Summative assessments divided into theory and applications exercises are in the form of assignments for **all** modules and are divided into theory and applications exercises.
- Formative – Continuous self-assessment exercises and short assignments for all the modules.

Modules and outcomes

Module name	Municipal Project and Performance Management	Module code	LGMAYE1
Purpose	The purpose of this module is to provide knowledge and insight regarding performance monitoring and oversight in municipalities and the utilisation of project management for the successful implementation of Integrated Development Planning (IDP) imperatives through the application of performance management instruments and project management practices.		

Outcomes	Students should be able to:
	- explain the concepts of project management and performance management in the context of local government programmes; - explain project components, methodologies, the project management body of knowledge (PMBOK), the government's Programme of Action (POA), integrated development planning (IDP), and overall project governance as they apply to local government programmes; - explain the process and methodologies for establishing local government service partnerships, outsourcing, contracting, and service level agreements in relation to local government programmes; - outline the statutory and regulatory framework for performance management with examples, including the performance dimensions, cycle, and systems in relation to local government programmes and service delivery objectives; and - describe the process for auditing and reporting on performance and the procedures discussed in the context of municipal service delivery and codes of conduct.
Calculation criteria	CE

Module name	Local Government Ethics and Good Governance	Module code	LGMBYE1
Purpose	The purpose of this module is to orientate students in the significance of good governance through the promotion of ethical conduct and effective leadership. It includes the normative principles of local government management and good governance, the different forms of unethical conduct among political office-bearers and local government officials. It provides the typical measures and remedial action which may be undertaken to prevent such forms of unethical conduct, and official mechanisms to curb unethical conduct in local governance.		
Outcomes	Students should be able to:		
	- explain the concept of ethics and good governance in the context of compliance with regulatory policies and integrating these into overall local government ethics and good governance practices; - identify the official mechanisms to curb unethical conduct in local government, as well as the managerial measures and remedies to prevent unethical conduct in municipalities; - conduct a case study of unethical conduct in a municipality; - explain the process for establishing codes of conduct and good governance to ensure sound ethical and good Governance Practices; - explain practices for enhancing accountability and transparency within the rule of law and for promoting excellence and public responsibility; - identify processes for improving civic participation and ensuring political stability within local government programmes; - identify processes and practices to ensure good governance and sound ethical practices for taking responsibility for decisions; and - taken within various committees and working forums.		
Calculation criteria	CE		

Module name	Local Government Organisational Design and Development	Module code	LGMCYE1
Purpose	The purpose of this module is to provide a broad overview of the principles and application of organisational design and development in local government in order to enhance organisational excellence and overall service delivery within local government.		
Outcomes	Students should be able to:		
	• explain the facilitation of the participation of stakeholders in decisions that affect municipal functions; • explain the importance of political, administrative, and managerial roles in coordinating, communicating, and implementing local government development programmes; • describe the processes for ensuring political representation in organisational design and development; • describe the process for designing programmes that improve local government service delivery; • describe the procedures for effectively chairing relevant councils, committees, sub-committees, and working groups to achieve the objectives of local government programmes; • explain how to contextualise the macro organisation and the system of government in the South African constitutional system of cooperative governance; • describe the respective theories and approaches to organisational design and development; • identify the key characteristics and best practices associated with various types of organisational designs; • identify selected organisational dynamics in local government organisations; • identify the organisational development and transformation in a dynamic governance context; • identify processes for evaluating the respective approaches, tools, and techniques to facilitate organisational effectiveness and performance; and • explain the significance of transformational leadership in organisations to guide them towards their desired future by utilising planning techniques which incorporate local government programmes and project management.		
Calculation criteria	CE		

Module name	Environmental and Sustainable Development for Local Government	Module code	LGMDYE1
Purpose	The purpose of this module is to orientate students in the complexities associated with environmental management and sustainable development and to introduce students to sustainable development management as an integral part of good, developmental governance. This includes identifying and distinguishing various government interventions, strategies, policies, programmes, institutional roles, and activities promoting environmental protection, economic growth, and development.		
Outcomes	Students should be able to:		
	• explain the complexities that the government faces in terms of striking a delicate balance between environmental protection, sustainable development, and economic growth; • highlight the demographic and socio-economic realities of the South African and African governance landscape; • explain various African and South African governmental interventions, strategies, policies, programmes, institutional roles, and activities promoting environmental protection, economic growth, and development; and		

	identify African and South African governmental policies, strategies, and programmes to facilitate development within a developmental state.
Calculation criteria	CE

Module name	Local Government Service Delivery	Module code	LGMEYE1
Purpose	The purpose of this module is to orientate students about service delivery objectives, approaches, stakeholders, and mechanisms to achieve effective service delivery in a local government sector environment. The module will also enable the student to identify and implement innovative ways for democratising service delivery and implementing practices to ensure continual service delivery improvement.		
Outcomes	Students should be able to: - explain the environment of local government service delivery, including the statutory framework for improved service delivery; - describe the role of the government in service delivery in relation to stakeholders, including the community and market; - alternative service delivery approaches and mechanisms; - identify primary versus secondary state functions, pure state functions, mixed functions, and purely private functions; concepts that should be explicated (e.g. Economy, effectiveness, efficiency, and productivity); - explain the key managerial aspects of service delivery improvement; performance improvement; and performance management systems; - describe concepts of citizen vs. Client/ consumer; quality public service delivery; democratic principles for service delivery; and - Batho Pele principles of service delivery; public participation issues in democratising service delivery, e.g. Accountability, representation, empowerment, participation, and transparency.		
Calculation criteria	CE		

Module name	Strategic Budgeting and Financial Corporate Governance for Local Government	Module code	LGMFYE1
Purpose	The purpose of this module is to provide the foundations of the primary characteristics of good financial governance and its relevance to financial corporate governance. It includes a broad overview of the important requirements of strategic budgeting and financial management in the context of financial corporate governance and the application thereof in practice.		
Outcomes	Students should be able to: - identify the principles of sound financial corporate governance in the financial administration of a municipality; - identify the principles of strategic budgeting for local government; - identify the legislative requirements relating to the roles and responsibilities of key stakeholders in the financial administration in municipalities; - explain the principles of developing and implementing sound financial policies in accordance with best practices; - explain the key financial governance structure; - identify budgeting, reporting procedures, contingency plans, and solutions to problems relating to budget constraints; - describe methods of allocation in relation to budget parameters according to overall local government budgetary allocation procedures; and - monitor budgetary processes and procedures.		
Calculation criteria	CE		

Module name	Strategic Local Government Leadership and Management	Module code	LGMGYE1
Purpose	The purpose of this module is to provide the foundations of the principles of strategic leadership and management in a local government context by exposing students to the critical interface between leadership and socio-economic development.		
Outcomes	Students should be able to:		
	• identify the principles and theories of strategic leadership; • identify the challenges and critical issues in applying the principles and theories of strategic leadership in a local government context; • explain the process for giving political direction to middle management in their allocated areas of responsibility; • explain processes for working with 'council leadership' to ensure the effective governance of the authority; • explain leading within the broader community; • explain practices for effectively articulating the diverse views of stakeholders in the context of particular decisions; • explain building consensus and managing conflict by reconciling varying points of view within the broader agenda for a Municipality; and • explain African leadership in a global governance context.		
Calculation criteria	CE		

18.2.2 HIGHER CERTIFICATE IN LOCAL GOVERNANCE AND MANAGEMENT

Code	C3401O	NQF level	5
Mode of offering	Distance	Credits	120
Site of delivery	N/A	Certification	Competency based
Duration	• Months to complete: April to November. • Minimum period to obtain: 1 Year. • Maximum period to obtain: 1 Year.		
Relationship with other UJ modules/ qualifications	Students who meet the applicable minimum entry requirements will be considered for the former Advanced Certificate in Municipal Governance (NQF level 6) and the Advanced Certificate in Local Governance and Management (NQF level 6) (C3401O).		
Articulation with subsidised UJ programmes	Students will receive no credits towards the completion of subsidised UJ programmes.		
Admission requirements	• Grade 12 Senior Certificate (SC) or National Senior Certificate (NSC) with certificate endorsement (Matric); and • Students need to be employed and wish to gain a qualification related to their jobs.		

Purpose of the programme

The purpose of this programme is to enable students to apply the relevant competencies required to fulfil the roles and responsibilities of local government councillors, officials, or other employees or persons involved in municipal affairs who aspire to a managerial position.

Programme content

YEAR MODULES		
MODULE NAME	MODULE CODE	NQF CREDITS
Module 1: Statutory, Regulatory, Policy, and Institutional Framework for Local Government	LGM1YE1	24
Module 2: Local Government Policymaking and Analysis	LGM2YE1	16
Module 3: Leadership and Local Governance	LGM3YE1	16
Module 4: Integrated Development Planning (IDP)	LGM4YE1	16
Module 5: Local Economic Development (LED) for Local Government	LGM5YE1	16
Module 6: Municipal Financial Management and Budgeting	LGM6YE1	16
Module 7: Local Government Human Resources Management	LGM7YE1	16

Learning activities

ACTIVITY	HOURS	CREDITS
Contact time – Online distance learning	120	-
Work-based learning	-	-
Independent learning (e.g. reading time, interacting with learning material, completing online activities, asynchronous learning activities), Case studies, and multimedia.	480 300	-
Preparation for and completion of assessments	-	-
Student support (e.g. tutorial, online support, additional learning material)	120	-
Other	180	-
TOTAL HOURS	1200	-
TOTAL NUMBER OF CREDITS	-	120

Assessment

- Summative assessments, divided into theory and application exercises, are in the form of assignments for **all** modules.
- Formative – Continuous self-assessment exercises and short assignments for all the modules.

Modules and outcomes

Module name	Statutory, Regulatory, Policy, and Institutional Framework for Local Government	Module code	LGM1YE1
Purpose	To orientate students in continental, national, regional, and local governance institutions and functions within the context of the statutory, regulatory, and policy frameworks within which local government must operate. This includes identifying and distinguishing various local government processes, and an exploration of the institutional roles and activities to operationalise. Service delivery objectives. It furthermore includes all the core constitutional and legislative stipulations and obligations of local governments, as well as key regulatory guidelines, regulations, and directives for specific local government functions.		
Outcomes	Students should be able to:		
	describe the nature and context of local governance according to the varying categories of municipalities, the statutory, regulatory, and policy framework that informs local government in South Africa, and the characteristics of developmental local government;		

	• explain the structural framework of local government in relation to the spheres of local government and the interaction between national, provincial, and local government in general and cooperative governance in particular; • interpret the functional framework of local government in relation to the municipalities' function of executing their statutory responsibilities as contained in the constitution and the overall goal of democracy; • explain the policy framework of municipalities in relation to the nature of democracy within the framework and the structures, functions, and roles within local government; and • interpret the process and functions for achieving citizen participation and the various roles, powers, and functions associated with this.
Calculation criteria	CE

Module name	Local Government Policymaking and Analysis	Module code	LGM2YE1
Purpose	The purpose is to orientate students in local government policymaking, including the impact of policy processes, problem identification, policy analysis, and proposals for policy formulation and enhancement, and integrating policy into overall service delivery and monitoring and evaluating the efficacy thereof.		
Outcomes	Students should be able to:		
	• explain the nature of local government policymaking in relation to why policy analysis is undertaken, the different types and levels of policy, who makes municipal policy, and why and how policy is developed; • describe local government policy agenda setting in relation to the policy-making process, the driving forces that influence agenda approaches to agenda setting, the role of participation, and the ability to critically assess a government or interest group's methods of agenda setting; • explain local government policy analysis, design, and decision-making in their own work context via a process of objective and goal setting, scenario forecasting, examining alternative policy options, and taking cognisance of the complex operating environment in which municipalities operate; • interpret local government policy implementation utilising a variety of implementation strategies and in relation to the key issues and lessons of experience regarding policy implementation in the local government environment; and • describe the process of local government policy evaluation and review via the design and utilisation of assessment tools and impact determinations.		
Calculation criteria	CE		

Module name	Leadership and Local Governance	Module code	LGM3YE1
Purpose	The purpose is to orientate students regarding selected local governance leadership issues and specific reference to managerial, national, provincial and local governance leadership; leadership and local service delivery; leading a learning organisation and visionary leadership, transformational leadership; leading change and innovation and the leadership role of the South African government in Southern Africa and the African continent as well as in the BRICS. Within the context of African and Ubuntu leadership, the module further seeks to impart knowledge regarding traditional leadership and the role of tribal authorities in local governance.		
Outcomes	Students should be able to:		
	• explain local governance leadership with specific reference to managerial, national, provincial, municipal, and political leadership; • determine leadership fundamentals, styles, traits, skills, and attributes in local governance;		

	- describe the significance of leadership in creating an innovative, learning organisation for local service delivery; - apply team leadership and leadership communication; and - outline selected leadership issues with specific reference to strategic and visionary leadership, transformational leadership, and leading change.
Calculation criteria	CE

Module name	Integrated Development Planning (IDP)	Module code	LGM4YE1
Purpose	The purpose is to provide a broad overview of the essential nature and successful implementation of Integrated Development Planning (IDP) processes, strategies, and interventions. The module further seeks to impart knowledge and insight regarding IDP performance monitoring and oversight in municipalities to operationalise effective and efficient IDP programmes.		
Outcomes	Students should be able to:		
	- describe the concept of IDP in relation to the inter-jurisdictional, inter-disciplinary, and sustainability dimensions impacting on local government.; determine the statutory requirements for IDP in relation to the key role players involved, the roles and responsibilities of all role players, including districts and provinces in the IDP process, and the concept of popular participation as a requirement in the IDP; - explain the context of IDP in relation to the national planning framework, the intergovernmental relations in IDP, and organisational capacity building for IDP; and - identify the processes associated with IDP.		
Calculation criteria	CE		

Module name	Local Economic Development (LED) for Local Government	Module code	LGM5YE1
Purpose	To provide a broad overview of the essential nature and successful implementation of Local Economic Development (LED) initiatives, strategies, and interventions as an objective of developmental local government by highlighting the evolving role of local government in focusing resources into local communities to facilitate development and economic growth.		
Outcomes	Students should be able to:		
	- describe the concept of LED in the context of South African local government and according to the rationale for LED and the economic requirements for LED for sustainable growth and development; - outline the statutory basis for LED in South Africa in relation to the specific role of local government, the emerging good practice and policy in LED, and capacity implications for LED engagement; - explain the essence of LED according to economic problems, plans, and performance, the concept of supply and demand, and the interventions in the local economy required in relation thereto, competition, and the components of the local economic system as it relates to LED; - describe the components of LED strategy development; and - describe the varying types of LED interventions and projects.		
Calculation criteria	CE		

Module name	Municipal Financial Management and Budgeting	Module code	LGM6YE1
Purpose	The purpose is to enable students to participate in budgeting processes, including preparing a budget within the policy framework of local government and the Municipal Finance Management Act (MFMA). It explores the roles and responsibilities and timeframes required for effective budget planning, implementation, and evaluation. It also analyses local government budgeting techniques and how to translate a strategic overview into an operating budget.		
Outcomes	Students should be able to:		
	- determine the role and purpose of a municipal budget in relation to the Municipal Finance and Management (MFMA) Act and overall financial regulations, and the need for credibility in budgeting within local government; - apply the methodology, procedures, and frameworks for preparing a municipal budget in the context of local government objectives; - analyse policies that impact budgeting in relation to local government objectives; - ensure the fulfilment of procurement activities and supervision of procurement administration; and - apply general budgeting techniques in the context of local government budgeting regulations.		
Calculation criteria	CE		

Module name	Local Government Human Resources Management	Module code	LGM7YE1
Purpose	To orientate students in the theories of public human resources management so that the human resources base can be effectively utilised to optimise service delivery objectives in local government.		
Outcomes	Students should be able to:		
	- describe the principles of job analysis and design in accordance with local government human resources requirements; - describe the principles of recruitment and selection in relation to the overall roles and responsibilities required in local government functions and within the legislative framework governing recruitment and selection; - explain training and development plans in relation to the benefits and advantages of training, and the various methodologies are contrasted and discussed in accordance with how the plan can best be addressed; - apply performance management in relation to how it addresses overall municipal operational needs, and the varying methodologies for managing performance are contrasted to determine the best approaches in a local government context; and - explain labour relations with examples relating to methodologies for implementing disciplinary processes identified in relation to the overall labour relations legislative framework.		
Calculation criteria	CE		

NSPs OFFERED IN THE SCHOOL TOURISM AND HOSPITALITY MANAGEMENT

19.	NSPs offered in the School of Tourism and Hospitality Management	CONTACT	DISTANCE	PAGE
19.1	Bridging Programmes - NONE			
19.2	Whole Programmes - NONE			
19.3	Credit-bearing Short Learning Programmes			
19.3.1	Hospitality Management I	X		19.2
19.3.2	Hospitality Management II	X		19.5
19.3.3	Hospitality Management III	X		19.8
19.3.4	Introduction to Tourism	X		19.10
19.3.5	Introduction to Tourism Management and Development	X		19.14
19.3.6	Introduction to Tourism Management and Functions	X		19.16
19.3.7	Revenue Management in Hospitality		X	19.19
19.4	Non-credit-bearing Short Learning Programmes			
19.4.1	Basic Barista Skills	X		19.21
19.4.2	Healthy Cooking Operations		X	19.22
19.4.3	Preserving Food in the Hospitality Industry		X	19.24

19.1 Bridging Programmes: NONE

19.2 Whole Programmes: NONE

19.3 Credit-bearing Short Learning Programmes

19.3.1 HOSPITALITY MANAGEMENT I

Code	S3HM1Q	NQF level	5
Mode of offering	Contact	Credits	80
Site of delivery	APB	Certification	Competency based
Duration	SLP to be completed in a year.		
Relationship with other UJ modules/ qualifications	N/A		
Articulation with subsidised UJ programmes	After successful completion of this programme, students who meet the applicable minimum entry requirements will be considered for Hospitality Management II SLP (contact) (credit-bearing) (S3HM2Q).		
Admission requirements	- National Senior Certificate on NQF level 4 with diploma endorsement or equivalent SAQA-accredited qualification. - The student is either a full-time employee or in the capacity of a management trainee at a hotel, restaurant, or a suitable hospitality organisation. - The UJ RPL procedures and policies can be applied to enter the programme.		

Purpose of the programme

The purpose of this SLP, is to provide students with a basic theoretical background to enable them to manage organisational resources in the hospitality sector effectively. This programme will also enable students, practitioners, managers, and supervisors to obtain current knowledge by learning more about the key managerial concepts in Hospitality Management.

Programme content

YEAR MODULES (COMPULSORY)	
MODULE NAME	MODULE CODE
Hospitality Financial Management 1	S3HM1Q1
Culinary Studies and Nutrition 1	S3HM1Q2
Hospitality Management 1	S3HM1Q3
Food and Beverage Studies 1	S3HM1Q4
Accommodation Management 1	S3HM1Q5

Learning activities

ACTIVITY	HOURS	CREDITS
Contact time (28 weeks x 5 hours)	140	-
Work-based learning	-	-
Independent learning (e.g. reading time, interacting with learning material, completing online activities, asynchronous learning activities)	230	-
Preparation for and completion of assessments	250	-
Student support (e.g. tutorial, online support, additional learning material)	80	-
Other	100	-
TOTAL HOURS	800	-
TOTAL NUMBER OF CREDITS	-	80

Assessment

Assessment methods for the SLP are as follows:

- Continuous assessments are in the form of tests, and other assessments will occur using the LMS, such as online quizzes, essays, creation of Wikis, and case studies
- Due to the nature of Continuous Evaluation and the modules in the programme, a variety of applicable online assessment methods will be used. This depends on the nature of the module and module content.
- There will be four assessment marks collected during each module in each semester.

Modules and outcomes

Module name	Hospitality Financial Management I	Module code	S3HM1Q1
Purpose	To be capable of applying basic hospitality accounting principles and food costing to contribute to effective decision-making and sustainability of the hospitality enterprise (foundational, practical, and reflective competence).		
Outcomes	Students should be able to:		
	• demonstrate basic hospitality accounting principles to provide financial information that will be useful in making economic decisions related to food & beverage management and profit, clubs and casinos, banqueting and events; • demonstrate the basic principles of cost accounting within the hospitality industry applicable to food & beverage management and profit, clubs and casinos, banqueting and events; and • read, format, and cost basic recipes.		
Calculation criteria	CE		

Module name	Culinary Studies and Nutrition 1	Module code	S3HM1Q2
Purpose	To be capable of performing the basic preparation of a range of foods for conventional and convenience outlets and to demonstrate an understanding of the operations of a food production unit (foundational, practical, and reflective competence).		
Outcomes	Students should be able to:		
	• identify food preparation equipment with the purpose of using it safely and hygienically according to standard professional practice; • explain the layout and workflow of kitchens and brigade; • demonstrate an application of the preparation of conventional and convenience foods using various preparation methods and skills; • demonstrate the application of basic occupational safety measures according to local and national legislation;		

	• demonstrate personal, operational, food, and environmental hygiene; • read and interpret basic recipes; and • identify the sources of nutrients for the human body and state their functions.
Calculation criteria	CE

Module name	Hospitality Management I	Module code	S3HM1Q3
Purpose	To be capable of applying a range of business skills applicable to the hospitality industry that contribute to effective decision-making and the execution of operations (foundational, practical, and reflective competence).		
Outcomes	Students should be able to:		
	• demonstrate a basic knowledge of broad supervisory and management principles and concepts as well as ethics applicable to the hospitality industry; • demonstrate a basic knowledge of the interrelationship between the different components of the hospitality and tourism industry; • discuss the integrated nature of the operational areas in hospitality enterprises; • comprehend the service expectations of the various markets that the hospitality industry serves; and • integrate interpersonal skills and the service ethic that permeates all aspects of customer care within the hospitality industry.		
Calculation criteria	CE		

Module name	Food and Beverage Studies 1	Module code	S3HM1Q4
Purpose	To be capable of performing operational food and beverage services in the hospitality industry (foundational, practical, and reflective competence).		
Outcomes	Students should be able to:		
	• identify basic restaurant infrastructure and procedures to carry out basic food and beverage service to operate as a waiter; • demonstrate basic theoretical and practical knowledge of the origin, production methods, and service skills related to alcoholic and non-alcoholic beverages; • assist with the execution and maintenance of housekeeping activities in a variety of lodging establishments in the hospitality industry; and • demonstrate an understanding of basic reception infrastructure and procedures to carry out basic reservation and guest check-in/out procedures to operate in a variety of lodging and restaurant establishments found in the hospitality industry.		
Calculation criteria	CE		

Module name	Accommodation Management 1	Module code	S3HM1Q5
Purpose	To be capable of applying operational practices associated with the provision of accommodation in the Hospitality Industry (foundational, practical, and reflective competence).		
Outcomes	Students should be able to:		
	• identify the role and functions of the room division areas in a hotel; • demonstrate an understanding of each department of the front office in relation to guest satisfaction; • explain the basic function of the early and late shifts in the reception area under supervision; • apply basic reservation and guest check-in/out procedures in a variety of lodging hospitality establishments under supervision; and		

	explain housekeeping activities in a variety of hospitality establishments under supervision.
Calculation criteria	CE

19.3.2 HOSPITALITY MANAGEMENT II

Code	S3HM2Q	NQF level	5
Mode of offering	Contact	Credits	80
Site of delivery	APB	Certification	Competency based
Duration	SLP to be completed in a year.		
Relationship with other UJ modules/ qualifications	N/A		
Articulation with subsidised UJ programmes	After successful completion of this programme, students who meet the applicable minimum entry requirements will be considered for Hospitality Management III SLP (contact) (credit-bearing) (S3HM3Q).		
Admission requirements	- National Senior Certificate on NQF level 4 with diploma endorsement or equivalent SAQA-accredited qualification. - The student is either a full-time employee or in the capacity of a management trainee at a hotel, restaurant, or a suitable hospitality organisation. - The UJ RPL procedures and policies can be applied to gain entry into the programme. - Students must have completed and passed Hospitality Management I SLP (contact) (credit-bearing) (S3HM1Q). * Refer to UJ Rules and Regulations.		

Purpose of the programme

The purpose of this SLP is to provide students with a more advanced theoretical background to enable them to manage organisational resources more effectively in a supervisory role in the hospitality sector. This SLP will also enable students, practitioners, managers, and supervisors to obtain current knowledge by learning more about the key managerial concepts in Hospitality Management.

Programme content

YEAR MODULES	
MODULE NAME	MODULE CODE
Hospitality Financial Management 2	S3HM2Q1
Culinary Studies and Nutrition 2	S3HM2Q2
Hospitality Management and Law 2	S3HM2Q3
Food and Beverage Studies 2	S3HM2Q4
Accommodation Management 2	S3HM2Q5

Learning activities

ACTIVITY	HOURS	CREDITS
Contact time (28 weeks X 5 hours)	140	-
Work-based learning	-	-
Independent learning (e.g. reading time, interacting with learning material, completing online activities, asynchronous learning activities)	230	-
Preparation for and completion of assessments	250	-
Student support (e.g. tutorial, online support, additional learning material)	80	-
Other	100	-
TOTAL HOURS	800	-
TOTAL NUMBER OF CREDITS	-	80

Assessment

Continuous assessments are in the form of tests, and other assessments will occur using the LMS, such as online quizzes, essays, the creation of Wikis, and case studies.

Modules and outcomes

Module name	Hospitality Financial Management 2	Module code	S3HM2Q1
Purpose	To be capable of applying a range of financial management tools to contribute to effective decision-making and sustainability of the hospitality enterprise (foundational, practical, and reflective competence).		
Outcomes	Students should be able to:		
	- explain responsible accounting and apply the principles of accounting to segment operating statements into separate departmental statements and schedules; - differentiate between and apply the different accounting principles applicable to the statement of comprehensive income, statement of changes in equity, and statement of financial position of a sole proprietorship and partnership; - explain the principles of hospitality management, payroll accounting, and calculate gross pay, net pay, regular pay, and overtime pay; and - describe and apply the accounting considerations involved in the purchase, depreciation, disposal and trade-in of property and equipment.		
Calculation criteria	CE		

Module name	Culinary Studies and Nutrition 2	Module code	S3HM2Q2
Purpose	Recipes are modified, and a range of menu items suited to a variety of food outlets is planned and presented in order to cater to the nutritional, dietary, and cultural demands of various customer groups.		
Outcomes	Students should be able to:		
	- explain and plan a range of menu items requiring intermediate skills; - apply basic menu planning to a variety of food service establishments; - develop standardised recipes for various needs; - maintain a safe and hygienic working environment in food preparation areas; and - describe and apply sound nutritional principles for customer dietary, ethnic, and special requirements.		
Calculation criteria	CE		

Module name	Hospitality Management and Law 2	Module code	S3HM2Q3
Purpose	To be capable of applying Human Resources Management and Marketing skills, which will contribute to effective decision-making, as well as the execution and supervision of hospitality operations (foundational, practical, and reflective competence).		
Outcomes	Students should be able to:		
	- explain the basic components of marketing. Develop and implement a marketing promotion; - describe the components included in the planning and organisation of human resources in the context of the hospitality industry (human resources planning, analysis of the workplace, the employment process, selecting, hiring, placement, and retention); - describe the components included in the development and evaluation of human resources in the context of the hospitality industry (orientation, training, career development, performance appraisals, staff retention, reward systems, employee assistance programmes, and discipline); - apply the principles of labour law applicable to the employers and employees of the hospitality industry; - discuss and apply the most important liquor laws of South Africa; and - explain the most important principles of South African labour laws.		
Calculation criteria	CE		

Module name	Food and Beverage Studies 2	Module code	S3HM2Q4
Purpose	To be capable of maintaining the operational practices and structures of food and beverage services in the Hospitality Industry (foundational, practical, and reflective competence).		
Outcomes	Students should be able to:		
	- describe the differences and similarities between South African and international wines; and - demonstrate knowledge and the application of advanced methods and control systems applicable to food and beverage service.		
Calculation criteria	CE		

Module name	Accommodation Management 2	Module code	S3HM2Q5
Purpose	To be capable of supervising front office and housekeeping systems to the extent that the expectations of the target market of the Hospitality Industry are exceeded (foundational, practical, and reflective competence).		
Outcomes	Students should be able to:		
	- render all housekeeping activities and explain their interrelationship with other departments within a lodging unit; - supervise front office operations within a lodging unit; - supervise the maintenance functions of a lodging facility; and - plan, apply, and supervise waste and energy control systems.		
Calculation criteria	CE		

19.3.3 HOSPITALITY MANAGEMENT III

Code	S3HM2Q	NQF level	5
Mode of offering	Contact	Credits	80
Site of delivery	APB	Certification	Competency based
Duration	SLP to be completed in a year.		
Relationship with other UJ modules/ qualifications	N/A		
Articulation with subsidised UJ programmes	Once all three Block Release Hospitality Management SLPs have been passed: SLP Hospitality Management I (S3HM1Q), SLP Hospitality Management II (S3HM2Q), and SLP Block Release Hospitality Management III (S3HM3Q), a student can apply for status through the RPL process. If the RPL process is successful, then students may apply for access to the Advanced Diploma (Hospitality Management) (A34HMQ), and once a SAQA ID is issued for the already CHE-accredited Advanced Diploma (Tourism Management (A34TRQ).		
Admission requirements	- National Senior Certificate on NQF level 4 with diploma endorsement or equivalent SAQA-accredited qualification. - The student is either a full-time employee or in the capacity of a management trainee at a hotel, restaurant, or a suitable hospitality organisation. - The UJ RPL procedures and policies can be applied to gain entry into the programme. - Students must have completed and passed Hospitality Management II SLP (blended) (credit-bearing) (S3HM2Q). * Refer to UJ Rules and Regulations.		

Purpose of the programme

The purpose of this SLP is to provide students with an advanced theoretical background to enable them to manage organisational resources more effectively in a managerial role in the hospitality arena. This programme will also enable students, practitioners, managers and supervisors to obtain current knowledge by learning more about the key managerial concepts in Hospitality Management.

Programme content

YEAR MODULES	
MODULE NAME	MODULE CODE
Hospitality Financial Management 3	S3HM3Q1
Hospitality Management and Law 3	S3HM3Q3
Food and Beverage Studies and Events 3	S3HM3Q4
Accommodation Management 3	S3HM3Q5

Learning activities

ACTIVITY	HOURS	CREDITS
Contact time (24 weeks x 5 hours)	140	-
Work-based learning	-	-
Independent learning (e.g. reading time, interacting with learning material, completing online activities, asynchronous learning activities)	230	-
Preparation for and completion of assessments	250	-
Student support (e.g. tutorial, online support, additional learning material)	80	-
Other	100	-
TOTAL HOURS	800	-
TOTAL NUMBER OF CREDITS	-	80

Assessment

Continuous assessments are in the form of tests, and other assessments will occur using the LMS, like online quizzes, essays, the creation of Wikis, and case studies

Modules and outcomes

Module name	Hospitality Financial Management 3	Module code	S3HM3Q1
Purpose	The capability to use a range of financial management skills to contribute to the effective decision-making and sustainability of the Hospitality enterprise.		
Outcomes	Students should be able to:		
	• assess and analyse the financial performance, profits, and status of a hospitality enterprise as a whole and the individual departments; • analyse and interpret financial statements of hospitality enterprises; • determine the revenue required at a predetermined level of profit for food & beverage management, clubs, casinos, banqueting, and events; • prepare, implement, manage, and control budgets for hospitality activities; and • access and operate modern accounting information systems.		
Calculation criteria	CE		

Module name	Hospitality Management and Law 3	Module code	S3HM3Q3
Purpose	The capability to use a range of business management skills to contribute to the effective management of the Hospitality enterprise.		
Outcomes	Students should be able to:		
	• explain the role that South Africa's national tourism strategy plays in enhancing global competitiveness; in growing the industry's contribution to the national economy, and in overcoming obstacles; • argue the need for a national skills development strategy, the legislation governing the strategy and its associated processes, explaining how it affects the South African tourism industry; • discuss how a quality programme would benefit a hospitality enterprise by analysing a hospitality system to improve quality using international companies as benchmarks; • explain the legislation and mechanisms governing training and education; • identify and apply appropriate training methods; • describe the interaction, cooperation, and relationship between management and staff; • describe and manage the conflict arising in the workplace; and		

	conduct disciplinary and grievance procedures.
Calculation criteria	CE

Module name	Food and Beverage Studies and Events 3	Module code	S3HM3Q4
Purpose	To let the student obtain the skills of planning and managing food and beverage outlets, and to be capable of improving the operational procedures of a variety of food service outlets in a profitable manner, as well as the capability to manage and maintain the principles related to events, so that the expectations of the target market are exceeded.		
Outcomes	Students should be able to:		
	- analyse operational facilities and procedures for a food and beverage facility associated with volume production to design, plan and/or improve these; - interpret contracts and concepts of administration and production procedures for corporate providers of food and beverage; - describe retailing concepts related to the food and beverage industry; and - plan, co-ordinate, and present functions or events according to sound business principles.		
Calculation criteria	CE		

Module name	Accommodation Management 3	Module code	S3HM3Q5
Purpose	The capability to manage the provision of accommodation in such a manner that the expectations of the target market are exceeded.		
Outcomes	Students should be able to:		
	- apply yield management and revenue management principles to hospitality operations; - organise, analyse and present information and data using a computerised system; and - plan, forecast, budget and evaluate operations within the rooms division within a lodging unit.		
Calculation criteria	CE		

19.3.4 INTRODUCTION TO TOURISM

Code	S34H5Q	NQF level	5
Mode of offering	Contact	Credits	68
Site of delivery	APB	Certification	Competency based
Duration	- Contact time: 300 hours of lecturing in 28 weeks. - Months to complete: February to November. - Minimum period to obtain: 1 Year. - Maximum period to obtain: 2 Years.		
Relationship with other UJ modules/ qualifications	After successful completion of the Introduction to Tourism (S34H5Q) (68 credits) as well as the short learning programme Introduction to Tourism Management Functions (S34H6Q) (56 credits) within one year and meeting the applicable minimum diploma entry requirements, students are considered for articulation into the second year of the Diploma (Tourism Management) (D34TMQ).		
Articulation with subsidised UJ programmes	- Students will get credits for the following modules in the Diploma (Tourism Management) (D34TMQ). - Tourism System 1A (S34H5Q1) (12 credits), Events Management 1A (S34H5Q2) (12 credits), Events Management 1B (S34H5Q5) (12 credits),		

	Applied Business Literature 1A (S34H5Q3) (8 credits), and Computer Application for Tourism and Hospitality (S34H5Q6) (12 credits).
Admission requirements	- National Senior Certificate (NSC) with the relevant diploma endorsement (NQF level 4) or Grade 12 Senior Certificate (SC) (matric). - The prospective student must be able to express themselves clearly and correctly both verbally and in written English.

Purpose of the programme

The purpose of this SLP is to provide students with a basis for further learning in the field of tourism management and to guide them with travel management and destination perspective skills.

Programme content

SEMESTER MODULES			
FIRST SEMESTER		SECOND SEMESTER	
MODULE NAME	MODULE CODE	MODULE NAME	MODULE CODE
Tourism System 1A	S34H5Q1	Impact of Tourism 1B	S34H5Q4
Events Management 1A	S34H5Q2	Events Management 1B	S34H5Q5
Applied Business Literacy 1A	S34H5Q3	Computer Application for Tourism and Hospitality	S34H5Q6

Learning activities

ACTIVITY	HOURS	CREDITS
Contact time – Online distance learning	300	-
Work-based learning	-	-
Independent learning (e.g. reading time, interacting with learning material, completing online activities, asynchronous learning activities)	210	-
Preparation for and completion of assessments	170	-
Student support (e.g. tutorial, online support, additional learning material)	-	-
Other	-	-
TOTAL HOURS	680	-
TOTAL NUMBER OF CREDITS	-	68

Assessment

Formative assessments are in the form of tests and an exam for summative assessment.

Modules and outcomes

Module name	Tourism System 1A	Module code	S34H5Q1
Purpose	The purpose of this module is for students to possess intellectual knowledge and applied competency in understanding the tourism industry sectors and role-players.		
Outcomes	Students should be able to:		
	- analyse the pre-conditions for the emergence of tourism as a mass phenomenon; - identify the tourism industry sectors and role players; - explain the demand and supply factors in tourism; - describe the role of tourist attractions; - analyse transportation, accommodation, and the role of intermediaries as part of the tourism system; - analyse the role of tourism destinations as part of the tourism system; and		

	access the role of tourism as a socio-economic tool in poverty alleviation and job creation, and how it supports the Sustainable Development Goals (SDGs).
Calculation criteria	SH

Module name	Events Management 1A	Module code	S34H5Q2
Purpose	The purpose of this module is to provide students with an understanding and insight into the events industry, as an introduction to the field of events management theory, as well as to expose them to food and beverage service practices often used in the events industry.		
Outcomes	Students should be able to:		
	- define the different types of events; - compare and contrast between special events and mice events; - describe the nature of the events industry (digitalisation in events); - outline the various role players in the events industry; - analyse the impact of events using the triple bottom line; and - carry out basic catering services, including restaurant infrastructure and procedures according to professional standards, that are used in events		
Calculation criteria	CE		

Module name	Applied Business Literacy 1A	Module code	S34H5Q3
Purpose	The purpose of this module is to acquire a variety of communication skills related to different contexts, and to apply these skills appropriately in different contexts (academic and industry-related).		
Outcomes	Students should be able to:		
	- use the appropriate form of English when communicating; - engage in Academic research and writing skills, demonstrate knowledge of communication theory and apply this to everyday and work contexts; - identify typical problems that could arise in the communication process, specifically, the use of language and meaning, and demonstrate skills to overcome them; - build and maintain healthy and effective interpersonal relationships; - utilise strategies for improving your nonverbal communication and explain some of the reasons why people can perceive things differently; - discuss reasons why listening is important in our lives, especially in the Hospitality industry; - explain the importance of interpersonal relationships; - use Persuasive Writing and Advertising skills for business success; and - manage specific contexts for communication, including giving presentations.		
Calculation criteria	CE		

Module name	Impacts of Tourism 1B	Module code	S34H5Q4
Purpose	The purpose of this module is to provide students with insight and intellectual knowledge of the tourism industry and the different types of tourism impacts. Students will be able to appreciate the economic, social, and environmental impacts of the development of different types of tourism attractions and products.		
Outcomes	Students should be able to:		
	- describe third-world trends in tourism product development; - describe the main types of tourism products; - identify positive and negative economic, social, and environmental impacts of developing tourism attractions; and		

	identify and describe the main characteristics of sustainable and responsible tourism development in South Africa.
Calculation criteria	SH

Module name	Events Management 1B	Module code	S34H5Q5
Purpose	The purpose of this module is to provide students with an understanding of event management principles. Topics that will be covered in this module will include event sustainability, event bidding, project management, venue management, and sponsorships in events. This module will also expose them to food and beverage service practices often used in the events industry.		
Outcomes	Students should be able to:		
	- assess and apply the sustainability principles to events; - explain the processes of bidding for events; - describe the venue and facility management principles in events; - describe the use of various technologies in events; - explain the process of project management in events; and - carry out and carry out basic catering services, including restaurant infrastructure and procedures according to professional standards, that are used in events.		
Calculation criteria	CE		

Module name	Computer Application for Tourism and Hospitality	Module code	S34H5Q6
Purpose	The purpose of this module is to introduce students to general computer applications commonly used in financial services, Tourism, and Hospitality Industries. Students will be equipped with the necessary skills for end-user computing as well as academic applications.		
Outcomes	Students should be able to:		
	- demonstrate both theoretical and practical use of the following computer-based tasks: - save, retrieve files, and navigate basic operating systems for end-user computing; - use basic functions for successful end-user computing; - use a word processing application, such as Microsoft Word; - use a presentation application, such as Microsoft PowerPoint, and - use a data analysis application, such as Microsoft Excel. - demonstrate the use of industry-related computer applications through practical case studies such as: - editing research articles; and - presentation skills.		
Calculation criteria	JH		

19.3.5 INTRODUCTION TO TOURISM MANAGEMENT AND DEVELOPMENT

Code	S34H7Q	NQF level	5
Mode of offering	Contact	Credits	28
Site of delivery	APB	Certification	Competency based
Duration	• Contact time: 140 hours of lecturing in 14 weeks. • Months to complete: February to June. • Minimum period to obtain: 1 Semester. • Maximum period to obtain: 1 Year.		
Relationship with other UJ modules/ qualifications	After successful completion of the N Introduction to Tourism SLP Management and Development (S34H7Q) (28 credits), students who meet the minimum requirements are considered to apply for the SLP Introduction to Tourism (S34H5Q) (68 credits) and the SLP Introduction to Tourism Management Functions (S34H6Q) (56 credits) and meeting the applicable minimum entry requirements for diploma students are considered for articulation into the second year of the Diploma (Tourism Management) (D34TMQ).		
Articulation with subsidised UJ programmes	Students will get credits for the following modules in the Diploma Tourism Management (S34TMQ), Travel and Tourism Management 1A (S34H6Q1) (12 credits), and Tourism Development 1A (TOD00A1) (16 credits).		
Admission requirements	• National Senior Certificate (NSC) with the relevant diploma endorsement (NQF level 4) or Grade 12 Senior Certificate (SC) (matric); and • The prospective student must be able to express themselves clearly and correctly both verbally and in written English.		

Purpose of the programme

The purpose of this programme is to provide the student with a basis for further learning in the field of tourism management and in marketing for tourism.

Programme content

SEMESTER MODULES	
MODULE NAME	MODULE CODE
Travel and Tourism Management 1A	S34H6Q1
Tourism Development 1A	S34H7Q1

Learning activities

ACTIVITY	HOURS	CREDITS
Contact time	140	-
Work-based learning	-	-
Independent learning (e.g. reading time, interacting with learning material, completing online activities, asynchronous learning activities)	100	-
Preparation for and completion of assessments	40	-
Student support (e.g. tutorial, online support, additional learning material)	-	-
Other	-	-
TOTAL HOURS	280	-
TOTAL NUMBER OF CREDITS	-	28

Assessment

Formative assessments are in the form of tests and an exam for summative assessment.

Modules and outcomes

Module name	Travel and Tourism Management 1A	Module code	S34H6Q1
Purpose	The purpose of this module is for students to acquire basic management theory in a tourism context. They will understand the concepts of planning, organising, managing, and leading a tourist enterprise within a local and global environment.		
Outcomes	Students should be able to:		
	• explain broad supervisory and basic management concepts and ethics are explained and applied according to professional standards in the tourism industry; • identify and describe the key internal and external environmental variables in managerial planning; • explain the meaning of organisation structure; • describe the nature and content of managerial work; • describe the planning process; • list and describe the roles of a tourist manager at different levels of management; • discuss the functions and tasks of a manager in a tourist establishment; • discuss motivation and communication in terms of leadership; and • identify important leadership qualities of the tourism and food and beverage managers.		
Calculation criteria	CE		

Module name	Tourism Development 1A	Module code	S34H7Q1
Purpose	On successful completion of the module, students should possess intellectual knowledge and applied Competency in understanding the tourism industry sectors and role players to develop tourism products and assess the various impacts as consequences of production and consumption of tourism products within a destination as a system.		
Outcomes	Students should be able to:		
	• analyse the pre-conditions for the emergence of tourism as a mass phenomenon; • identify the tourism industry sectors and role players; • explain the demand and supply factors in tourism; • appreciate the role of tourist attractions; • analyse transportation, accommodation, and the role of intermediaries as part of the tourism system; • analyse the role of tourism destinations as part of the tourism system; and • access the role of tourism as a socio-economic tool in poverty alleviation and job creation, and how it supports the Sustainable Development Goals (SDGs).		
Calculation criteria	SH		

19.3.6 INTRODUCTION TO TOURISM MANAGEMENT FUNCTIONS

Code	S34H6Q	NQF level	5
Mode of offering	Contact	Credits	56
Site of delivery	APB	Certification	Competency based
Duration	• Contact time: 280 hours of lecturing in 28 weeks. • Months to complete: February to November. • Minimum period to obtain: 1 Year. • Maximum period to obtain: 2 Years.		
Relationship with other UJ modules/ qualifications	After successful completion of the SLP Introduction to Tourism (S34H5Q) (56 credits) as well as the SLP Introduction to Tourism Management Functions (S34H6Q) (68 credits) programmes within one year and meeting the applicable minimum entry requirements, students are considered for articulation into the second year of the Diploma (Tourism Management) (D34TMQ).		
Articulation with subsidised UJ programmes	• Students will get credits for the following modules in the Diploma (Tourism Development 1A) (S34H7Q1): • Travel and Tourism Management 1A (S34H6Q1) (12 credits), Travel and Tourism Management 1B (S34H6Q2) (12 credits), Marketing for Tourism 1A (S34H6Q3) (12 credits), Marketing for Tourism 1B (S34H6Q4) (12 credits), Applied Business Literacy 1B (S34H6Q5) (8 credits).		
Admission requirements	• National Senior Certificate (NSC) with the relevant diploma endorsement (NQF level 4) or Grade 12 Senior Certificate (SC) (matric), and • The prospective student must be able to express themselves clearly and correctly both verbally spoken and in written English.		

Purpose of the programme

The purpose of this SLP is to provide students with a basis for subsequent learning in the field of tourism management and marketing. It will also guide them with knowledge and skills in the tourism management field of planning, organising, leading, and controlling with an entrepreneurial orientation, including familiarising participants with basic tourism marketing concepts.

Programme content

SEMESTER MODULES			
FIRST SEMESTER		SECOND SEMESTER	
MODULE NAME	MODULE CODE	MODULE NAME	MODULE CODE
Travel and Tourism Management 1A	S34H6Q1	Travel and Tourism Management 1B	S34H6Q2
Marketing for Tourism 1A	S34H6Q3	Marketing for Tourism 1B	S34H6Q4
		Applied Business Literacy 1B	S34H6Q5

Learning activities

ACTIVITY	HOURS	CREDITS
Contact time	280	-
Work-based learning	-	-
Independent learning (e.g. reading time, interacting with learning material, completing online activities, asynchronous learning activities)	170	-
Preparation for and completion of assessments	110	-
Student support (e.g. tutorial, online support, additional learning material)	-	-
Other	-	-
TOTAL HOURS	560	-
TOTAL NUMBER OF CREDITS	-	56

Assessment

- Formative assessments are in the form of tests and an exam for summative assessment.
- All modules must be passed in the same academic year.

Modules and outcomes

Module name	Travel and Tourism Management 1A	Module code	S34H6Q1
Purpose	The purpose of this module is for students to acquire basic management theory in a tourism context. They will understand the concepts of planning, organising, managing, and leading a tourist enterprise within a local and global environment.		
Outcomes	Students should be able to: - describe broad supervisory and basic management concepts and ethics that are explained and applied according to professional standards in the tourism industry; - identify and describe the key internal and external environmental variables in managerial planning; - explain the meaning of organisation structure; - describe the nature and content of managerial work; - describe the planning process; - list and describe the roles of a tourist manager at different levels of management; - discuss the functions and tasks of a manager in a tourist establishment; - discuss motivation and communication in terms of leadership; and - identify important leadership qualities of the tourism and food and beverage managers.		
Calculation criteria	CE		

Module name	Marketing for Tourism 1A	Module code	S34H6Q3
Purpose	The purpose of this module is to introduce the student to the basic principles of marketing, mainly in a consumer product context. On a practical level, the student will have attained the necessary experience to identify environmental trends, understand basic consumer behaviour, and market segmentation.		
Outcomes	Students should be able to: - elaborate on the fundamentals of tourism marketing concepts and philosophy; - explain the interface between marketing management and the environment; - demonstrate the role of marketing in the tourism industry;		

	• identify customer needs and wants and determine which target markets the organisation can serve best; • understand the decision-making process that consumers go through as they make a purchase; • demonstrate a clear understanding of the role of segmentation, targeting, and positioning processes in marketing; and • recognise the importance of information to an organisation.
Calculation criteria	CE

Module name	Travel and Tourism Management 1B	Module code	S34H6Q2
Purpose	The purpose of this module is to equip students with the industry-specific knowledge in planning and organising activities in the tourism-related industry.		
Outcomes	Students should be able to:		
	• describe the importance of the holistic tourism environment; • explain the importance of tourism entrepreneurship; and • apply the fundamental principles of financial management, purchasing and supply function, and strategic management.		
Calculation criteria	CE		

Module name	Marketing for Tourism 1B	Module code	S34H6Q4
Purpose	The purpose of this module is to introduce the student to the basic principles of the consumer product context. On a practical level, the student will be familiar with the product, pricing, distribution, and promotion elements of the marketing mix.		
Outcomes	Students should be able to:		
	• define and classify products; • describe the nature and benefits of branding; • describe the functional and psychological roles of packaging; • describe the role of the product in the tourism marketing mix; • describe the concept of pricing in tourism marketing; • explain the role and types of distribution channels; • elaborate on the importance and role of a planned, integrated communication strategy in a tourism marketing context; • discuss the role of advertising in tourism; • comprehend the importance of personal selling in the tourism industry, and • recognise the role of technology in tourism marketing.		
Calculation criteria	CE		

Module name	Applied Business Literacy 1B	Module code	S34H6Q5
Purpose	The purpose of this module is to use various modes of accessing and communicating information, including information technology, effectively to promote the tourism and hospitality industry in a changing business environment.		
Outcomes	Students should be able to:		
	• describe the structures of workplace communication as created within diverse types of organisations; • engage in academic research and writing skills; • manage specific contexts for communication, including giving presentations and producing work-related documents; • identify the major digital media formats available for business messages, and apply the guidelines for effective messaging in the workplace;		

	• demonstrate critical and innovative thinking/ entrepreneurial skills by understanding corporate culture and organisational communication channels; • practice some strategies for improving intercultural communication; • utilise skills necessary for effective and ethical group communication; • tool themselves for the evolving workplace by identifying and using social media communication channels and/or fourth industrial revolution (4IR) technologies and skills; and • reflect on the importance of sensitivity in multicultural contexts and gain knowledge of meeting procedures, types of meetings, and documents associated with meetings.
Calculation criteria	CE

19.3.7 REVENUE MANAGEMENT IN HOSPITALITY

Code	S3H03O	NQF level	7
Mode of offering	Distance	Credits	20
Site of delivery	N/A	Certification	Competency based
Duration	• Online learning time to complete the SLP: 200 Hours • This programme can be presented in both semesters.		
Relationship with other UJ modules/ qualifications	N/A		
Articulation with subsidised UJ programmes	• This SLP articulates into the Advanced Diploma in Hospitality Management (A34HMQ). • Students will be given credit for the module Revenue Management in Hospitality (RMH7XA1) (20 credits) if they pass this SLP.		
Admission requirements	• A NQF level 6 hospitality or management-related qualification and three years of hospitality management experience, preferably in junior management; or • Five years' experience in a hospitality operation, as well as three years' experience in a middle management position – RPL process will be applicable • If a student wishes to articulate into the Advanced Diploma in Hospitality Management (A34HMQ), the entry requirements for that programme are applicable.		

Purpose of the programme

The purpose of the Revenue Management in Hospitality SLP is to provide the middle management qualifying students with the necessary skills to be able to implement revenue management principles as a sustainable business practice.

Programme content

SEMESTER MODULES			
FIRST SEMESTER		SECOND SEMESTER	
MODULE NAME	MODULE CODE	MODULE NAME	MODULE CODE
Revenue Management in Hospitality A	S3H03OA	Revenue Management in Hospitality B	S3H03OB

Learning activities

ACTIVITY	HOURS	CREDITS
Contact time – Online distance learning	40	-
Work-based learning	-	-
Independent learning (e.g. reading time, interacting with learning material, completing online activities, asynchronous learning activities)	70	-
Preparation for and completion of assessments	55	-
Student support (e.g. tutorial, online support, additional learning material)	-	-
Other	35	-
TOTAL HOURS	200	-
TOTAL NUMBER OF CREDITS	-	20

Assessment

This SLP will assess the students' progress during the delivery of the short learning programme. Formative assessment methods that will be used will be distance tests, assignments, individual reflections, and group discussions.

Modules and outcomes

Module name	Revenue Management in Hospitality A/B	Module code	S3H03OA / S3H03OB
Topics that will be covered	- Accepted concepts and practices in revenue management. - Utilising and maximising the efficiency of property management systems (PMS) to maximise revenue management. - Application of the tools of revenue management to facilitate revenue optimisation.		
Outcomes	Students should be able to: - engage with the main concepts and practices behind revenue management and critically evaluate how it can be used to improve performance in the hospitality industry; - evaluate the importance of revenue management as a strategic management technique and its potential benefits to the hospitality industry; - utilise an industry property management system to manage rate availability and groups strategically, financial management, and risk management of events; and - calculate, interpret, and apply key financial ratios and performance indicators.		
Calculation criteria	CE		

19.4 Non-credit-bearing Short Learning Programmes

19.4.1 BASIC BARISTA SKILLS

Code	S34H9Q	NQF level	5
Mode of offering	Contact	Credits	0
Site of delivery	APB	Certification	Competency based
Duration	- This SLP will be completed in a semester over 5 days. - This will be presented in both semesters.		
Relationship with other UJ modules/ qualifications	N/A		
Articulation with subsidised UJ programmes	N/A		
Admission requirements	A potential student should have an SC, NSC, NC(V), or NASCA with English at Level 4 or equivalent.		

Purpose of the programme

The purpose of the Basic Barista Skills SLP is to introduce core barista skills to untrained Baristas with no or limited previous barista experience. Successful students should be able to calibrate coffee grinders and prepare and serve espresso-based coffee drinks to recognised standards. The SLP allows students to develop as entrepreneurs who can establish their own food and beverage businesses and assist students to utilise their knowledge and skills to earn a living otherwise.

Programme content

SEMESTER MODULES			
FIRST SEMESTER		SECOND SEMESTER	
MODULE NAME	MODULE CODE	MODULE NAME	MODULE CODE
Basic Barista Skills	S34H9Q1	Basic Barista Skills	S34H9Q2

Learning activities

ACTIVITY	HOURS	CREDITS
Contact time	40	-
Work-based learning	-	-
Independent learning (e.g. reading time, interacting with learning material, completing online activities, asynchronous learning activities)	5	-
Preparation for and completion of assessments	-	-
Student support (e.g. tutorial, online support, additional learning material)	-	-
Other	-	-
TOTAL HOURS	45	-
TOTAL NUMBER OF CREDITS	-	0

Assessment

Continuous Assessment (CA) methods will be used, with online tests, practical demonstrations, and daily class activities.

Modules and outcomes

Module name	Basic Barista Skills A/B	Module code	S34H9Q1 / S34H9Q2
Topics that will be covered	• Identification of coffee beans. • Workspace management and espresso machine operations. • Grinding, dosing, and tamping techniques in espresso preparation. • Extraction and brewing of coffee. • Milk frothing techniques. • Barista menu.		
Outcomes	Students should be able to: • recognise the differences between key flavours, varieties of coffee beans, storage and utilisation principles; • apply grinding, tamping, and dosing techniques to provide a good, consistent end product; • identify and name the main parts of an espresso machine in order to demonstrate a good technique for preparing an espresso; • demonstrate an understanding of the importance of the freshness of milk, using milk hygienically to produce a correct milk texture (micro-foam), at the correct temperature; and • demonstrate the ability to apply appropriate techniques to preparing and serving an espresso while maintaining safe and hygienically clean coffee machines.		
Calculation criteria	SH		

19.4.2 HEALTHY COOKING OPERATIONS

Code	S34H9Q	NQF level	5
Mode of offering	Distance	Credits	0
Site of delivery	N/A	Certification	Competency based
Duration	• Time to complete the SLP: 40 hours. • This SLP will be presented in both semesters.		
Relationship with other UJ modules/ qualifications	N/A		
Articulation with subsidised UJ programmes	N/A		
Admission requirements	• A NQF level 4 qualification being an SC, NSC, NC(V) or NASCA, with English at NQF Level 4 or equivalent, and • a minimum of one year of working experience in the Hospitality Industry (Food Preparation).		

Purpose of the programme

The purpose of this SLP is to develop the students' ability to be upskilled in healthy cooking options such as vegetarianism, sustainable cooking, and hygiene, as well as safety aspects in the kitchen, in order to become employable in the Hospitality Sector.

Programme content

SEMESTER MODULE	
MODULE NAME	MODULE CODE
Healthy Cooking Operations	S3H02OA

Learning activities

ACTIVITY	HOURS	CREDITS
Contact time – Online distance learning	25	-
Work-based learning	-	-
Independent learning (e.g. reading time, interacting with learning material, completing online activities, asynchronous learning activities)	5	-
Preparation for and completion of assessments	10	-
Student support (e.g. tutorial, online support, additional learning material)	-	-
Other	-	-
TOTAL HOURS	40	-
TOTAL NUMBER OF CREDITS	-	0

Assessment

- This SLP will use continuous assessments to test students' progress during the delivery of the short learning programme.
- Continuous assessment methods that will be used will be distance tests, recorded presentations, assignments, individual reflections, and group discussions by students.
- Deliver a chosen recipe, reflect on information on it, and deliver evidence by means of a photo.

Modules and outcomes

Module name	Healthy Cooking Operations	Module code	S3H02OA
Topics that will be covered	• Menu planning and merchandising. • Nutrition made easy. • Special dietary needs (Allergies, vegetarianism, and cooking for different cultures and religions). • Hygiene and safety (Food, personal, and kitchen). • Why food waste in South Africa is a problem (Recycle, reuse, and reduce). • Pantry solutions and basic food costing.		
Outcomes	Students should be able to: • understand the basic needs of menu planning for Catering and Deli Operations and incorporate healthy cooking options; • demonstrate different healthy cooking methods for Catering and Deli operations; • demonstrate the importance of hygiene and safety in the kitchen; • understand the concepts of food waste in the kitchen; and • apply the concepts of food costing for basic pricing.		
Calculation criteria	CE		

9.4.3 PRESERVING FOOD IN THE HOSPITALITY INDUSTRY

Code	S3H01O	NQF level	5
Mode of offering	Distance	Credits	0
Site of delivery	N/A	Certification	Competency based
Duration	- Contact time to complete the SLP is 32 hours. - This SLP will be presented in both semesters.		
Relationship with other UJ modules/ qualifications	N/A		
Articulation with subsidised UJ programmes	N/A		
Admission requirements	The entry requirement for this SLP is that a potential student should have: - A qualification on NQF level 4 being a SC, NSC, NC(V) or NASCA, - With English at NQF Level 4 or equivalent, and - A minimum of one year of working experience in the Hospitality Industry (Preserving Food).		

Purpose of the programme

The purpose of this SLP is to provide new information and skills to students to be able to master the art of preservation and to introduce a wide range of products, which will be exhibited through practical exercises, so that new skills can be acquired.

Programme content

DISTANCE MODULE	
MODULE NAME	MODULE CODE
Preserving Food in the Hospitality Industry	S3H010A

Learning activities

ACTIVITY	HOURS	CREDITS
Contact time – Online distance learning	23	-
Work-based learning	-	-
Independent learning (e.g. reading time, interacting with learning material, completing online activities, asynchronous learning activities)	5	-
Preparation for and completion of assessments	4	-
Student support (e.g. tutorial, online support, additional learning material)	-	-
Other	-	-
TOTAL HOURS	32	-
TOTAL NUMBER OF CREDITS	-	0

Assessment

- Formative assessments to test students progress during the delivery of the short learning programme.
- Formative assessment methods that will be used will be distance tests, recorded presentations by students, assignments, individual reflections, and group discussions.

Modules and outcomes

Module name	Preserving Food in the Hospitality Industry	Module code	S3H010A
The following topics will be covered	• Food Preservation products/aids: Enzymes, Yeasts, Moulds, Bacteria, and Oxidation. • Preservation methods: in the microwave oven, water preservation (mostly for beginners), and pressure preservation (mostly for more advanced students/chefs/entrepreneurs). • Hygiene and safety in the kitchen. • Techniques of preservation include bottling (Products produced in bottles, preparation of bottles) and canning. • Basic pricing of products.		
Outcomes	Students should be able to:		
	• identify and recognise new concepts to be implemented into food preservation; • demonstrate an understanding of the techniques, methods, and principles of food preservation; • apply and implement high standards of hygiene and safety in the workplace when preserving food; and • apply the concepts of food costing for basic pricing.		
Calculation criteria	CE		