

FACT SHEET

Qualification

- Higher Certificate in Commerce in Human Resource Management (Qualification code: HHCHRM1)
- H.Cert. (Commerce) (Human Resource Management)
- SAQA ID 21081, NQF (OQSF) Level 5, minimum Credits 160
- This unique qualification provides graduates with admission and advanced placement to an accredited Boston Higher Education Programme.

Minimum Entry Requirements

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

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

Alternative Entry Pathways

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

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

Important Notes for Foreign Applicants

See sections on *Minimum Entry Requirements for Foreign Applicants* and *Alternative Entry Pathways for Foreign Applicants* on page 7 of the Fact Sheet.

Irrespective of meeting the *Minimum Entry Requirements for Foreign Applicants*, foreign students who do not hold a South African school leaving certificate or South African equivalent qualification must present a Grade 12 equivalence verification certificate from the South African Qualifications Authority (SAQA) who can be contacted on +27-(0)12-431-5070 or customer@saqa.org.za or visit <http://www.saqa.org.za/index.php>. Also, foreign applicants may be required to provide proof of proficiency in English (TOEFL score of 550, or IELTS overall band score of 6.0.) prior to admission to the qualification.

Applying to Transfer-in Credits

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

RPL Applicants

Boston admits a small number of students and/or grants transfer-in credits through Recognition of Prior Learning (RPL). Applicants interested in applying through RPL will be considered individually by the Academic Committee based at the Head Office in Orange Grove, see relevant section in the 'Application for Admission Form' online.

What is the Duration of Study?

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

What is the Purpose of the Qualification?

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

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

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

What are the Programme Outcomes?

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

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

What do I require to Pass a Module?

Students will need an overall mark of fifty percent (50%) to pass a module with a sub-minimum of thirty percent (30%) in Summative Assessment 1 (SA1). Students who do not achieve a pass mark in a summative assessment (SA1 and/or SA2) may be provided one (1) further opportunity to retake (supplement) the summative assessment at an additional re-assessment fee. To qualify for a supplementary summative assessment (SA1), a sub-minimum of thirty percent (30%) is required in the first attempt.

How is the Overall Mark Calculated?

The overall mark will be calculated from the student's performance on formative assessments (FA's) and summative assessments (SA's). Formative assessments (FA1 and FA2), also known as assignments or tests, will count forty percent (40%) - twenty percent (20%) each - towards the overall mark. Summative assessments in the form of a final exam or capstone project (SA1), will count fifty percent (50%), and a research or reflective essay (SA2) will count ten percent (10%) towards the overall mark.

What is the Curriculum and Fee?

The SABPP Higher Certificate in Higher Certificate in Commerce in Human Resource Management programme offered by Boston consists of twelve (12) compulsory modules, see Table below.

Please note that *Module Fees* listed in the Table are inclusive of an 'early-bird' discount for the 2017 academic year and is only valid for accepted applicants who register before 16 December 2016.

Modules Fees escalate each calendar year, 2017 *Module Fees* to be announced for students who register in 2017.

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

Curriculum

	Modules	Codes	NQF Level	Credits	Compulsory	Year	Semester	Pre-requisite	Module Fees
	Annual Registration Fee								R 650,00
Semester 1	Annual Library Fee 1	HALIBF1				1	1 & 2		R 250,00
	Computer Literacy 1	HCLP1161	5	8	Yes	1	1	-	R 1 449,00
	Computer Literacy 2	HCLP2161	5	8	Yes	1	1	-	R 1 449,00
	Human Resource Management 1	HHRM1161	5	16	Yes	1	1	-	R 3 100,00
	Entrepreneurship 1	HENT11615	5	16	Yes	1	1	-	R 3 107,00
	Economics 1	HECO11615	5	16	Yes	1	1	-	R 3 107,00
	Financial Management 1A	HFMN1A161	6	15	Yes	1	1	-	R 3 377,00
	Total Credits: Semester 1				79				
Semester 2	Business Management 1	HBMN11615	5	16	Yes	1	2	-	R 3 107,00
	Industrial Psychology 1	HIND11615	5	16	Yes	1	2	-	R 2 927,00
	Company Law 1	HCML11615	5	8	Yes	1	2	-	R 2 867,00
	Business Communication 1	HBCM1161	5	10	Yes	1	2	-	R 2 927,00
	Financial Management 1B	HFMN1B161	6	15	Yes	1	2	HFMN1A	R 3 320,00
	Work Integrated Learning HCERT HRM	HWCHRM1171	5	16	Yes	1	2	HHRM1 & HENT1 & HECO1	Nil
	Total Credits: Semester 2				81				
Total Credits: Year 1				160					

How many modules can I take each semester?

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

What is the language of teaching and learning?

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

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What is the mode of delivery?

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

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

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

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

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

What is a Support Centre?

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

Where do I complete my Assessments?

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

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

Who will provide me with Academic and Tuition Support?

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

Can I further my studies when I graduate?

The qualification is registered at NQF (OQSF) Level 5 and will provide for articulation options into NQF (OQSF) Levels 6 or 7 qualifications. In order to gain entry into these programmes students will have to meet the admission and selection criteria of the receiving institution. However, graduates may proceed with advanced placement to Diploma or Degree programmes in a variety of disciplines with Boston City Campus & Business College.

Certification

Upon successful completion of the qualification, students will receive a Higher Certificate in Commerce in Human Resource Management (SAQA ID 21081), NQF (OQSF) Level 5 (minimum Credits 160) from the South African Board of People Practiced (SABPP).

Important dates!

The *Academic Calendar 2017* outlines the most important dates for the Boston higher education offerings and will assist students to plan for success. For more information see Tables appended.

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

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

- ***The closing date for applications for Semester 1 is at 17h00 on Wednesday 8th February 2017.***
- ***The closing date for applications for Semester 2 is at 17h00 on Wednesday 26th July 2017.***

How do I Apply?

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

Option 1

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

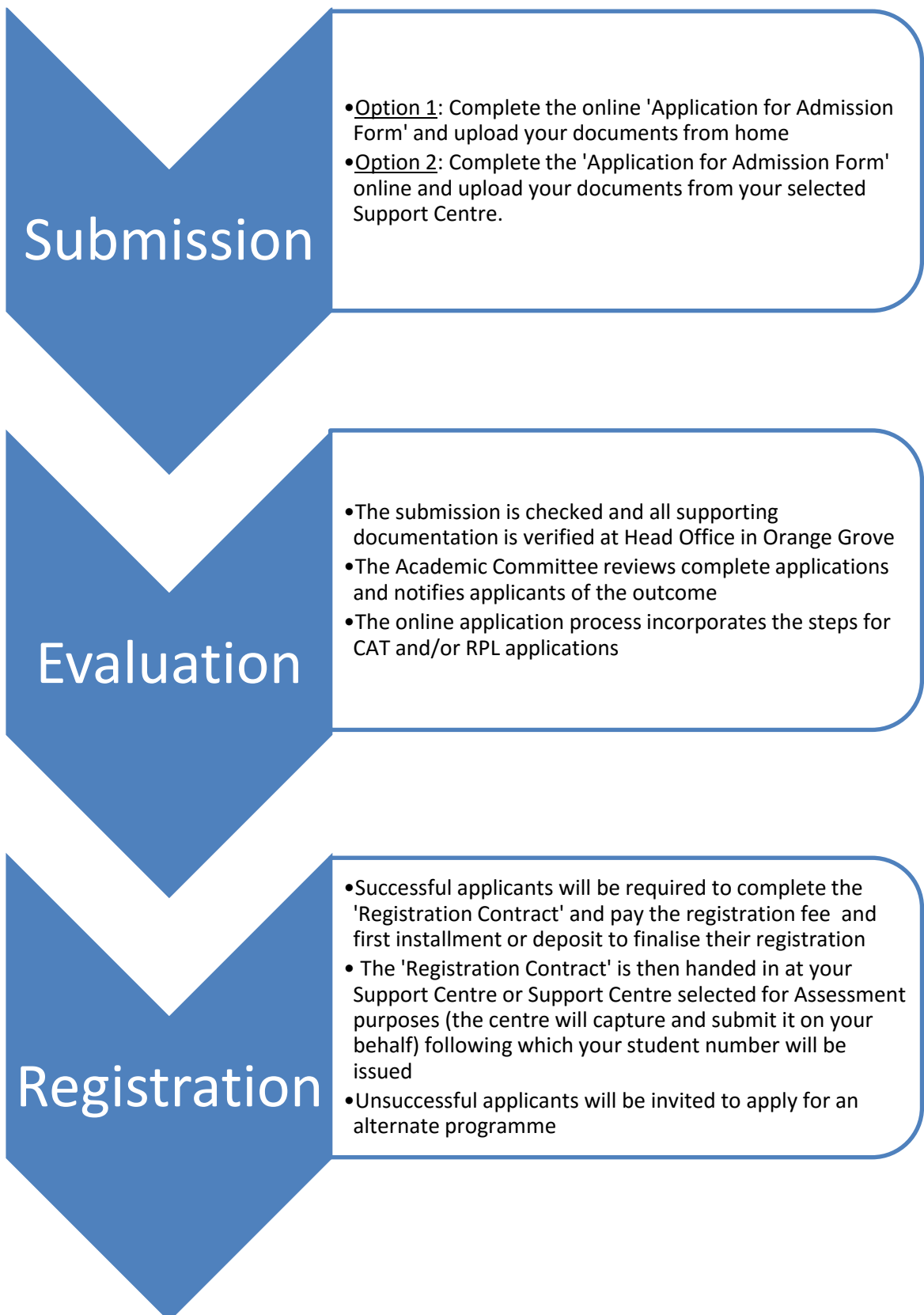
Option 2

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

What do I do if I am accepted?

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

- ***The closing date for registrations for Semester 1 is at 17h00 on Friday 10th February 2017.***
- ***The closing date for registrations for Semester 2 is at 13h00 on Saturday 29th July 2017.***



Minimum Entry Requirements for Foreign Applicants

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

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

OR

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

OR

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

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

Alternative Entry Pathways for Foreign Applicants

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

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

Boston Support Centres 2017

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

Academic Calendar 2017				
SEMESTER: JANUARY - JUNE				
Week	Month	Date	Time	Activity
	February	8	17:00	Applications Close
	February	10	17:00	Registrations Close
1	February	13		Studies Commence - Week 1
6	March	24	17:00	FA 1 - Assignment 1 Due Submit online via My.Boston no later than 24 March 17:00
7	March	27		Resume studies - Week 7
10	April	19	17:00	FA 1 - Results Release
10	April	22	13:00	FA 1 - Results Appeal Close
11	April	29	13:00	FA 1 - Results Appeal Release
12	May	5	17:00	FA 2 – Assignment 2 Due Submit online via My.Boston no later than 05 May 17:00
13	May	8		Resume studies - Week 13
13	May	12	17:00	FA 2- Results Release
14	May	17	17:00	FA 2 - Results Appeal Close
14	May	19	17:00	FA 2 - Results Appeal Release
15	May	22-28		Revision SA 1 (exams) - Week 15
16 to 18				SA 1 & 2 Time Table SA 2 to be submitted online via My.Boston no later than 17:00 on day that SA1 is written
16	May	29	09:00-11:00	HBMN2161, HBMN21615,HBMN3161, HBLE3161
			12:00-14:00	HBMN1161, HBMN11615
			15:00-17:00	HCOU1161,
	May	30	09:00-11:00	HHRM1161, HHRM2161, HHRM3161
			12:00-14:00	HAPS1161, HAPS11615, HFMD1161
			15:00-17:00	HMKT1161, HMKT11615, HMKT2161, HMKT3161
	June	2	09:00-11:00	HFMN1A161/B161, HFAC1A161/B161
			12:00-14:00	HFMN2161 , HFAC2A161/B161, HFMN3161, HFAC3A161/B161, HBAC1161
17	June	5	09:00-11:00	HBMT1161, HTAX1161, HTAX2161
			12:00-14:00	HEVM1161, HEVM11615, HEVM2A161/B161, HEVM3A161/B161, HCNM1161
			15:00-17:00	HBRD1161, HBRD11615, HBRD2161, HBRD3161
	June	6	09:00-11:00	HTSS1161, HPRX1161, Work Integrated Learning Modules: all qualifications
			12:00-14:00	HENG1161, HBCM1161, HHIVC1161
			15:00-17:00	HPRM1161, HPRM11615, HPRM2161
	June	7	09:00-11:00	HNTSA/B/C/D2161, , HNTS3161, HWMF3161, HAPRD1161
			12:00-14:00	HMLW11615, HMLW2161, HLLW2161, HLLW3161
			15:00-17:00	HCML1161, HCML11615, HCML2161, HMKR3161 ,
	June	8	09:00-11:00	HINT1161, HINT11615, HINT2161, HSPS1161
			12:00-14:00	HSYD11161, HINT3A161/B161

Academic Calendar 2017				
SEMESTER: JANUARY - JUNE				
Week	Month	Date	Time	Activity
			15:00-17:00	HPR1161, HPR2A161/B161, HSYD2161, HSYD3161, HTCP3161
	June	9	09:00-11:00	HMAC1A161/B161, HMAC2A161/B161, HMAC3A161/B161
			12:00-14:00	HHWPT1161
18	June	12	09:00-11:00	HISM2161, HISM3161, HSAD3161, HDBP2161
			12:00-14:00	HISM1161
			15:00-17:00	HECO1161, HECO11615, HSEC1161, HSEC11615 HSEC2161
	June	13	09:00-11:00	HENT2161, HENT3161, HAUD1161
			12:00-14:00	HENT1161, HENT11615
			15:00-17:00	HIND1161, HIND11615, HIND2161, HIND21615 HIND3161, HSPM3161,
	June	14	09:00-11:00	HHRD1161, HHRD2161, HHRD3161, HSHE1161
			12:00-14:00	HADV11615, HADV2161, HADV3A161/B161, HBFB1161
			15:00-17:00	HSFT3161, HIPM3161,
20	June	28	17:00	SA 1 & 2 Results Release
20	July	1	13:00	SA 1 & 2 Results Appeal Close
22	July	10	17:00	SA 1 & 2 Results Appeal Release
23	July	17-21		Supplementary SA 1 & 2 Time Table SA 2 to be submitted online via My.Boston no later than 17:00 on day that SA1 is written
23	July	17	09:00-11:00	HBMN2161, HBMN21615, HBMN3161, HBLE3161, HCOU1161, HBMN1161, HBMN11615
			12:00-14:00	HHRM1161, HHRM2161, HHRM3161, HAPS1161, HAPS11615, HFMD1161, HMKT1161, HMKT11615, HMKT2161, HMKT3161
			15:00-17:00	HENT2161, HENT3161, HAUD1161, HIND1161, HIND11615, HIND2161, HIND21615 HIND3161, HSPM3161, HENT1161, HENT11615
	July	18	09:00-11:00	HHRD1161, HHRD2161, HHRD3161, HSHE1161, HADV11615, HADV2161, HBFB1161, HADV3A161/B161, HSFT3161, HIPM3161
			12:00-14:00	HFMN1A161/B161, HFAC1A161/B161,
			15:00-17:00	HFMN2161, HFAC2A161/B161, HFMN3161, HFAC3A161/B161, HBAC1161, HBMTH1161, HTAX1161, HTAX2161
	July	19	09:00-11:00	HEVM1161, HEVM11615, HEVM2A161/B161, HEVM3A161/B161, HCNM1161, HBRD1161, HBRD11615, HBRD2161, HBRD3161
			12:00-14:00	HTSS1161, HENG1161, HBCM1161, HHACM1161, HHIVC1161, HPRM1161, HPRM11615, HPRM2161, HPRX1161, Work Integrated Learning Modules: all qualifications
			15:00-17:00	HNTSA/B/C/D2161, HNTS3161, HWMF3161, HAPRD1161, HMLW11615, HMLW2161,

Academic Calendar 2017				
SEMESTER: JANUARY - JUNE				
Week	Month	Date	Time	Activity
				HLLW2161, HLLW3161, HCML1161, HCML11615, HCML2161, HMKR3161
	July	20	09:00-11:00	HINT1161, HINT11615, HINT2161, HSPS1161, HSYD11161, HINT3A161/B161, HPR1161, HPR2A161/B161, HSYD2161, HSYD3161, HTCP3161
			12:00-14:00	HMAC1A161/B161, HMAC2A161/B161, HMAC3A161/B161, HHWPT1161
			15:00-17:00	HISM2161, HISM3161, HSAD3161, HDBP2161, HISM1161
	July	21	09:00-11:00	HECO1161, HECO11615, HSEC1161, HSEC11615 HSEC2161
24	July	28	17:00	Supplementary SA 1 & 2 Results Release
25	August	2	17:00	Supplementary SA 1 & 2 Results Appeal Close
25	August	5	13:00	Supplementary SA 1 & 2 Results Appeal Release

Academic Calendar 2017				
SEMESTER: JULY - DECEMBER				
Week	Month	Date	Time	Activity
	July	26	17:00	Applications Close
	July	29	13:00	Registrations Close
1	July	31		Studies Commence - Week 1
6	September	8		FA 1 - Assignment 1 Due Submit online via My.Boston no later than 08 September 17:00
7	September	11		Resume studies - Week 7
10	October	2	17:00	FA 1 - Results Release
10	October	7	13:00	FA 1 - Results Appeal Close
11	October	13	13:00	FA 1 - Results Appeal Release
12	October	20		FA 2 – Assignment 2 Due Submit online via My.Boston no later than 20 October 17:00
13	October	23		Resume studies - Week 13
13	October	25	17:00	FA 2- Results Release
13	October	28	13:00	FA 2 - Results Appeal Close
14	November	1	17:00	FA 2 - Results Appeal Release
15	November	6-12		Revision SA 1 (exams) - Week 15
16 to 18	November	13-27		SA 1 & 2 Time Table SA 2 to be submitted online via My.Boston no later than 17:00 on day that SA1 is written
16	November	13	09:00-11:00	HBMN2161, HBMN21615,HBMN3161, HBLE3161
			12:00-14:00	HBMN1161, HBMN11615
			15:00-17:00	HCOU1161,
	November	14	09:00-11:00	HHRM1161, HHRM2161, HHRM3161
			12:00-14:00	HAPS1161, HAPS11615, HFMD1161
			15:00-17:00	HMKT1161, HMKT11615, HMKT2161, HMKT3161
	November	15	09:00-11:00	HENT2161, HENT3161, HAUD1161
			12:00-14:00	HENT1161, HENT11615
			15:00-17:00	HIND1161, HIND11615, HIND2161, HIND21615 HIND3161, HSPM3161,
	November	16	09:00-11:00	HHRD1161, HHRD2161, HHRD3161, HSHE1161
			12:00-14:00	HADV11615, HADV2161, HADV3A161/B161, HBFB1161
			15:00-17:00	HSFT3161, HIPM3161,
	November	17	09:00-11:00	HFMN1A161/B161, HFAC1A161/B161
			12:00-14:00	HFMN2161 , HFAC2A161/B161, HFMN3161, HFAC3A161/B161, HBAC1161
17	November	20	09:00-11:00	HBMTH1161, HTAX1161, HTAX2161
			12:00-14:00	HEVM1161, HEVM11615, HEVM2A161/B161, HEVM3A161/B161, HCNM1161
			15:00-17:00	HBRD1161, HBRD11615, HBRD2161, HBRD3161
	November	21	09:00-11:00	HTSS1161, HPRX1161, Work Integrated Learning Modules: all qualifications
			12:00-14:00	HENG1161, HBCM1161, HHIVC1161
			15:00-17:00	HPRM1161, HPRM11615, HPRM2161

Academic Calendar 2017				
SEMESTER: JULY - DECEMBER				
Week	Month	Date	Time	Activity
	November	22	09:00-11:00	HNTSA/B/C/D2161, , HNTS3161, HWMF3161, HAPRD1161
			12:00-14:00	HMLW11615, HMLW2161, HLLW2161, HLLW3161
			15:00-17:00	HCML1161, HCML11615, HCML2161, HMKR3161 ,
	November	23	09:00-11:00	HINT1161, HINT11615, HINT2161, HSPS1161
			12:00-14:00	HSYD11161, HINT3A161/B161
			15:00-17:00	HPR1161, HPR2A161/B161, HSYD2161, HSYD3161, HTCP3161
	November	24	09:00-11:00	HMAC1A161/B161, HMAC2A161/B161, HMAC3A161/B161
			12:00-14:00	HHWPT1161
18	November	27	09:00-11:00	HISM2161, HISM3161, HSAD3161, HDBP2161
			12:00-14:00	HISM1161
			15:00-17:00	HECO1161, HECO11615, HSEC1161, HSEC11615 HSEC2161
20	December	11	17:00	SA 1 & 2 Results Release
20	December	14	17:00	SA 1 & 2 Results Appeal Close
21	December	19	17:00	SA 1 & 2 Results Appeal Release
23	Jan 2018	8-12		Supplementary SA 1 & 2 Time Table SA 2 to be submitted online via My.Boston no later than 17:00 on day that SA1 is written
23	Jan 2018	8	09:00-11:00	HBMN2161, HBMN21615, HBMN3161, HBLE3161, HCOU1161, HBMN1161, HBMN11615
			12:00-14:00	HHRM1161, HHRM2161, HHRM3161, HAPS1161, HAPS11615, HFMD1161, HMKT1161, HMKT11615, HMKT2161, HMKT3161
			15:00-17:00	HENT2161, HENT3161, HAUD1161, HIND1161, HIND11615, HIND2161, HIND21615 HIND3161, HSPM3161, HENT1161, HENT11615
	Jan 2018	9	09:00-11:00	HHRD1161, HHRD2161, HHRD3161, HSHE1161, HADV11615, HADV2161, HBFB1161, HADV3A161/B161, HSFT3161, HIPM3161
			12:00-14:00	HFMN1A161/B161, HFAC1A161/B161,
			15:00-17:00	HFMN2161 , HFAC2A161/B161, HFMN3161, HFAC3A161/B161, HBAC1161, HBMTH1161, HTAX1161, HTAX2161
	Jan 2018	10	09:00-11:00	HEVM1161, HEVM11615, HEVM2A161/B161, HEVM3A161/B161, HCNM1161, HBRD1161, HBRD11615, HBRD2161, HBRD3161
			12:00-14:00	HTSS1161, HENG1161, HBCM1161, HHIVC1161, HPRM1161, HPRM11615, HPRM2161, HPRX1161, Work Integrated Learning Modules: all qualifications
			15:00-17:00	HNTSA/B/C/D2161, , HNTS3161, HWMF3161, HAPRD1161, HMLW11615, HMLW2161, HLLW2161, HLLW3161, HCML1161, HCML11615, HCML2161, HMKR3161

Academic Calendar 2017				
SEMESTER: JULY - DECEMBER				
Week	Month	Date	Time	Activity
	Jan 2018	11	09:00-11:00	HINT1161, HINT11615, HINT2161, HSPS1161, HSYD11161, HINT3A161/B161, HPR1161, HPR2A161/B161, HSYD2161, HSYD3161, HTCP3161
			12:00-14:00	HMAC1A161/B161, HMAC2A161/B161, HMAC3A161/B161, HHWPT1161
			15:00-17:00	HISM2161, HISM3161, HSAD3161, HDBP2161, HISM1161
	Jan 2018	12	09:00-11:00	HECO1161, HECO11615, HSEC1161, HSEC11615, HSEC2161
24	Jan 2018	22	17:00	Supplementary SA 1 & 2 Results Release
24	Jan 2018	26	17:00	Supplementary SA 1 & 2 Results Appeal Close
25	Jan 2018	31	17:00	Supplementary SA 1 & 2 Results Appeal Release

About the Institution

Boston City Campus & Business College (Pty) Ltd (Boston) is accredited for the Higher Certificate in Commerce in Human Resource Management by the South African Board of People Practices (SABPP), which is a Learning and Quality Assurance Body (LQA) of the Quality Council for Trades and Occupations (QCTO). Boston is registered with the Department of Higher Education and Training (DHET), as a private higher education institution, No. 2003/HE07/002, until 31 December 2018, in terms of Section 54(1)(c) of the Higher Education Act, 1997 (Act No 101 of 1997), and Regulation 14(4)(a) of the Regulations for the Registration of Private Higher Education Institutions, 2016.

International Recognition

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

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

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

Disclaimer

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

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