



**ROSEBANK
INTERNATIONAL**

FACULTY OF COMMERCE



IIE HIGHER CERTIFICATE IN BUSINESS PRINCIPLES AND PRACTICE (IIE DISTANCE/ONLINE) | SAQA NUMBER: 71637

QUALIFICATION DESCRIPTION

The IIE Higher Certificate in Business Principles and Practice provides students with a solid foundation in essential business skills, including communication, public relations, accounting, end-user computing, and project administration.

This qualification is designed to develop a broad understanding of key business functions, equipping students with the practical knowledge needed to navigate the modern business environment. The contact mode of study is delivered on a full-time basis, with lectures scheduled from Monday to Friday over two semesters. In addition to attending lectures, students are expected to engage in independent research and complete various assignments throughout the academic year.

WHO IS THIS QUALIFICATION AIMED AT?

This qualification is aimed at individuals who have the skills, drive, and initiative to succeed in the business world and are looking to develop a strong foundation in business principles. It is ideal for school leavers or those looking to enter the business environment with a practical and versatile qualification that opens doors to further study or entry-level roles in business.

CAREER OPPORTUNITIES

- Project Administrator/Coordinator
- Office Administrator/Coordinator
- Assisting a Project Manager
- Executive Assistant
- Secretary
- Administration Clerk
- Receptionist
- Entry level Accounts Clerk

DURATION

This is a one-year qualification offered by The Independent Institute of Education (The IIE).

MODE OF DELIVERY

Distance (Online): This IIE qualification is available online through IIE distance learning for individuals wanting to study and work. As an IIE distance student, you will receive all your support online from a dedicated team of RI online tutors. Speak to a student advisor for more information.

THE WEIGHT YOUR FUTURE QUALIFICATION CARRIES

The IIE Higher Certificate in Business Principles and Practice is accredited by the Council on Higher Education (CHE) and is registered by the South African Qualifications Authority (SAQA) on the National Qualifications Framework (NQF) on **Level 5 (SAQA ID No: 71637)**. On successful completion you will receive a **Higher Certificate in Business Principles and Practice** from The Independent Institute of Education (The IIE), a leading registered private provider of higher education in South Africa.

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ADMISSION REQUIREMENTS

Should you have any other school leaving qualification not mentioned above, please reach out to a Student Advisor.

Minimum Admission Requirements	English	Notes
NSC: HC pass with	30%	
NC(V): HC pass	40%	
SC: Endorsement -none	33.3%	
SC(a): HC pass with	A minimum of 30% in LOLT on NSC/ SC(a) OR with a minimum of 33.3% on SC.	
<u>International:</u> A SAQA Evaluation Certificate with NSC Level 4 equivalence with at least 30 % or equivalent for English.		
Senate Discretionary Admissions		
Mature Age Category 5: Mature Age Admission - 23 years and older	Candidates must have attempted the Senior Certificate or equivalent, attained the age of 23 before or during the first year of registration with three years' work experience and proven ability relating to the proposed programme as well as adequate communication skills.	
Mature Age Category 6: Mature Age Admission - 45 years and older	Candidates must have attained the age of 45 before or during the first year of registration.	
Recognition of Prior Learning (RPL)	<p>Where candidates do not satisfy the formal admission requirements for this qualification, The IIE may consider an admission application in terms of the Qualification Completion, Credit Accumulation and Transfer, Articulation and Recognition of Prior Learning Policy (IIE010).</p> <p>If applicant does not meet minimum admission requirements and there is no alternative (such as completion of NQP modules) but they have relevant experience, the following must be requested to consider admission via RPL:</p> <ol style="list-style-type: none"> 1. Certificates for all formal (Accredited Higher Education qualifications) and/or informal qualifications/modules (SLP's, Microcredentials etc). SAQA certificates must be provided for any international qualifications. 2. CV to determine whether the following are related to the qualification that the applicant is applying for: <ol style="list-style-type: none"> a. Formal (Accredited Higher Education qualifications) and/or informal qualifications/modules (SLP's, Microcredentials etc) b. Relevant work experience 	
General Education Development (GED) - A USA qualification developed by the American Council on Education (ACE)	Candidates with a GED qualification may be admitted if they have a SAQA Certificate of Evaluation with NQF L4 equivalence, as well as minimum score of 145 out of 200 for all 4 GED subjects.	
OQSF Qualifications	Candidates with an OQSF Level 4 120-credit cognate qualification may be admitted once assessed and approved by the relevant Head of Faculty.	
IIEB International Secondary Certificate	<p>Candidates must have achieved Higher Certificate pass and meet the additional admission criteria (where applicable).</p> <p>A SAQA Certificate of Evaluation with NQF L4 equivalence is required.</p>	



USAf Exemption Certificate

Candidates who have not yet obtained their SAQA Certificate of Evaluation for the school-leaving qualification but who have a USAf Exemption Certificate with at least 30% or equivalent for English, and meeting the additional admission requirements for a specific programme, may be considered for admission. These cases must be escalated to the OoR for approval.

MODULES

Year 1

Qualification Code	Module Code	NQF	Credits	Module Name	Semester
HBPO501	IQTT5111	5	15	Introduction to Quantitative Thinking and Techniques	Semester 1
HBPO501	DIAL5111	5	15	Digital and Academic Literacies	Semester 1
HBPO501	BMAD5121	5	15	Business Management & Administration A	Semester 1
HBPO501	INAC5111	5	15	Introduction to Accounting 1A	Semester 1
Qualification Code	Module Code	NQF	Credits	Module Name	Semester
HBPO501	PRMA5122	5	15	Project Management and Administration	Semester 2
HBPO501	ACSO5112	5	15	Accounting Software	Semester 2
HBPO501	BMAD5112	5	15	Business Management & Administration B	Semester 2
HBPO501	XBPP5129	5	15	Work Integrated Learning	Semester 2

FURTHER STUDY PATHWAYS

The Independent Institute of Education (The IIE) offers you the opportunity to start with a higher certificate and progress into a diploma or degree. There are several pathways offered by The IIE at Rosebank International, that enable access to higher-level qualifications. Speak to the student advisor for more information.

The successful completion of the IIE Higher Certificate in Business Principles and Practice (HBPO501) enables you to progress into the following qualification/s subject to meeting the admission requirements:

- IIE Bachelor of Commerce
- IIE Bachelor of Business Administration
- IIE Bachelor of Public Administration
- IIE Bachelor of Administration in Supply Chain and Logistics
- IIE Bachelor of Commerce in Entrepreneurship
- IIE Bachelor of Commerce in Economics
- IIE Bachelor of Commerce in Digital Marketing
- IIE Diploma in Business Accounting
- IIE Diploma in Human Resource Management Practice
- IIE Diploma of Commerce in Business Management
- IIE Diploma in Logistics and Supply Chain Management
- IIE Diploma in Digital Marketing

DEVICE AND CONNECTIVITY SPECIFICATIONS REQUIRED FOR ONLINE STUDY:

- Reliable internet connection (we recommend 5-10 GB of data per month and an internet speed of at least 0.15 Mbps)
- Desktop PC or laptop with at least an i3 processor and 4GB RAM memory
- Windows 11 or macOS 10.15 (Microsoft Office 365 is available as a free download for IIE students), and Google Chrome, Microsoft Edge Chromium or Firefox
- A working webcam and microphone
- An uninterrupted power supply is also highly recommended



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EXAMINATIONS

Exams are written at an exam centre and, in some instances, online. These details will be specified in your programme assessment schedule.

IMPORTANT INFORMATION

This fact sheet is accurate at the time of publication. The Independent Institute of Education (The IIE) reserves the right to alter any of the content prior to the commencement of registration due to changes in regulation, policy, market requirements or any other valid reason.

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