

ADVANCE
your career

Oxbridge
Academy



Course
Prospectus

Excel

with

The logo for Oxbridge Academy, featuring the text "Oxbridge Academy" in a serif font, with a blue checkmark-like flourish to the right of the word "Academy".

Oxbridge
Academy

Get the skills you need for...

**YOUR DREAM JOB,
THAT BIG PROMOTION
or even the ability to start
YOUR OWN BUSINESS**

We will assist you in selecting a programme from a study field of your choice and present your course to you through distance tuition. Our IT programmes can be done via the online Academy.

Oxbridge Academy - the intelligent choice in distance learning:

- Industry relevant programmes
- Accredited courses
- Affordable fees
- User-friendly study material
- Personal support from highly experienced, qualified tutors

We will support you every step of the way on your road to success.

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About Oxbridge Academy

Oxbridge Academy is a respected, private, further education and training institution that teaches through distance learning in South Africa, as well as abroad.

Focused on an "excellence driven" business model, the academy provides a high standard of education to students through modular study material, highly-qualified assessors and a solid, well-established infrastructure.

Oxbridge Academy was founded in 1997 and provides courses in a range of FET (Further Education and Training) subjects. The Academy takes pride in its skilled and motivated employees, experienced and loyal management team and enviable track record.

We have a strong student base of people enrolling for a second or third time, as well as first-time candidates. Most first-time students are introduced by current Oxbridgers.

Oxbridge Academy is a leading, private distance learning institution in South Africa, expanding its operational environment continually, spurred on by the private sector and government's commitment to skills development, across the broader tertiary education spectrum.

Oxbridge Academy operates mainly throughout the Southern African region, with the administrative offices in Cape Town, in South Africa's Western Cape.



excellence driven



A promise of excellence

Vision

To be recognised as a leader in the field of distance education, as well as supported learning by clients, regulatory bodies and employees.

Mission

To provide superior skills training and quality learning programmes through affordable courses designed to enable students to advance, succeed and achieve their true potential in their career and profession.

Ethos

We respect the dignity of the individual and do not discriminate on the basis of race, gender, age, disability, religious or political beliefs. We believe people are enriched socially and economically through education.

Philosophy

We do not aim to be the biggest, but strive to be the best. We do this through the quality of our courses, staff and service – and by the value we deliver to students.

Values and beliefs

Integrity in everything we do / Respect for all people / Continual quality assessment processes / Proactive behaviour / Service-driven excellence.

Your investment . . . Our commitment

Education is a valuable, lasting investment. Appropriate skills will increase your earning power, giving you a huge lifelong return and an improved quality of life for you and your family. Empower yourself – take that first step to begin the journey at Oxbridge Academy.



Letter from the Dean

Dear Prospective Student

Increasing unemployment is a global phenomenon that affects South Africa severely, as result of an inadequately educated populous. The standard of primary and secondary education has deteriorated significantly in our recent history, as a result of various factors of which poverty is but one aspect, contributing to an evil cycle of decline.

There seems to be a general underlying unwillingness in each generation, to break the cycle by taking responsibility for the next. While South Africa has access to an almost unlimited labour force, it is the general lack of specific, identified skills, that render the larger volume of potential workers unsuitable for proper employment. The economy is slowly but surely showing the immense strain of supporting countless unemployed individuals, who are unable to create opportunities for themselves. The only way known to man of countering this problem is education.

While many people enrol for further study each year, it is only small percentages that eventually successfully attain the qualification in the end. The main reason for this being the result of an inadequate educational foundation. Another reason is the fact that prospective students are unqualified to make educated choices based on proper, expert guidance by experienced facilitators.

Many prospective students aim too high initially, and even more follow popular avenues of study that does not necessarily correlate with their field of interest or ability. Many institutions have no interest in assisting students in investigating these aspects, and a lot of resources are wasted each year by despondent and disillusioned students.

At Oxbridge we have created avenues for prospective students to investigate and discover their potential and interests, through study courses that ease the uninitiated tertiary student into the wonderful world of study. Courses designed to initially guide the learner into discovering the demands of further study, without rigid time frames and unrealistic expectations. We aim to create a foothold for the inexperienced, inquisitive mind by testing calm waters before confronting an ocean of wonderful and exciting knowledge, waiting to be discovered.

If you are a doubtful prospective student, apprehensive of your own ability and scared that you might waste hard earned resources, Oxbridge is the institution to assist you in eliminating your reservations about becoming a successful student. Become part of our family and join hands with us in breaking the cycle of unemployment in our beautiful land. "We will teach you until you pass" is our commitment to you.

Yours sincerely



Prof David Adey

MA, DLitt et Phil, DPHE (UK)

Fellow, South African Institute of Management



Action your dreams

Why study?

You probably spend a large chunk of your day working. Are you enjoying the fulfillment of job satisfaction? Do you find it gainfully rewarding and are you happy to be doing it for the rest of your life?

If not, DO something about it! Live your dream!

To become reality, dreams need to be actioned, and a lack of education is often the biggest obstacle.

The right skills can set your dreams in motion:

- Promotion in your present job
- A more rewarding career
- Peace of mind
- Improved quality of life
- Better income
- The chance to start your own business

skills

In today's competitive and ever-changing world, you cannot afford to be left behind. Create the best possible future for yourself, invest in your education and start to enjoy enhanced success!

Why home study?

The medium of distance education or home study has achieved worldwide recognition as an effective means of furthering your education.

Some of the benefits:

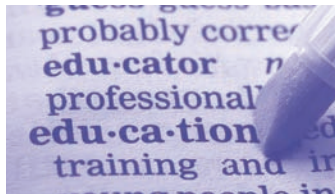
- Study at your own pace
- Study in the privacy of your home
- Study in your own time so that you can still earn from your job
- Plan your study schedule to suit yourself, not your tutor
- No travelling expenses - saving time and money

benefits

Outstanding value

Registration and accreditation

- Oxbridge Academy is provisionally registered with the Department of Higher Education and Training as a private FET provider.
- We have had our status confirmed and verified by Umalusi (Council for Quality Assurance and General and Further Education and Training).
- Oxbridge Academy is a provider accredited by the –
 - Seta for Finance, Accounting, Management Consulting and Other Financial Services (Fasset)
 - Institute of Business Studies (IBS)
 - Institute of Certified Bookkeepers (ICB)
- Our courses are endorsed by the South African Institute of Management (SAIM).
- Oxbridge Academy is a proud member of the Association of Private Providers of Education, Training and Development (APPETD).



Outstanding value and quality courseware

- Our programmes are constantly updated and are designed to improve your work and life skills.
- The course modules are outcome-based, with activities and assignments.
- Our study material is in a clear and user-friendly format, designed to international standards.
- Highly qualified facilitators with international academic and professional expertise offer personal support.
- Our students have a right to be proud of their achievements, therefore we award handsome diplomas and certificates, on successful completion of their studies.
- Our *"Success Study Guide"* is provided free with each course.
- Oxbridge Academy offers outstanding value!

Uncomplicated administration

Oxbridge Academy has many thousands of successful and satisfied students – we provide continuing education for continuing success.

Easy terms, many benefits

- Easy registration process
- Low registration fee
- Easy payment terms
- No interest charges
- No additional exam fees
- Enrol at any time of the year
- Accumulate credits towards additional courses (and benefit from discounts)

How do I register for a course?

Enrolment is completed after payment of the full fee upfront, or after payment of a registration fee and an undertaking to pay the balance of the fees monthly. (See the attached registration form for details or contact our student advisers.) The registration fee is a non-refundable deposit that is contributed towards your welcome pack.

Enrolment procedure

- Step 1: Read this booklet or visit www.oxbridgeacademy.co.za
- Step 2: Make your decision to study via Oxbridge Academy
- Step 3: Complete the registration form
- Step 4: Make payment using one of the payment options
- Step 5: Send the registration form and proof of payment to Oxbridge Academy via fax, email or post.
- Step 6: Feel free to contact one of our helpful and professional student advisors on 086 11 11 121.

Choices, choices

How do I choose a course?

Informed career decisions involve establishing your goals. Our student advisors can assist you with this process. You can also request *Your career*, a booklet for students who are unsure about their career development.

Course range and modules

Oxbridge Academy offers a variety of courses, and we specialise in business, management, commercial and vocational studies. Our course range is constantly updated to meet students' needs.

Our courses are developed on a modular system. Each module consists of clearly-presented study units that contain activities for self-assessment and assignment exercises. This enables you to monitor your own progress and to receive feedback. You can then progress steadily and confidently to successful completion.

Length of study

You are given 12 months to complete a course, but may do it in less time. If you can't complete a course within a year, we can extend your period of study. Remember our commitment – “*we will teach you until you pass.*”

Before you choose, ask yourself a few questions:

- Do I really want to improve myself?
- Are job skills a barrier to my progress?
- Will the right programme help my advancement?
- Am I determined enough to do something about my situation?
- Am I prepared to study a few hours a week to improve my future?
- Would achieving better skills give me a sense of satisfaction?
- Do I want my family to be proud of my achievements?

If you answered YES to most of these questions, your decision is clear – to unlock your true potential, education is the key.

Do it – start now!

Which documents do I complete and submit to Oxbridge Academy?

Complete the attached registration form and submit it to the Academy, together with proof of payment.

How do I pay?

Oxbridge Academy accepts cash, cheque, credit card, debit order, cellphone banking and internet transfer payments. The banking details are on the registration form.

When do I receive my course material?

As soon as your registration has been finalised, the first batch of your course material will be posted to you. We aim to register and send you your welcome pack within 48 hours after receiving your registration form. We will inform you via SMS of your registration details and registered post number.

Each module has at least one assignment. In order to receive your next module, you must first successfully complete the required assignments in the module. Your fees must also be up to date. We will indicate the level of fees payable per module. Modules are sent to you as you progress in your payment plan. If you pay all the fees upfront, we will send all your modules at registration.

welcome
pack

Your welcome pack includes:

- Personalised student card
- Registration letter and detailed information
- First module
- Payment plan
- Study programme
- *Success study guide*

Policies ... the do's and don'ts

Language

The language of tuition at Oxbridge Academy is English.

Extensions

Extension of courses are available at a minimal fee. All courses can be extended for an additional period of 12 months or followed up afterwards.

Transfers

Students will be allowed to transfer their programmes at the discretion of the academy at a minimal prescribed fee, either to another programme or another student.

Cancellations

Cancellation requests will be considered and refunds will only be done under exceptional circumstances. Only written requests will be processed. The option to cancel and refund will be at the discretion of the academy.

Student support

"We teach our students until they pass" and assist them every step of the way to success. Students can phone our call centre between 8:00 and 16:30 for assistance or email us at:

assessor@oxbridgeacademy.co.za



Complaints

Any student who has a complaint or grievance concerning the academy, or one of its academic or administrative staff, can lodge it in writing with the Principal. The principal shall convene a committee consisting of himself, the dean of students, the registrar and the legal advisor to the academy. This committee will consider the complaint or grievance, and advise the student of the outcome in writing.

Assessment and moderation

We base our assessment and moderation on the NQF principles of validity, fairness and impartiality.

Topical definitions

Formative assessments – Activities

Depending on the course the learner enrolls for, their progress will be tested at regular intervals by using activities after each learning unit. Oxbridge Academy will supply the learner with model answers.

Summative assessments – Exams, POE or Assignments

Depending on the course the learner enrolled for, the final or summative assessment will be an examination, portfolio of evidence or assignment, which must be completed and handed in to be assessed by the qualified assessors of Oxbridge Academy.

RPL

RPL (recognition of prior learning) is a form of assessment in which the knowledge, skills and experience a person has gained previously are judged. Oxbridge Academy will recognise your previous learning, if you can submit proof of it in the form of a qualification, or a portfolio of evidence that contains projects or assessments set against the specified outcomes.

Award

A certificate, diploma or short course certificate is awarded to a student when they have successfully completed their course.

award

Articulate

The programme can progress to another level and a more complex qualification.



Out in real life – a word from our graduates

Accounting: "The knowledge I gained was more than expected, and the study material was excellent!"

Business communication: "My greatest appreciation to Oxbridge's personnel, who showed me unique opportunities. Payments, course notes and assignments were hassle-free, and the service was exceptional."

Bookkeeping: "Thank you for your great service – it was easy to study, as you provided all the necessary material."

Business management: "It was wonderful and encouraging to study through this institution."

Labour relations: "Challenging, but made easy because you are given the books to read and can do further reading on your own. The course was educational and fun."

Legal studies: "A most enjoyable, rewarding course. Assistance and friendliness are unlimited at Oxbridge Academy."

Human resource management: "As a school principal, I found the course very helpful. It helps me in planning, appraising and motivating the staff. Assignments were marked and returned on time, regardless of distance."

Veterinary surgery assistant: "I really loved doing this course. The tutors always encourage you to do your best. You always get your results very quickly."

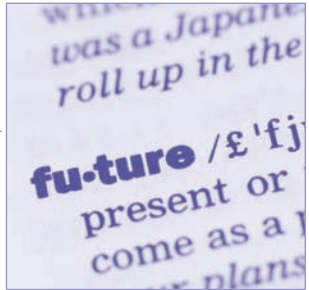
Tourism: "The notes are easy to follow; I can study at my own pace and apply the principles in my life. Oxbridge helped me realise my dream."

Purchasing management: "An enlightening and interesting course, which I will recommend to anyone in this field."

Marketing: "The course was interesting and practical, as well as good in theory."

Local government: "It's a wonderful course – a must for all counselors and officials and a relieving valve for all matters and the issues of concern, in all spheres of government."

Types of courses



Oxbridge programmes

These are programmes which are offered, assessed and certificated by Oxbridge Academy. Our product range consists of Oxbridge diploma programmes, skills diplomas, short courses and corporate training modules in a wide variety of industries, e.g. Business administration, Occupational health and safety, Project management, New venture creation, Accounting and many more. Many of these courses can be endorsed by the South African Institute of Management (SAIM), at an additional fee.

Professional qualifications

Accredited programmes offered by Oxbridge Academy and assessed and examined by an agent body, that issues the final certificate, e.g. SAIM, CIS, IBS or ICB. These programmes are credit-bearing, registered with the NQF and accredited by an ETQA such as Fasset or the Services Seta. Most of these programmes can articulate to full national qualifications.

Computer studies

Online computer-based programmes offered, assessed and certified by Oxbridge Academy.

Education - the best investment in your future

For more information...

For more information regarding admission requirements and fees, contact our friendly student advisors or send us an e-mail.

Tel: 086 11 11 121 / 021 933 6513

Fax: 086 11 12 121 / 021 931 3327

Email: info@oxbridgeacademy.co.za

Website: www.oxbridgeacademy.co.za

Postal address: P.O. Box 6844, Welgemoed 7538

Production of brochure

Copy editing

Wordworx

info@wordworx.net

021 914 4336 / 082 824 8440

www.wordworx.co.za

Graphic design

Firefly Graphic Studio

studio@fireflystudio.co.za

0861 347 3359 / 084 676 6036

www.fireflystudio.co.za

www.oxbridgeacademy.co.za