



BMT COLLEGE

Business Management Training College of Southern Africa



START
ANYTIME
NO CLASSES
NO EXAMS

Tel : 011 708 0159 Fax : 011 708 0170 E-mail : info@bmtcollege.edu.za Post : Private Bag X100, Bryanston, 2021

SUMMARY PROSPECTUS

July 2009 Edition

Business Management Training College - **BMT College**, is Southern Africa's most Prestigious Distance Education HR College.

The College is a dedicated Human Resources Training Provider, where **South Africa's foremost HR Managers** come to learn.

BMT College in association with the Institute of Business Management - IBM, has been established since 1973 and is renowned for its **Service Excellence** over the past three decades. Tuition is by distance education only. This year the College celebrate 36 years of service excellence.

- **Home Studies** allows the student flexibility to study anytime.
- We prepare our students for **advancement and promotion** to new positions. Most of our students get promoted almost immediately after they have completed their studies.
- Students are provided with original textbooks (no badly photocopied pages), professionally printed study guides and programme manuals of high quality.
- The **invaluable skills and knowledge** obtained by BMT students **increase productivity and performance**.
- BMT Students are invited to attend the official Graduation Ceremony upon completion of their studies. Students **celebrate their achievements** with family, friends and fellow graduates in full academic regalia.

Human Resources Management

- BMT College has **Full Programme Approval from the SABPP** - South African Board for Personnel Practice to offer the Human Resources Programmes.
- **Human Resource Management is a Scarce Skill** and offers Splendid Career Opportunities with Great Job Finding Potential.
- If you are a People Person, HR is a Career that you must consider. The BMT College also offers Credit bearing Short Courses as an introduction to HR studies. Credits may be accumulated towards a full qualification. (Certificate or National Diploma).
- Recognition of Prior Learning is also granted.
- Human Resources students can apply for professional registration with the SABPP :
 - NQF 4 Certificate : HR Technician
 - NQF 5 Diploma : HR Associate

RPL (Recognition of Prior Learning)
Claim the credits for your knowledge and experience

STUDY
Easily Complete Assignments towards a Full Qualification

GRADUATE
You will be invited to an official Graduation Ceremony

Programmes offered by BMT College are :

- Identified for its importance in the business environment
- Designed for Home Studies.
- Constantly updated and enhanced with the latest information.
- In line with the NSDS (National Skills Development Strategy) as set out by the Department of Labour.
- Divided into workable Modules, guiding the student to compile a Portfolio of Evidence (POE).

Admission requirements for:

NQF 4 Qualifications:

- NQF 3 qualification **OR**
- Grade 11 certificate **OR**
- Applicable Work Experience*

NQF 5 Qualifications:

- NQF 4 qualification **OR**
- Grade 12 certificate **OR**
- BMT College Provider qualification **OR**
- Applicable work experience*

**Work experience will be assessed by the Academic Board before a student will be eligible for specific programme admission.*

BMT COLLEGE CREDENTIALS:

- Full Programme Approval** from SABPP for the Certificate and Diploma in Human Resources Management.
Certificate #: 541071018BM
- Provisional Programme Accreditation** from Services SETA for the Certificate in Management, Management and Administration and Project Management.
- Provisionally accredited by UMALUSI** - Council for Quality Assurance in General and Further Education and Training - FET00013PA - www.umalusi.org.za.
- Provisionally registered with DoE** (Department of Education) Registration #: 2008/FE07/007 until 31 December 2014 - www.education.gov.za
- BEE Status Level:** Level 2 - Certificate #: 2008/000216

Diploma in Human Resources Management

Duration	Modules	Assignments
2 Years	8	9



Qualification Overview:

Graduated students who hold this qualification will be able to operate competently across the four main aspects of Human Resources Management.

- Strategic Planning for human resources management and practices
- Acquisition, development and utilisation of people
- Establishment and improvement of labour and employee relations
- Compensation and administration related to human resources management and practices.

Career path:

- HR Consultant or manager

Certificate in Business Management

Duration	Modules	Assignments
1 Year	6	7



This qualification is designed to meet the requirements of learners in junior management positions. Learners who were unable to finish their schooling or have worked as junior managers or are not yet at a level to study at level 5 should consider to enrol for this qualification.

Qualification Overview

Once this qualification has been successfully completed a learner will be among others capable of :

- Coordinating with people.
- Applying the essential methods, procedures and techniques used in management.
- Analysing new developments in the industry and researching aspects of management.
- Operating as an informed junior manager in a business sub sector.
- Managing risk in a business.
- Aligning a business unit with a business strategy and budget.
- Budgeting and monitoring the expenditure of a business unit.

Certificate in Marketing Management

Duration	Modules	Assignments
1 Year	6	7

Knowledgeable and skilled marketing managers capable of contributing to the improvement of productivity are essential in every organisation. Learners will during the course of this programme be exposed to a broad understanding of marketing and specifically marketing management.

Qualification Overview

Once this qualification has been successfully completed a learner will be among others capable of :

- Working with other members of a marketing team
- Managing marketing activity plans to meet agreed deadlines.
- Tracking financial issues pertaining to marketing and monitor competitor activities.
- Identifying and solving customer complaints
- Identifying and evaluating brand products.
- Identifying prospective customers and their needs.

Certificate in Human Resources Management

Duration	Modules	Assignments
1 Year	4	5



Qualification Overview

Once this qualification has been successfully completed a learner will be among others capable of :

- Performing administrative duties related to human resources management and practices.
- Strategic planning for human resources management and practices.
- Acquiring, developing and utilising people.
- Demonstrating a basic understanding of people dynamics and impact in the workplace.
- Demonstrating a basic understanding of the functioning of a business and the role and contribution of individuals within an organisation.
- Establishing and improving labour and employee relations.

Certificate in Business Administration

Duration	Modules	Assignments
1 Year	6	7



All organisations require professional business administration to operate efficiently. This qualification has been developed to be applied in any industry and can also be used to access further learning at higher levels.

Qualification Overview

Once this qualification has been successfully completed a learner will be among others capable of :

- Producing accounting reports.
- Recording and processing workplace transactions.
- Assessing legal contract for a business.
- Developing administrative procedures in an organisation.
- Managing administration records.
- Applying efficient time management in an organisation.
- Showing entrepreneurial competence.
- Applying problem solving strategies.
- Applying basic business strategies.

Certificate in Project Management

Duration	Modules	Assignments
1 Year	5	6



Ideally the person who enrolls for this programme will be working in or with project teams or use a project approach to a business. The flexibility of the qualification reflects the many job roles, organisational requirements and changing nature of the industry that it allows students to enter into.

Qualification Overview

Once this qualification has been successfully completed a learner will be among others capable of :

- Being an effective project team member.
- Executing projects.
- Providing assistance to a project manager of large projects.
- Performing administrative duties related to a project.
- Projecting financial issues related to budgeting for a project.
- Planning, executing and controlling small, simple projects.



Fee Schedule: July - December 2009

Full SAQA National Qualification Study Fees (Credit Bearing):

Description	Registration Fee	Monthly Installment	Months	Total Study Fee	Cost of Textbook
Diploma Qualification - Full Payment: First Year and Second Year enrolment PLEASE NOTE: Limited duration only	-	-	-	R14 850	R 395.50
Diploma Qualification - Full Payment: First Year or Second Year enrolment	-	-	-	R 8 850	R 395.50
Diploma Qualification - Monthly Debit Order Installment: Option 1 - First Year or Second Year enrolment	R 1 850**	R 700	12	R 10 250	R 395.50
Diploma Qualification - Monthly Debit Order Installment: Option 2 - First Year or Second Year enrolment	R 1850**	R 505	18	R 10 940	R 395.50
Certificate Qualification - Full Payment	-	-	-	R 5 885	as per subject*
Certificate Qualification - Monthly Debit Order Installment: Option 1	R 1 285**	R 460	12	R 6 805	as per subject*
Certificate Qualification - Monthly Debit Order Installment: Option 2	R 1 285**	R 330	18	R 7 225	as per subject*

Full BMT College Qualification Study Fees (Non-Credit Bearing):

Description	Registration Fee	Monthly Installment	Months	Total Study Fee	Cost of Textbook
Certificate Qualification - Full Payment	-	-	-	R 3 575	as per subject*
Certificate Qualification - Monthly Debit Order Installment: Option 1	R 725**	R 285	12	R 4 145	as per subject*
Certificate Qualification - Monthly Debit Order Installment: Option 2	R 725**	R 205	18	R 4 415	as per subject*

BMT College Short Course Study Fees:

Description	Registration Fee	Monthly Installment	Months	Total Study Fee	Cost of Textbook
Any Subject/Module on Diploma Level	-	-	-	R 2 850	as per subject*
Any Subject/Module on Diploma Level - Monthly Debit Order Installment	-	R 525	6	R 3 150	as per subject*
Any Subject/Module on Certificate Level	-	-	-	R 1 285	as per subject*
Any Subject/Module on Certificate Level Monthly Debit Order Installment	-	R 235	6	R 1 410	as per subject*
Assessor Training - Conduct Outcomes-based Assessment	-	-	-	R 1 850	-
Assessor Training - Conduct Outcomes-based Assessment: Monthly Debit Order Installment	-	R 335	6	R 2 010	-

All fees may be subject to change

Please note:

- If choosing to pay by Monthly Instalment, a Debit Order Authorisation **MUST** be completed. **NO OTHER** form of payment will be accepted.
- Textbooks are not included in the study fee and must be bought separately.
- The study fee includes the Assessments, Moderations, Verifications, Upload onto the NLRD and the National Certificate or National Diploma issued by the SABPP.
- If you wish to make Debit Order arrangements other than those listed year, do not hesitate to contact the College for your **PERSONALISED DEBIT ORDER OPTION**.
- No Assessments will be done on any of Skills Programmes, including the Assessor Programme, until full payment has been received by BMT College.
- Learners who have completed all the subjects required for the Diploma or Certificate programme have the option to apply for the full qualification. A charge of R 1 850 will be applicable. This fee will include the Summative Assignment, Collation of a Portfolio for SABPP, Assessment, Moderation, Verification, upload onto the NLRD and the National Certificate or National Diploma issued by the SABPP.

* Please refer to the *Textbook Order Form - FRM5020_05* for further details on the required textbook(s) per qualification

** **EXTENDED REGISTRATION FEE OPTION:** The registration fee can be split into two payments. E.g: R925 + R925 for the Diploma Year enrolment and R642.50 + R642.50 for the Certificate enrolment.





Direct Payments: (*Full Payments, Deposits or Registration Fees*)

Direct deposits and electronic payments must be paid into BMT College's bank account:

Bank : Nedbank
Account number : 1984 388 606
Branch code : 1984 05

- Student Number or Pre-Registration Number must be used as a reference when making payments.
- Advise BMT College of any payments made by electronic transfer or bank deposits.
- Fax the deposit slip or payment confirmation to: 011 708 0170.
- Payment details will be entered directly into the learner records database and will reflect on the next statement.

Paying by Debit Order:

- Ensure that your bank account details are correct.
- Ensure that the bank account nominated is active.
- If any banking details are omitted or incorrect your application will be delayed.
- Note that the monthly debit order deductions for repayment of your study loan will be effected on the **last working day, 15th or 25th** of every month.
- Always ensure that funds are available when a debit order is presented for payment. The banks charge exorbitant fees when a debit order is reversed (not paid). *The cost will be levied to your account.*

Interest Charges:

Interest is included in monthly payments.

BMT College is duly registered with the National Credit Regulator in terms of Act 34 of 2005 as a Credit Provider. **Registration Nr. NCRCP473.** The rates and terms of repayment of monthly instalments are set out in the Study Fees table above and the Interest Charges table to the right. In terms of the Act, a Credit Provider, in this case BMT College, is compelled by law to determine if a person can afford to get credit. A form for this purpose is compulsory and must be completed together with the other enrolment documentation. (Section F of the application form)

Charges:

- **Study Extensions:** Registration fee applicable at time of requested extension.
- **Default Debit Order Payment:** R 55.00\occasion. (Unpaid Debit Order)
- **Replacing Lost or Damaged Qualification (Certificate):** R 120.00
- **Postage:** Priority Mail can be arranged through the College and will be charged to the learner's account.
- **Foreign Learner Levy:** Learners outside the borders of South Africa, including South African citizens, will be levied an additional R 650.00

No Charges:

- **Lectures and Study Material:** All the required lectures, and guides are included in the Study Fee. *Textbooks are not included in the study fee and needs to be bought separately.*
- **Study Related Documentation:** Documentation pertaining to your studies can be requested at no additional cost. BMT College will ensure that you have free access to your records at all times. If you've lost a results letter, need a statement or want to replace an Assignment Cover, it will be provided free of charge, given that your account is up to date.
- **RPL (Recognition of Prior Learning) Assessment:** Enrolled BMT College students can apply for assessment of their experience.
- **Assessment** of the Portfolio of Evidence per module is included in the study fee.

Dispatch of Lectures:

Modules for the programme are not dispatched together. Modules will be dispatched if:

- Payments are up to date **AND**
- Current Module is completed successfully (pass mark has been received).
- Module 1 will be dispatched within 21 days after receipt of the full registration fee.

Refund policy:

The learner will have an opportunity to cancel his/her registration with the College within 14 days of enrolment.

- No cancellations will be accepted after 14 days of enrolment as study material has been prepared.
- The registration fee is non-refundable.
- In the event that I do not complete my studies or wish to cancel my registration for whatever reason, I am fully aware that I will not be entitled to any refund of study fees or the registration fees applicable from BMT College.



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FRM5020_01

LEARNER ENROLMENT CONTRACT

Page 1 of 2

Instructions for completing this contract:

1. Complete this enrolment contract completely. **Section A, B, C, F (1 - 20) - Page 1 and 2.**
2. Section D **MUST** be completed if a Monthly installment option is chosen.
3. Complete the Payment Instruction Form: **FRM5020_03**
4. Complete the Textbook Order Form **FRM5020_05** (if necessary)
5. **Post, Fax or E-mail** this contract together with the Payment Instruction Form and Textbook Order Form to BMT College.

Personal Information														A						
1	Surname																			
2	First Names																			
3	Title				4				Initials				5				Date of Birth			
6	ID or Passport number						7		Gender		Male		Female		8				Language	
9	Telephone numbers (dialing code, number, extension)						Home				Work									
							Fax				Mobile									
10	Email address						Send me SMS notifications and the College newsletter						Yes		No					
11	Postal address <small>Where your study material will be posted to</small>						12						Home Address							
													Postal Code						Postal Code	

General Information														B
13	Employment Status <small>Please tick the appropriate block</small>		Working Full Time		Not working		Company Name							
			Working Part Time		Retrenched		Job Title							
14	Equity <small>Statistics required by the Department of Education</small>		Black		Indian		Disability		No		Yes		Status	
			Coloured		White		Previous Std #							
15	Where did you hear about BMT College?		Sowetan		Rapport		Internet		Colleague		Family Member			
			Jet Club		City Press		Friend		Other (Specify)					
16	Highest Qualification				Year Completed				School Name					

Programme Details : C

Write the name of the Programme enrolling for and indicate the Payment Option for your selection.

17 Programme Enrolling For:	Full Payment ⁽ⁱ⁾	12 Month Installment ⁽ⁱⁱ⁾	18 Month Installment ⁽ⁱⁱ⁾
First Year for Diploma in:	R 8 850	R 1 850 Registration Fee and R 700 x 12 months	R 1 850 Registration Fee and R 505 x 18 months
Second Year for Diploma in ⁽ⁱⁱⁱ⁾ :	R 8 850	R 1 850 Registration Fee and R 700 x 12 months	R 1 850 Registration Fee and R 505 x 18 months
First and Second Year Diploma Enrolment ^(iv) :	R 14 850		
Certificate in :	R 5 885	R 1 285 Registration Fee and R 460 x 12 months	R 1 285 Registration Fee and R 330 x 18 months
Provider Certificate in: <small>non credit bearing</small>	R 3 575	R 725 Registration Fee and R 285 x 12 months	R 725 Registration Fee and R 205 x 12 months
Short Course in:	R	R x 6 months	Please indicate Short Course payment . Refer to Fee Schedule DOC5010_03

18 Payment of Study Fees to be made by:	Debit Order		Credit Card		19 Registration Fee Payment By: <i>If not paying in Full</i>	Cheque or Proof of payment attached			
	Cheque - (attached to application)					Debit Order		Credit Card	

YES!

Register me as a **Student Member** **Executive Member** with the Institute of Business Management.

PLEASE NOTE: Executive Membership is only available to BMT College graduates - **Previous Student number must be provided in Section B**

(i) Registration Fee is included in Full Payment Amount

(ii) Cheque or Proof of Payment for the Registration Fee must be attached to this application or Debit Order option must be completed FRM5020_01b

(iii) Must have successfully completed the first year of the applicable Diploma at Business Management Training College (Pty) Ltd.

(iv) Option for Enrolment of the First **and** Second year of the Diploma Qualification. Full payment option only.



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FRM5020_03

PAYMENT INSTRUCTION FORM

Information and instructions on completing the Payment Instruction Form:

1. Complete the following payment instruction form together with the Learner Enrolment Contract - FRM5020_01.
2. This Payment Instruction Form instruct Business Management Training College (Pty) Ltd, herein further referred to as BMT College or the College or BMTC, to deduct payments towards the study fees payable by the student as indicated in A below.
3. **Section A** of this form must be completed.
4. **Section B** of this form must be completed if study fees will be paid by Credit Card.
5. **Section C** of this form must be completed if study fees will be paid by Debit Order.

Student Information A

Surname											Title				Initials							
Programme Enrolling For											ID or Passport number											
Office Use Only:	Student Number:	2	0	0							-					/						

Credit Card Authorisation B

Account Holder Surname											Initials				Title														
Credit Card Number																					Card Type								
Expiry Date			/																		CCV Number :	Last 3 numbers on back of card							
Transaction Amount <i>Please select the appropriate option</i>	R 8 850 - Diploma Full Payment					R 1 850 Registration Fee - Diploma					Preferred date of transaction																		
	R 5 885 - Certificate Full Payment					R 1 285 Registration Fee - Certificate																							
	R3 575 - BMT Cert Full Payment					R 725 Registration Fee - BMT Cert.																							
Transaction Option	Straight					Budget					over 6 12 18 24 months																		
Signature of Account Holder										Date										Declaration by Account Holder : I hereby grant BMT College permission to deduct the indicated amount from my credit card on the preferred date of transaction as indicated above (on behalf of the student as in A above).									
Account Holder ID Number																													

Debit Order Authorisation (valid for SA and Namibian account holders only) C

Account Holder Surname											Initials				Title									
Account Number																					Account Type			
Branch Code											Branch Name				Bank									
Debit Order Payments <i>Please select the appropriate option(s)</i>	R700 x 12 months - Diploma <i>1st or 2nd year enrolment</i>					R505 x 18 months - Diploma <i>1st or 2nd year enrolment</i>					* R1850 Registration Fee - Diploma <i>1st or 2nd year enrolment</i>													
	R460 x 12 months - Certificate <i>credit bearing ETQA approved</i>					R330 x 18 months - Certificate <i>credit bearing ETQA approved</i>					* R1285 Registration Fee - Certificate <i>credit bearing ETQA approved</i>													
	R285 x12 - BMTC Certificate <i>non-credit bearing BMTC Certificate</i>					R205 x18 - BMTC Certificate <i>non-credit bearing BMTC Certificate</i>					* R725 - BMTC Certificate <i>non-credit bearing BMTC Certificate</i>													
	R525 x 6 - Single Diploma Subject					R235 x 6 - Single Cert Subject					R335 x 6 - Assessor Course													
	Institute of Business Management monthly <i>Student Membership</i> fee: R40					Institute of Business Management monthly <i>Executive Membership</i> fee: R49					PLEASE NOTE: Membership fee will run as a separate call.													
Debit Order to be effected on the:	Last working day of every month					15th of every month					25th of every month					If the 15th or 25th falls on a weekend, the Debit Order will be effected on the Friday before the selected date.								

Debit Order Agreement and Conditions:

1. By signing this Debit Order Authorisation I agree that BMT College may start deductions from my account, irrespective of whether I have received confirmation of enrolment or not.
2. I agree that the first deduction will be on the first occurrence of the day selected above.
3. I agree that BMT College may start with the deductions, irrespective of whether I have paid the Registration Fee or not.
4. * I agree that if BMT College has not yet received proof of payment for the registration fee at least 5 days prior to the first deduction, BMT College may deduct the applicable Registration Fee for the programme I enrolled for directly from my account.
5. I understand that this Debit Order Agreement and Conditions does not in any way absolve me from the Terms and Conditions of Enrolment as indicated on the Enrolment Contract - FRM5020_01.

Signature of Account Holder										Date										Declaration by Account Holder : I hereby grant BMT College permission to deduct the indicated installments from my bank account (on behalf of the student as in A above) and submit to the Debit Order Agreement and Conditions.									
-----------------------------	--	--	--	--	--	--	--	--	--	------	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

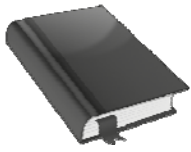


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FRM5020_05



Dear Student

The Programme you enrolled for may require certain textbooks. For your convenience you may order these textbooks directly from the College or you may acquire it from a bookstore such as *kalahari.net*. (<http://www.kalahari.net>)

If you wish to order your textbooks from the College, please complete the form below and submit it to the College as soon as possible to prevent any delay on your studies.

PLEASE NOTE: No textbook order will be processed until the **full payment** for the requested textbooks has been received.

Instructions on Completing the Textbook Order Form:

- Complete the Personal Details - **Section A (Compulsory)**
- Complete the Textbook Order Details - **Section B (Compulsory)**
 - ONLY complete **Quantity** for the Textbooks you wish to order.
 - Multiply **Price** with **Quantity** (how many textbooks you wish to order) to get the **Total**.
 - Add up the **Total** column for the **Total Amount Due**. *Example:*
- Complete the Credit Card Authorisation if you wish to pay by Credit Card - **Section C. (Optional)**
- Deposit the **Total Amount Due** in the College Bank Account using your student number as a reference.
Banking Details: Bank: Nedbank - Branch: Randburg - BranchCode: 1984 05 - Account Number: 1984 388 606
- This form must be Faxed to: 086 639 4687 **OR**
E-mailed to: info@bmtcollege.edu.za **OR**
Posted to: Private Bag X100, Bryanston, 2021.

TEXTBOOK ORDER FORM

Personal Information

A

Surname							
Title		Initials		Student Number			
Postal address <small>Where the Textbook(s) will be posted to:</small>						Postal Code	

Textbook Order Details :

B

Please select the textbook(s) you wish to order by completing the **Quantity** and **Total** columns:

Qualification	Prescribed Textbook	Publisher	ISBN	Price	Order	Total
Dip Human Resources Dip Business Management	South African Human Resource Management - Theory & Practice	JUTA	0-7021-5845-3	R 395.50	<input type="checkbox"/>	
Cert Project Management	Project Management for Success	Heinemann	0-7962-0137-4	R 334.50	<input type="checkbox"/>	
Dip. Business Management	Management Principles	JUTA	0-7021-7295-2	R 375.50	<input type="checkbox"/>	
Dip. Business Management	Understanding Finance and Accounting	LexisNexis	0-4091-1203-8	R 474.95	<input type="checkbox"/>	
Dip. Business Management	Marketing Management	JUTA	0-7021-7188-3	R 309.95	<input type="checkbox"/>	

TOTAL AMOUNT DUE R

Credit Card Authorisation

C

Only Complete this Section if you want the College to deduct the Total Amount Due in B above from your Credit Card

Account Holder Surname				Initials			Title			
Credit Card Number							Card Type			
Expiry Date		/		CCV Number :				<i>Last 3 numbers on back of card</i>		
Transaction Option	Straight		Budget		over	6	12	18	24	months
Signature of Account Holder				Date				Declaration by Account Holder : I hereby grant BMT College permission to deduct the Total Amount Due in Section B from my Credit Card. (on behalf of the student as in A above).		
Account Holder ID Number										