



REACH

Business Management Training College

The Human Resources College of Southern Africa



September 2009

1. HUMAN RESOURCES DEVELOPMENT EXHIBITION



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This is surely a great platform for all stakeholders involved in the development of human capital.

The BMT College is slowly but surely proving that it is becoming a leader in the field of Human Resources Training. Step by step, we are truly changing the face of Education with innovative ideas and training methods. Our new Internet Virtual Campus is setting a trend for many other Institutions to follow suit.



For the first time ever, BMT College was part of the Human Resources Development Exhibition, held at the Sandton Convention Centre.

From 12 to 14 August 2009, hundreds of prospective as well as current students visited our beautiful stand that was prepared with much enthusiasm and pride.

Striking shades of blue and a touch of yellow and red made us easy recognisable from far away. Sound contacts were made and future prospects introduced.

It was extremely exciting and we have reserved our spot for next year.

Convenience, at your Fingertips

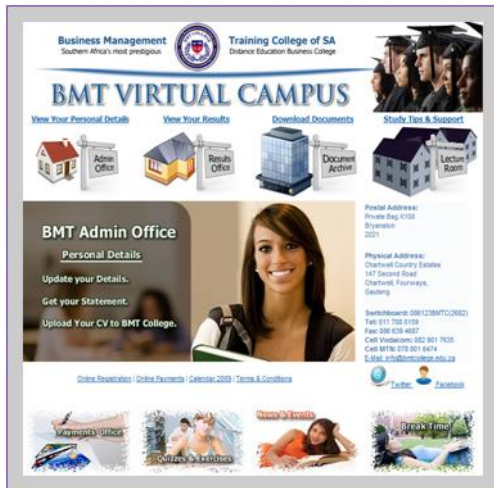


- *Still waiting in queues?*
- **Ensure** that you stay on top of your studies.
- *Can't wait to start with your next Module?*
- **Upfront** payments welcome.
- *Ready to continue with your studies?*
- **Easy, simple and convenient** to use.

Our Virtual Campus also includes a **Secure Payments Office**, where you can make payments with your Visa or Mastercard. **The site is secure and very user friendly.**

Your payment will automatically be uploaded on your student profile within 72 hours.

2. THE BMT COLLEGE VIRTUAL CAMPUS



When was the last time you visited the College website? Log onto www.BMTcollege.edu.za and you will be pleasantly surprised. As our valued learner you now have 24

hour access to an innovative, interactive Virtual Campus that will guide you from your initial registration, up and to the day that you graduate.

Everything you need to know about your studies and progress is available for your convenience. Some of the features include:

- Updates on learner registration within 72 hours after submitting your application
- Projected due dates for assignments
- Progress on your submitted assignments
- Projected return dates for results
- Verified results of assignments
- Post date for next assignment as well as parcel number

Account/ loan payments and outstanding balances

We are proud to announce a brand new addition to our Website: **Academic Support Services**. Here you will find valuable information and tips relating to your assignments. You no longer have to study in isolation. Help and support is always available. Please refer to **Learner Support** for more information.

The College website is a secure site and registered, active learners can log into their Personal Learner Profile at any time. Valid student number (last 5 digits) and ID Number required for access.

NOW EASIER TO NAVIGATE THAN EVER BEFORE!

WWW.BMTCOLLEGE.EDU.ZA

Visit the College website today for the latest updates and information.

BMT College, changing the way the world experience Distance Education.

3. LEARNER SUPPORT SERVICES

Do you feel frustrated with your assignments or do some of the Unit Standards make no sense at all?

Did you know that assistance is only a click of a button, phone call or e-mail message away? We can only be of assistance if we know about your problem.

With our new online Academic Support Services, that forms part of our new Virtual Campus, we have managed to bridge the gap in distance learning. Here you will find valuable advice, additional information and general guidelines on how to answer your questions. The assessors have worked around the clock to bring you this innovative solution to your academic queries and questions.

The assignments covered up to date are those of the National Diploma Human Resources Management, FET Certificate Human Resources Practices and Support and the FET Certificate in Project Management. Within the next few months all the qualification's assignments will be available, for your convenience, on the Internet.

The College introduced a projected schedule for due dates on your assignments. We trust that these dates will assist you in planning your studies and improve your time management. Your individual schedule is available on the website or can be obtained from our call centre.

Please also read the information relating to the allocated time frame to complete your studies, in this newsletter.

4. ALLOCATED TIME FRAME TO COMPLETE STUDIES

At the College we realise how difficult it is to balance your studies, career and personal life. To have enough time to perform at your best at work and still have the energy to study is almost impossible. Then you still need to ensure that you spend enough quality time with your loved ones.

We understand all these demands and for this reason allocate you more than enough time to complete your studies.

Please find the allocated time frame for your qualification:

National Diploma in Human Resources Management

- HRM501-1st year level (18 months from the time you registered with an additional 6 months, at no extra cost)
- HRM502-2nd year level (18 months from the time you registered with an

additional 6 months, at no extra cost.

If a learner has not completed one of the levels within the allocated 2 year time frame, they can apply for an additional extension of another full year. This will be at an additional cost of the registration fee, applicable for that Academic year.

Diploma in Business Management

- IBM501-1st year level (18 months from the time you registered with an additional 6 months, at no extra cost)
 - IBM502-2nd year level (18 months from the time you registered with an additional 6 months at no extra cost.
- If a learner has not completed one of the levels within the allocated 2 year time frame, they can apply for an additional extension of another full year. This will be at an additional cost of the registration fee, applicable for that Academic year.

Certificate Qualifications: (Ncert.CPM, Ncert.CMM, Ncert.IBM, FETC.HRM, FETC.Bussadm)

These qualifications are one year certificates:

1st year level (18 months from the time you registered with an additional 6 months, at no extra cost.

If a learner has not completed the qualification within the allocated 2 year time frame, they can apply for an additional extension of another full year. This will be at an additional cost of the registration fee, applicable for that Academic year.

Please contact our call centre or send us an e-mail for any further assistance relating to you studies or extension on your time. We are always there to assist you and help you complete your studies successfully.

If you do not have access to the Internet, please do not worry. You may phone our Call Centre from Monday to Friday where one of our friendly student advisors will attend to your query.

Always have your Student Number available so we may tend to your query in the shortest possible time.

The College has a Smartaccess number **086 123BMTc (2682)**. Your telephone costs will be fixed, no matter from where in South Africa you are phoning. Our call centre number remains unchanged, 011 708-0159.

You may also reach us via e-mail at info@bmtcollege.edu.za.

Please supply your Student Number in the subject line for ease of reference.

6. GRADUATION : 29 OCTOBER 2009

What a wonderful way to conclude the Academic year, by honoring our learners that have worked so hard over the past couple of years. This year our final Graduation Ceremony will be hosted on the 29th of October 2009 at the Indaba Hotel in Fourways.

If you are in the process of completing your final assignments, you still have enough time to secure your booking. Please contact us if we can be of any assistance to ensure that you meet the deadline.

If you have completed your qualification you are invited to attend the ceremony. In order to secure your booking you need to make the required payment. Please secure your booking on or before 30 September 2009.

Kindly send an e-mail to Zeld at Zelda@bmtcollege.edu.za or phone on 011 708-0159, if you have any further questions. Remember to have your student number available.

5. HOW TO REACH US

Any queries, questions, enrolment forms or proof of payments can also be faxed to us on: **086 639 4687 or 011 708-7526**.

If all else fails you can even use snail mail:

Private Bag x 100, Bryanston, 2021

Whichever method of communication you choose, be assured that we have all the systems in place to ensure that you reach us successfully.

NB: Remember to inform the College of any changes to your contact details, including your cell number, e-mail address as well as postal address.



We look forward to meeting you at this special occasion.