

ICB ENTREPRENEURSHIP PROGRAMME INTERMEDIATE LEVEL

**REGISTERED QUALIFICATION NAME:
HIGHER CERTIFICATE:
OFFICE ADMINISTRATION NQF LEVEL 5
SAQA ID 23619 (240 CREDITS)**



If you are financially-minded and have dreams to start, manage or develop a small/medium sized business, or want to grow an established local company to a global enterprise, this is the study stream for you.

Every entrepreneurial venture needs someone who is financially savvy, and that will be you if you study this programme. The specially-selected subjects in this programme are designed to give you the financial, accounting and commercial skills you'll need to make your business a success. The course also covers strategy, technical knowledge and personal skills.

This Programme is the second level in the ICB Entrepreneurship Programme.

After successful completion of this programme, you will be able to do the following:-

- Lead a small/medium sized business
- Manage your work schedule as an entrepreneur
- Operate efficiently in an office environment
- Apply law, marketing, PR and economic principles in business
- Draw up and interpret financial statements and reports
- Work efficiently with HR and labour relations
- Apply local and global growth principles

CAREER OPPORTUNITIES

If you're not starting your own business, you could join a start-up or new business as their financial person.

ENTRANCE REQUIREMENTS

National Certificate: Small Business Financial Management NQF Level 4 (SAQA ID 48736) (Must include the Entrepreneurship 1 subject)

COURSE DURATION

Based on contact hours as determined by the accreditation body and based on HC College course progression structure and schedule:

- Full Time - approximately 11 Months
- Part Time - approximately 15 Months
- Distance Learning - approximately 15 Months

SUBJECTS

1. Office and Legal Practice (OLPR)
2. Entrepreneurship 2 (ENT2)
3. Marketing Management and Public Relations (OAMM)
4. Financial Statements (FNST)
5. Human Resources Management and Labour Relations (OAHR)

ASSESSMENTS

As per the ICB assessment policy. Each course is assessed by the ICB by means of a Portfolio of Evidence where you are required to complete Activities (assignments) and Evaluations (tests) and then complete a final summative assessment (exam) written at an ICB assessment centre.

CERTIFICATION

Higher Certificate: Office Administration NQF Level 5 (SAQA ID 23619)

ICB's qualifications are registered on the National Qualifications Framework (NQF), when learners successfully finish their studies, they are certified by FASSET, who is the sector's Education and Training Quality Assurer (ETQA).

ICB will upload learner details and results to the National Learner Records Database.

FASSET has the right to verify ICB assessment processes and if they do so, this can mean a delay in your final certification being confirmed.

FURTHER STUDIES

You can further your studies with the ICB Entrepreneurship Programme Advanced Level – National Diploma: Financial Accounting NQF Level 6 (SAQA ID 20366)