



2022 STUDENT PROSPECTUS

ENTREPRENEURSHIP PROGRAMME

FULL TIME AND PART-TIME (DISTANCE LEARNING) COURSES

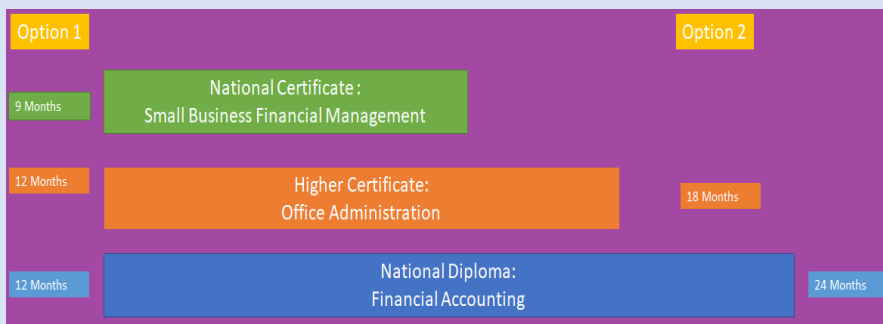


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1. About us

VPBA College had been established as a wing of VPBA. VPBA is an Accounting and Advisory entity that offers a wide series of Accountancy Services that ranges from Bookkeeping, Taxation Services to Compilation of Annual Financial Statement.

Having worked with various number of Small, Medium and Large entities, we have discovered that most personnel lacks basic skills in Accounting due to inadequate financial background. We therefore aim to enhance our students with modern and relevant financial skills to prepare them for the world of Entrepreneurship and Workplace effectiveness.

All our courses are fully accredited with reputable bodies like ICB and others.



2. Courses offered

Our learning programmes accommodate both Full-time programmes and Part-time programmes.

We offer the following courses

- National Certificate: Small Business Management
NQF Level 4 [SAQA ID: 48736]
- Higher Certificate: Office Administration
NQF Level 5 [SAQA ID: 23619]
- National Diploma: Financial Accounting
NQF Level 6 [SAQA ID: 20366]

Students have the luxury of choosing between the following options tabulated below.

Option 1: Full-time and Part-time

This option is predominately designed for learners with **Grade 11 as their minimum qualification**. There are numerous people who have severely failed Grade 12 and lost hope in furthering any career path since they do not possess Grade 12. There is life even when one does not have Grade 12. One may still progress in the Entrepreneurship Sector with just Grade 11 as their highest qualification. The student may enrol with us on a full-time basis or part-time basis starting with **National Certificate: Small Business Financial Management, then progressing to Higher Certificate in Office Administration later study the National Diploma: Financial Accounting**. This process may take a period of Three (3) years for one to obtain a National Diploma with NQF L6. This National Diploma may enable one to study further towards a Degree level at any University in South Africa.

Option 2: Full-time and Part-time

This option is mainly designed for students with either **Grade 11 or Grade 12** as their minimum qualification. Learners that wishes to further their studies in the Entrepreneurship Sector.

Learners with **Grade 11 as their minimum qualification** they start with **Higher Certificate: Office Administration Certificate: and then progress to National Diploma: Financial Accounting**. It take a learner with Grade 11, a period of three (3) years to obtain a National Diploma with NQF L6.

Learners with **Grade 12 as their minimum qualification** start with **National Diploma: Financial Accounting**. It take a learner with Grade 12, a period of two (2) years to obtain a National Diploma with NQF L6.

Possible Career Path

Students who studied within these Accountancy discipline may end up working as:

National Certificate: Small Business Financial Management	Higher certificate: Office Administration	National Diploma: Financial Accounting
<ul style="list-style-type: none"> Start Your Own Business 	<ul style="list-style-type: none"> Senior Office Administrator Secretary General Office Manager 	<ul style="list-style-type: none"> Business Advisor Management Accountant Financial Accountant

Table 1: Option 1 of study

Codes	Course Descriptions	National Certificate: Small Business F+B3:D4inancial	Higher Certificate: Office Administration	National Diploma: Financial Accounting
Minimum Requirements		Grade 11	ICB Courses	ICB Courses
DURATION		9 Months	12 Months	12 Months
YEAR OF STUDY		2022	2023	2024
BKTB	Bookkeeping to Trial Balance	✓		
BUSL	Business Literacy	✓		
ENT1	Entrepreneurship 1	✓		
FNST	Financial Statement		✓	
MMPR	Marketing Management and Public Relation		✓	
HRLR	HR Management and Labour Relation		✓	
OLPR	Office and Legal Practice		✓	
ENT2	Entrepreneurship 2		✓	
FRRF	Financial Reporting and Reg Framework			✓
RTAP	Research Theory and Practice			✓
FMCL	Financial Management and Control			✓
ENT3	Entrepreneur			✓

Table 2: Option 2 of study

Codes	Course Descriptions	Higher Certificate: Office Administration		National Diploma: Financial Accounting	
Minimum Requirements		Grade 12		Grade 12 or ICB Courses ICB Course	
DURATION		12 Months	6 Months	12 Months	12 Months
YEAR OF STUDY		2022	2023	2022	2023
BKTB	Bookkeeping to Trial Balance	✓	<input type="checkbox"/>	✓	<input type="checkbox"/>
BUSL	Business Literacy	✓	<input type="checkbox"/>	✓	<input type="checkbox"/>
ENT1	Entrepreneurship 1	✓		✓	
FNST	Financial Statement	✓	<input type="checkbox"/>	✓	<input type="checkbox"/>
MMPR	Marketing Management and Public Relation	✓	<input type="checkbox"/>	✓	<input type="checkbox"/>
HRLR	HR Management and Labour Relation	✓		✓	<input type="checkbox"/>
OLPR	Office and Legal Practice		✓	<input type="checkbox"/>	✓
ENT2	Entrepreneurship 2		✓		✓
FRRF	Financial Reporting and Reg Framework	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	✓
RTAP	Research Theory and Practice	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	✓
FMCL	Financial Management and Control				✓
ENT3	Entrepreneur				✓

3. PROGRESSION TO DEGREE

After completing your Diploma in Financial Accounting, you can study a diploma or a degree in any of the Universities. There are three types of Universities in South Africa:

- Traditional Universities are Universities –Which offers Theoretically-oriented University degrees
- Universities of Technology –Offers vocational oriented diplomas and degrees
- Comprehensive Universities –Offers a combination of both qualifications

Universities like Unisa have RLP-Recognition of Prior Learning and they evaluate they evaluate each application individually and on personal merit.

- If you have completed Level 6 from any of our programme streams you may submit an application to Unisa .They will evaluate you application to and determine if the qualification you have versus the one you are applying for can be given credits or serve as an entry into the Unisa qualification and determine if the qualification you have versus the one you are applying for can be given credits or serve as an entry into the Unisa qualification are applying for.

If you are not accepted by any of the Universities, you can apply to CIMA (The Chartered Institute of Management Accountant)

- CIMA grants exemptions to qualification the IBC offers. CIMA offers training and qualification s in Management Accounting
- ICB graduates holding the national diploma in Financial Accounting NQF Level 6 qualification can apply to CIMA for up to six exemptions.

4. GETTING STARTED

Fill VPBA Commerce and Finance College Application form. Our Educational advisor will guide you step by step through application process and will help you make a right choice. Your application can only be accepted once we have received the following documents

- Copy of your highest qualification/Grade passed
- Copy of your ID /Passport

5. FEES

- **Registration fees**

Annual Student Registration Fees	R350
Subject Fees	R675 p.s

2020 Student Entry Fees

1 X Registration fee	R360 (Once-off per year)
3 X Subject Fees	

R1,350 (R675 X 2)

Total Registration fee payable is =R1,710

- **Tuition Fees**

NQF Levels	Price per course	Total cost
NQF L4 Certificate	R4500	R13500
NQF L5 Certificate	R5500	R27500
NQF L6 Diploma	R6500	R26000

- **Payment Methods**

- **EFT and ATM Deposit**

You may pay your fees using electronic methods of EFT or ATM deposit. Our banking details are only available at the college campus and given to admitted students.

- **Cash Payments**

Cash payments are acceptable only at the college campus. The student will be given a stamped receipt as a proof of payment and the payment will be reflected on the student statement of account.

6. STUDY MATERIALS



- Obtained online from www.edgelearningmedia.com
- Text books
- Work books
- Study solution guide-2 versions
- Standard and pro version

7. EXAMS

The registration for 2022 academic opens in January 2022 and closes in April 2022. Make sure the administrative support in our centre has registered you for exam by no later than the last day of April 2022. Classroom exams are the exams written at you college campus.

Table 3 and 4 shows the Exam Timetable for both Classroom based learners and Distance learners enrolled for 2022 academic year.

TABLE 3: FIRST SEMESTER EXAM TIME TABLE 2022

May					June		July	
Sat 9 May	Mon (🔴) 11 May	Tue (🔴) 12 May	Wed (🔴) 13 May	Thu (🔴) 14 May	Sat 6 Jun	Mon 8 Jun	Sat 4 Jul	Mon 6 Jul
BKTB	BKTB	MACS	CPBK	BUSL	BKTB	BKTB	BKTB	BKTB
PMSR	CMGT	FNST	ITRT	RTAP	PMSR	PMSR	PMSR	PMSR
CPBK	CRPS	PMSR	TPAC	BLAC	CPBK	CPBK	CPBK	CPBK
BUSL	FMCL	PAAD	FRRF	MMPR	BUSL	FNST	BUSL	BUSL
FNST	ENT1	BMT1	HRLR		ITRT	CMGT	FNST	FNST
CMGT	ENT2	BMT2	OLPR		ITRT	BLAC	CMGT	CMGT
ITRT		BMT3	BLAP		BLAC	BLAP	ITRT	ITRT
BLAC		ENT3				MMPR	BLAC	BLAC
								BLAP
								MMPR

TABLE 4: SECOND SEMESTER TIME TABLE 2022

October		November					December	
Sat 3 Oct	Mon 5 Oct	Sat 14 Nov	Mon (🔴) 16 Nov	Tue (🔴) 17 Nov	Wed (🔴) 18 Nov	Thu (🔴) 19 Nov	Sat 5 Dec	Mon 7 Dec
BKTB	BKTB	BKTB	BKTB	MACS	CPBK	BUSL	BKTB	BKTB
PMSR	PMSR	PMSR	CMGT	FNST	ITRT	RTAP	PMSR	PMSR
CPBK	CPBK	CPBK	CRPS	PMSR	TPAC	BLAC	CPBK	CPBK
BUSL	BUSL	BUSL	FMCL	PAAD	FRRF	MMPR	BUSL	BUSL
FNST	FNST	FNST	ENT1	BMT1	HRLR		FNST	
ITRT	CMGT	CMGT	ENT2	BMT2	OLPR		CMGT	
BLAC	ITRT	ITRT		BMT3	BLAP		ITRT	
	BLAC	BLAC		ENT3			BLAC	
	MMPR							

8. CONTACT US

For more info contact us on this No **015 516 8133**

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