Annual Institutional Prospectus

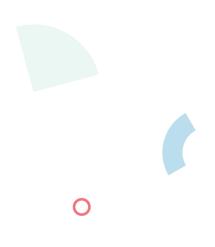**iQ academy**

2025

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1. MESSAGE FROM THE CEO

Education and its potential in South Africa are often debated topics. The drive to transform society through education sparks hope for many and catalyses growth. The power and purpose that education holds are truly what inspires people to want to change the world. In recent sentiments and reports, we can see that there is still much work left to do before the equality divide within society is narrowed. With this in mind, we at iQ align ourselves with those who refuse to back down from achieving our goals, sacrificing whatever is necessary until they are reached.

iQ is a specialist private higher education institution that strives to serve its communities all over Southern Africa. Our goal is simple—to empower people through education. We are driven by our desire and passion for this goal, which we know will change lives forever. From diverse backgrounds, there are many ways to learn, but they all lead to one destination—self-actualisation. Transformative personal habits can be learned anywhere and anytime, making learning opportunities more accessible than ever in history!

Our mission principles are designed to realise the potential of each of our students. The rapid transformation of the online learning environment has created a new ecosystem that can potentially drive real and sustained value for current and future students. To achieve our mission, iQ has embraced this rapid transformation in online learning by adopting new technologies. With the success of our multi-year technology transformation programme - complete with implementing Microsoft Dynamics CRM -we have now completed our upgrades and migrations from our prior Moodle-based learning management system to an integrated student information management and learning management platform – the Virtual Campus. To serve students even better, we focus on creating engaging and enriched learning experiences through technology and continue pursuing features and functions for the Virtual Campus to enhance our student's learning experiences. Our faculty experts and teaching staff have developed new approaches to teaching through modern technologies. They continuously review and renew learning experiences on our Virtual Campus, aiming to make learning as flexible, stress-free and accessible as possible. Our faculty has established a self-study model using pre-recorded teaching methods that are agile enough to cater to learners who work full-time or have other obligations. These technological advancements make learning easily accessible for students who have a busy lifestyle.

We want to take this opportunity to congratulate our graduate class of 2023 and 2024, who achieved their qualifications in these respective years. In 2023, we saw an incredible 7,500 certificates being issued to both qualification and short course students, and in 2024, we reached an Academy milestone of 50,000 completed students in our history—evidence that all the hard work put in by those students was worth it. We wish our alumni a future blessed with opportunity and success; we believe in you!

iQ recently turned 15 years young, and we are very proud to be a critical role player in the South African higher education sector. After starting with just one student in 2007, we now have over 4000 students studying towards qualifications. Our programme range has grown to include accredited qualifications and numerous industry-ready short courses in disciplines such as business management, finance and hospitality, to name a few. Further, in 2023, we moved our programme offerings to be fully online. As we share our success with our students, we urge our future and current students to watch the Institutional social media and website pages for our competitions and giveaways. We love keeping in touch with our students and sharing their successes with others.

We thank and appreciate each one of our students who has chosen to study with us, as they embody everything this Institution strives for. Our active student community inspires us to be better and do more. Our organisation's internal team is the backbone of what makes it possible

for us to meet goals, provide constructive learning experiences, and maintain a successful institutional model. They inspire others every day with their creativity and compassion. Thank you all for being so dedicated!

We continue to expand our holistic approach to empowering our students. IQ has never been just about education—it is about creating value and a mindset for our people throughout their lives. We remain committed to enhancing our student experience with value-added services, including professional membership opportunities and webinars hosted regularly for both students and the public.

During my reflection on the past year, I rediscovered my passion for reading and became reacquainted with Leo Tolstoy, a Russian author and probably, in my view, one of the world's greatest. He said, "*Everyone thinks of changing the world, but no one thinks of changing himself*". I believe that the message he is reflecting on is that change starts from within; it is founded on taking accountability for your life and what happens in it. Setting an example for others will inspire change in your community. As we enter this new year, we hope our students will grow and prosper as individuals while also impacting those around them in ways they never thought possible. We wish all our students, partners, staff members and collaborators an inspired, successful, and impactful 2025.

Lo-Ammi Fourie

Chief Executive Officer

iQ Academy

2. OUR VISION AND MISSION

We empower the human potential. That is why we exist; that is why we are more than just education; that is our vision.

Our mission is to broaden access to relevant and high-quality education that changes the lives of today's and tomorrow's generations. We will drive our mission through our principles:

Learning Programmes
We offer expertly and industry-crafted curricula supported by engaging and interactive learning content that balances knowledge acquisition and practical application.

Teaching & Support
We create a supportive learning environment where qualified lecturers provide proactive and engaging learning opportunities.

Technology
We invest in technology innovation that supports learning to offer intelligent, user-friendly solutions that maximise results and reduce redundant effort.

People
We foster and grow a transformational people culture to create aligned attitudes to support our altitude. We create opportunities to grow and capacitate our human capital to better our communities.

Our Brand
Through our results, we build iQ as a trusted educational institution where promises meet expectations, and they come alive through the experiences we create.

Our Values
We create a values-based organisation that celebrates diversity in people. We build on lessons from the past and peers to strengthen our vision for our people.

Part One: Institutional Information (DHET Regulations 24)

3. CONTACT DETAILS

Physical Address:

57A Western Avenue
Vincent
East London
5201

Telephone Number: +27 87 086 6065

Email Address: info@iqa.ac.za

Website Address: www.iqacademy.ac.za

4. REGISTRATION AND ACCREDITATION

Legal Name and Company Registration Number of iQ Academy

IQ Academy (Pty) Limited, Company Registration No. 2006/033114/07 is:
- Registered with the Department of Higher Education and Training until 31 December 2027 as a Private Higher Education Institution under the Higher Education Act, 1997, Registration Certificate No. 2012/HE07/001.

5. SENIOR MANAGEMENT

DESIGNATION	NAME & SURNAME
CEO	Mr Lo-Ammi Fourie
Dean	Dr Amy Long
CFO	Mr David Nel
Head of Enrolments	Ms Umesha Naidu
Head of Information Technology	Mr Carl Grigor

6. ACADEMIC STAFF

Full-Time Academic Staff

NAME & SURNAME	QUALIFICATIONS
Ms Adele Bellingan	MA (Psychology), PGDip HE
Mr Olwam Ndai	MA (Industrial Psychology)
Ms Mahlatse Malatji	MA (Public Administration)
Ms Jayde Nel	BA Hons Psychology, (PGCE)

External Examiners/Moderators

NAME & SURNAME	QUALIFICATIONS
Dr Juliet Puchert	PhD (Industrial Psychology)
Dr Annelize Van Niekerk	PhD (Industrial Psychology)
Mr Phomolo Mosito	MA (English)
Mr Menzi Masengeni	MA (Education)
Mr Jethro Bhondayi	MA (Business Leadership)
Ms Noreen Matsikidze	BA (Marketing)
Mr Stefan Roodt	BCom, PGDTE
Prof Yvonne Joubert	DCom (Industrial Psychology)
Mrs Vivienne Aldag	BCom Hons (Psychology)
Ms Melanie Joubert	BCom (Marketing)
Dr Amina Jakoet-Salie	PhD (Public Administration)
Ms Noluthando Mbangeleli	MCom
Ms Memory Jubera	MSocSci (Sociology)
Prof Kwame Asmah-Andoh	DPhil (Public Administration)

7. ACCREDITED PROGRAMMES

iQ has been registered to offer its approved programmes at the following site of delivery:

East London: 57A Western Avenue, Vincent, East London, 5201

iQ is registered to offer the following programmes:

- Higher Certificate in Business Management, SAQA ID 80726, (HEQSF Aligned, 120-Credits: Distance Mode)
- Higher Certificate in Public Administration and Management, SAQA ID 118443, (HEQSF Aligned, 120-Credits: Distance Mode)
- Higher Certificate in Human Resource Management, SAQA ID 90760, (HEQSF Aligned, 120-Credits: Distance Mode)

8. REGISTRATION STATUS OF SHORT COURSE PROGRAMMES

The Department of Higher Education and Training does not require registration of short courses. This means that all iQ Short Courses are non-credit bearing, are not registered with the South African Qualifications Authority (SAQA) and do not lead to a qualification or part-qualification registered on the National Qualifications Framework (NQF). Our short course programmes are developed for and with industry and focus on career and professional growth. They are internally quality-assured and approved. A certificate of achievement is awarded to students when the following conditions are met:

- Completion of all academic requirements.
- Payment of all fees.
- Receipt of a certified copy of ID document.

9. MODE OF INSTRUCTION

All iQ's courses, including full qualifications that are credit-bearing and registered on the NQF and other non-credit-bearing short course offerings, are offered through a distance (online) mode of delivery. There are no campus-based face-to-face contact sessions. A student's academic journey does not differ depending on whether they are enrolled for a formal qualification or a short course. At iQ, we have structured all our programmes to allow for continuous enrolment throughout the year, meaning there are no intake open and closure dates or formal examination periods. We believe we have achieved a truly flexible learning environment catering to our students' unique lives and needs.

Our online student portal, Virtual Campus, actively supports teaching and learning in all courses. On our Virtual Campus, students can access lecture notes, teaching videos, and value-added services such as certificates, registration documents, and statements of account. iQ students can also access our fully online library, Ebscohost, which hosts thousands of articles, journals, and online textbooks.

As a progressive institution, iQ continuously experiments with innovative solutions in the development of e-learning content that supports mobile learning. This means that students can meaningfully participate 24/7 and successfully complete their courses using their mobile devices (e.g., smartphones, laptops, tables).

10. LANGUAGE POLICY OF THE ACADEMY

iQ subscribes to using English as the medium of instruction and communication due to the language's local, regional, and international operability and strong presence in commerce and trade.

11. RULES OF THE INSTITUTION

Definition of Terms

- **Academic Intake:** All academic programmes are available for enrolment throughout the year. Meaning there is no formal intake open and closure date.

- **Admission:** This refers to the approval of prospective students to be eligible for registration as a student at the institution, regardless of whether the person has previously been registered as a student.

- **Prospective Student:** Any person who intends to study at iQ and is applying for admission for a specific qualification or non-credit-bearing short course.

- **Recognition of Prior Learning:** A student's previous learning and experience (however obtained) is considered together with the outcomes required for a specific qualification and the purposes of a qualification that meets these requirements.

- **Student:** Any person registered for a qualification or short course offered by iQ, either within a programme or as an occasional student.

- **Academic Semester:** Students who register for the first time are enrolled into a cohort which commences on the day of that student's unique enrolment. From this point, the students are presented with course materials via the Virtual Campus each month over a period determined by each course curriculum. Typically, short course programmes are released for completion over 3-6 months, whilst higher certificate programmes can be completed in a minimum of 1 year and a maximum of 3 years.

- **Academic Exclusion (Higher Education Qualification Only)**

The table below summarises the minimum and maximum study periods associated with a particular higher education programme.

Programme	Minimum credits for qualification	Maximum period in which qualification must be completed (Years)	Suggested Period for Completion of Studies (Years)	
			Full-Time (if available)	Part-Time
Higher Certificates	120	3	1	2-3

- **Date of Registration:** The actual date of successful first-time registration and any subsequent registrations.

- **Module Re-Registration (Higher Certificates):** Students who have failed a specific module(s) or attempted a module without completing it must re-attempt it when it becomes available.

- **Module Re-Registration Fee (Higher Certificates):** A re-registration fee per repeat module is payable. The student handbook provides the fees, which will be added to the student's account.

- **Module:** A coherent, self-contained learning unit designed to achieve specific learning outcomes (overarching competencies). These are assessed within that unit and are allocated a period of learning. A module is the smallest unit for which a final mark is entered into the student's final academic record.

- **Programme:** A structured set of learning outcomes usually comprised of a combination of modules that must be completed to fulfil the requirements for a specific qualification or course.

- **Curriculum:** A description of the learning outcomes and content dealt with in the module.

- **Assessment:** The evaluation of a student's achievement of the learning outcomes of a module.

- **Class Mark (CM)(Higher Certificates):** This is the mark obtained by a student for a module concerning assignments and/or other forms of formative assessments that have been completed.

- **Summative Assessment:** These are the end-of-module or course assessments that are administered by iQ fully online. They may include supplementary assessments to assess a student's knowledge.

- **Final Module Mark:** This is the mark obtained at the end of each completed module. The rules for that programme determine the composition and computation of the module.

- **Credits (Higher Certificates):** These determine the relative value of modules. Each credit represents ten notional hours a student spends towards completing the module.

- **Board:** Any person to whom iQ's Academic Board has delegated the authority and/or powers in a specified area

- **Dean:** The administrative and operations head of the faculty.

- **Head of School:** The administrative head of a learning programme.

12. ADMISSION REQUIREMENTS

Higher Certificate Qualifications (HET)
To gain access to any qualification, candidates must have one of the following qualifications:
- National Senior Certificate with at least 30% in English.
- Senior Certificate with at least 30% in English.
- National Certificate (Vocational) (NCV) (Level 4) with at least 30% in English.

International Students
International students wishing to apply with iQ must ensure the following:
- Certified Copy of ID or valid passport.
- A certified copy of study permit has been obtained.
- All international qualifications have been evaluated by the South African Qualifications Authority (SAQA).
- A certified copy of the marriage and/or divorce certificate (only if the surname and the highest qualification and copy of the ID do not match).

For further information regarding the above, visit the SAQA website at www.saqa.org.za.

Recognition of Prior Learning (RPL)
Prospective students who do not meet the minimum entrance requirements for the module and/or programme but can demonstrate comparable RPL competency may also be granted admission when applying to the Academy. Admission of prospective students through RPL will not constitute more than 10% of the total student intake for the module and/or programme. The prospective student will also be liable for all costs associated with any RPL undertaken. For further information regarding the above, please refer to the RPL policy.

Mature Age Exemption
Prospective students of mature age (23 years) who do not meet the minimum entrance requirements will also be considered for admission based on their experience.

Conditional Age Exemption (Applies to HET Qualifications)
Students who are older than 45 years should submit an ID document or valid passport, as well as the highest qualifications and CV detailing working experience, to be considered for higher certificate studies.

13. REGISTRATION PROCEDURE

The registration procedure is as follows:

- A student can express interest in studying with iQ through several of our digital and social media channels.
- Once a prospective student has expressed interest, a student advisor will contact the individual via their preferred contact method. The advisor will inquire about prospective students' study interests and academic and career aspirations.
- The advisor will guide the prospective students through our programmes and help them select the appropriate study area for their goals.

- Having settled on the appropriate programme for the prospective student, all relevant details are captured onto the enrolment application software for enrolment purposes.
- The enrolment advisor will explain the terms and conditions of the prospective student's enrolment with iQ.
- The prospective student will then receive their acceptance letter. They will receive full student status once they have sent all relevant documentation (academic qualifications and ID documents) to iQ (Higher Certificates only).
- All enrolment applications undergo a verification and quality control process to ensure the proper procedure is followed and all requirements are met. Our quality control process is designed to protect prospective students.
- When all the criteria related to the programme are met, the prospective student will be assigned full registration status as a student with iQ.
- Once registration is complete, the study material will be available on the student portal called Virtual Campus.

14. STUDENT ENROLMENT CONTRACT

Students are required to register at the start of their academic journey with iQ. Due to the nature of distance (online) learning, all student contracts are completed telephonically with the student, guardian and account payer (sponsor). During the registration process, various important points such as fees, payment options, terms and conditions, and disclaimers, i.e. understanding of course registration status, are discussed with the student, guardian and account payer (sponsor). All parties are required to accept these points.

Once the registration process has been completed, the agreement (contract) becomes a legally binding document valid for the duration of the programme. Once the account payer (sponsor) has accepted the agreement, this person becomes liable for paying all fees. The Student Handbook provides information about cancelling studies and refunds.

15. TUITION FEES

Tuition fees cover the cost of the application, registration, course materials, delivery of an individual programme of study and support provided throughout the duration of the programme or course. This includes study handbooks, other guides, and administrative and academic counselling. Tuition fees must be paid in full before final marks are released and/or the certificate is issued. A further breakdown of fees and costs is included in the Terms and Conditions.

16. SCHEDULE OF FEES

Higher Education Programmes

The fees in the schedule below apply to students registered for the 2025 academic intake on a higher certificate qualification. Fees are subject to change as they are revised on an annual basis. Students must regularly verify their courses and associated fees, levies, and other charges. Any updates to fees will be posted on the iQ website.

Table 1: Schedule of fees for Higher Certificate Qualifications (2025)

Fee Type	Amount	Payable
· Business Management · Human Resource Management · Public Administration and Management	R25 840	The total course fee includes an annual course fee and annual registration fees. The payment can be made at registration or scheduled over 12, 15, 18, or 24 months.

Fee Type	Amount	Payable
De-registration Fee	No charge	We do not charge a deregistration fee. However, upon deregistration, all fees paid to date will be forfeited.
Course change before 1st payment	No Charge	
Examination Re-mark Fee	R300	This fee is payable on application for a summative assessment re-mark.
Academic Exclusion Re-admission Fee	R500	Upon re-admission into the course, this fee will be added to the student account.
Assignment Re-Mark Fee	R150	This fee is payable on application for an assignment re-mark.
Supplementary Fee	R500	This fee is payable for writing a supplementary summative assessment.
Module Re-registration/Module Repeat Fee	R1,000	This fee is payable upon re-registration or repeat of a failed module.
Recognition of Prior Learning (RPL) Fee	R150	This fee is payable on application and acceptance of RPL, where an assessment must be completed as part of the RPL process.
Duplicate Certificate Fee	R400	This fee is payable on request for a duplicate certificate. The fee excludes shipping to students.

Short Course Programmes

The iQ Short Course Programme fees can be viewed on our website anytime. Fees are subject to change as they are revised annually. Any updates to fees will be updated on the iQ website.

Method of Payment

The following methods of payment described below are acceptable.

Direct Deposits or Internet Payments
Direct deposits or Internet payments can be made into the following account:

Bank	Standard Bank
Branch	Vincent Park
Branch Code	003721
Account Holder/Name	IQ Academy
Account Number	251390527
Reference	Student number, ID number or passport number, Contract number

Debit Order
If elected to use a debit order, tuition fees are collected via an agreed debit order every month.

The following fees may be added to the tuition fees and can be paid via normal debit order:
- Supplementary fees, where applicable.
- Assignment and examination script re-mark.
- Module(s) re-registration fee.

Electronic Payments
All electronic payments for student fees are accepted, and payments can be made via the student's bank and put into iQ's bank account.

Please note that we are an authorised and approved beneficiary for Standard Bank customers. Your ID number should be used as a reference.

International Payments
Payment must be made for students using foreign currency via telegraphic transfer into iQ's bank account. Please visit the iQ website for more details.

Proof of Payment
To prevent a payment from being credited to the incorrect student account, the student's name and ID number must be entered on the online reference or telegraphic transfer.

Please send proof of payment to iQ using the following email address: accounts@iqa.ac.za.

17. STUDENT FINANCIAL AID

The only form of financial aid students receive is through affordable payment options, where no deposit is required. Students who need assistance paying fees can discuss such matters with a student services agent. iQ has a limited number of bursaries available, which are awarded to prospective students.

18. PROGRAMME RULES

The rules relating to assessment, academic credit accumulations, progression, and certificates differ from programme to programme. Once the registration process has been completed, the programme and module guide containing these rules will be available to students on our Virtual Campus.

19. ACADEMIC AND STUDENT SUPPORT SERVICES

iQ seeks to create a rich learning experience for its students. Consequently, we continuously explore new and better ways to support distance learning best. We are also committed to shortening the "distance" in distance learning. We achieve both objectives by keeping in touch with our students via phone and email support. Students must keep us informed about any changes to their personal information, including cell phone number(s), physical and postal address(es) and email address(es). Student can update their profile information directly on the Virtual Campus. Students may not receive important information or support from iQ if their contact information is outdated.

Academic Support

Students can access the Virtual Campus, which contains all their course material and assessments. In addition, the contact details for lecturers can be found in the Course Support section in each short learning programme and module of a qualification on the Virtual Campus.

Student Support Team

iQ has a dedicated team that officially welcomes new students when they enrol. The "Welcome Call", as we call it, is an important interaction as it is a way for us to orientate students with iQ, answer any questions students may have and provide support during the initial registration stage. Students can also access the contact details of the Student Support Team on the Virtual Campus in the Course Support section.

Technology-Mediated Learning

iQ provides students with a platform that allows them to leverage technology, which, in turn, facilitates learning. Our student portal (Virtual Campus) is accessible through PCs, laptops, tablets, and smartphones.

In addition to being conveniently accessible 24/7, the Virtual Campus also gives students the power to:
- View course and module information
- Access course content and digital resources
- Learn through interactive experiences
- Submit assignments
- Check progress and academic results
- View a statement of account
- Upload registration-related documents
- Update their profile with their latest contact information

The iQ Online Library

iQ subscribes to the popular electronic database Ebscohost. Subscribing to Ebscohost allows staff and students access an extensive collection of electronic journals and eBooks. Access to Ebscohost is restricted. Students fully registered with iQ for a higher education qualification can access the electronic library via our Virtual Campus. Students who experience difficulties accessing this platform are encouraged to contact us.

Technical Support

Since students are not part of iQ's proprietary network, we cannot assist them with problems and troubleshooting related to their own resources, such as internet access, PCs or mobile phones. If students experience difficulties accessing resources online, i.e. the institution's website, Virtual Campus, Ebscohost, Facebook, etc., kindly bring this to our attention so that a query can be logged. We have a dedicated IT team which can resolve such issues, but only at the request of support staff.

20. STUDENT HEALTH AND WELLNESS

The health and well-being of iQ's employees, contractors, students, and visitors are paramount. We believe all occupational illnesses, workplace injuries, and environmental incidents are preventable. Therefore, we will never compromise health and safety standards and procedures. With this in mind, iQ has implemented safety and security procedures in terms of the Occupational Health & Safety Act 1993 (Act No. 52 of 1993).

Being a distance (online) student can become very challenging yet rewarding. To assist with pressures, iQ's academic team is available to support students with academic issues and can refer students to various wellness organisations.

The following examples of various wellness organisations include:
- **AL-Anon:** Al-Anon Family Groups offer understanding, help and support to the families and friends of problem drinkers. Call 0861 25 26 66.
- **Lifeline Southern Africa:** 24-hour crisis intervention service, offering free, confidential telephone counselling, rape counselling, trauma counselling, Aids counselling and a range of other services. Call 0861-322-322.
- **National Aids helpline:** For assistance with HIV/AIDS information, support, and service referrals, call 0800-012-322 or visit aidshelpline.org.za.
- **Narcotics Anonymous SA:** For recovering drug addicts who meet regularly to help each other stay clean. Call 083 900 MY NA (083 900 69 62) or visit www.na.org.za.
- **SA Depression and Anxiety Group:** Call 0800 121 314, SMS 31393 (to request a callback), or visit www.sadac.org.

- **Stop Gender Abuse:** Crisis counselling for women who have been raped or abused, advice and support for people wanting to support women in need of help, legal and other options available for abused women and rape survivors. Call 0800 150 150.

21. Community Engagement and Social Responsibility

iQ partakes in various initiatives with the local community (stakeholders within the community). Our objective is to provide access to higher education for disadvantaged communities, creating the opportunity for betterment and growth that positively impacts individuals and communities as a whole. In 2024, we partnered with Be The Salt and Light NPO to provide annual bursaries to learners within their organisation. In 2024, we offered more than 50 free courses to individuals from this organisation and through our monthly bursary competitions.

22. De-registration and refunds

The De-Registration Process

- All de-registration requests must be made verbally or in writing and submitted to iQ.

- If a student requires more information regarding de-registration, these requests must be made by calling 087 086 6065 or in writing to info@iqa.ac.za

The Refund Process

- If a student requires a refund, these requests must be made by calling 087 086 6065 or in writing to info@iqa.ac.za.

23. Student Code of Conduct

iQ is serious about its students' conduct. A comprehensive and official Code of Conduct is available upon request.

24.   Student Complaints and Grievances

iQ is committed to ensuring that students have a positive student experience. To improve quality, we constantly monitor and evaluate our academic courses, administrative systems, and student support services. If any student feels that we are not living up to our expectations, we welcome constructive feedback at any time, even if this includes laying a complaint.

If a student wishes to lodge a complaint, they may do so in writing within seven days of dissatisfaction. Complaints may be lodged with the Dean. The Student Handbook provides a complete description of the Complaints Procedure.

The following are examples of the types of complaints which may be lodged:

- Quality of teaching and learning.

- Quality of services received.

- Lack of support.

- Assessment results.

- Disciplinary sanctions.

- Fees.
- Refunds.
- Other.

25. POLICY ON DISABILITY

iQ upholds the rights of students and staff with disabilities in accordance with section 9 (4) of the Constitution. It further upholds these rights by adhering to the relevant legislative requirements regarding disability programmes and recognising the Convention on the Rights of Persons with Disabilities (2008).

iQ commits to providing services for students and staff with disabilities. This provision is designed to eliminate special barriers to equal educational and employment opportunities, including legal, financial, academic, and institutional obstacles, to achieve equitable, inclusive services and practices by implementing this Disability Policy.

Part Two: Faculty

26. FACULTY

All programmes and courses offered by iQ are arranged under one Faculty, the Faculty of Management and Economic Sciences, which comprises two Schools: the School of Management and Commerce and the School of Public Management.

The School of Management and Commerce

The School of Management and Commerce is responsible for providing those qualifications related to business and human resource management. In addition to this, the School offers the bulk of our short course programmes, which are business, human resource, travel, commerce and safety-oriented. The School is supported by a Head of Faculty, Lecturers and Administrators to ensure a successful learning journey for our students. Course offerings are suitable for practising and emerging managers, marketers, human resource practitioners, supply chain professionals, and many other professions across various disciplines.

The School of Public Management

The School of Public Management was incepted in 2021 to accommodate the various public management programmes offered at iQ. We have several short course programmes in the public management discipline and one fully accredited higher certificate programme. A Head of Faculty, Lecturers, and Tutors also support the School. The public management programmes aim to equip students with foundational, practical skills and knowledge that can be exercised in delivering services to South Africans.

Each department strives to provide high-quality and market-relevant education. Delivery is through technology-enabled distance (online) learning, assisted by suitably qualified and experienced academics.

27. iQ HIGHER EDUCATION

iQ Higher Certificate Programmes

While many students leave school with a Grade 12 qualification, many are at a loss because they have not obtained a university exemption. Additionally, several school-leavers who have obtained exemption for degree studies are not admitted to public institutions due to the limited places available and the high admission and tuition costs.

iQ's Higher Certificate programmes comprise a strong vocational element, seeking to bridge the gap between theory and practice. These qualifications give candidates an alternate route into higher education. After completing a 120-credit NQF Level 5 Higher Certificate, candidates may apply for admission into an Advanced Certificate, Diploma, or Bachelor programme, depending on the institution's entry requirements for the specific programme.

The programme structure for the iQ Higher Certificate programmes allows students to complete a programme over one to three years. Once students have registered, they will receive access to the first four modules in the programme. The remaining modules are available to students once they have completed at least one of the first four modules.

Higher Certificate in Business Management

The HCert (Business Management) programme responds to the workplace need for competent managers across all economic sectors. Government, businesses, and the Labour Department have expressed a growing current and future need for competent junior and middle managers to assist

in growing the economy. This qualification encapsulates the skills, knowledge, attitudes, and values managers require.

Many people in several industries have the technical know-how and skillset. However, they are often underprepared when asked to step into managerial roles. In addition, new entrants to the workplace often find it difficult to contextualise the function of management, solve problems and make qualitative decisions.

This programme provides exciting career prospects for people involved with or interested in becoming involved in business management. The programme allows individuals to broaden their knowledge and skills to become effective managers and accountable leaders. As an entry point to the business management discipline, the programme provides and equips individuals with the knowledge and skills needed for both personal success in the context of managing self and teams as well as in the success of the organisation. To this end, the curriculum has been designed to give students a solid foundation in business management within non-profit and profitable organisations.

This iQ Higher Certificate programme comprises the following seven modules:

- Module 1: Academic Literacy
- Module 2: Business Management
- Module 3: Principles of Leadership
- Module 4: Human Resource Management
- Module 5: Marketing Management
- Module 6: Finance for Managers
- Module 7: Project Management

Higher Certificate in Human Resource Management

The HCert (Human Resource Management) programme responds to the growing need for competent human resource practitioners to effectively manage a company's or the country's workforce employees or human capital across all economic sectors, including government, business, and labour. The skills, knowledge, attitudes and values required by employees in the human resources field are captured in this qualification. They will enable future decision-makers to develop their skills and actively take control of their sphere of influence, making sound business decisions that will benefit the specific industry and the economy.

This qualification is designed to match an ever-changing business environment, taking cognisance of the attributes essential for functionaries in the field. Organisational and business growth is predicated on competitive advantages their employees leverage. For companies to be strategically positioned in a competitive market, skilled personnel must be competent at all levels, including entry-level positions.

The programme is designed to qualify students for entry-level positions in human resource management-related jobs. Students who complete this qualification will have foundational theoretical knowledge and practical skills across all human resource management roles, including organisational design, change management, and wellness.

This iQ Higher Certificate programme comprises the following seven modules:

- Module 1: Academic Literacy
- Module 2: Human Resource Management
- Module 3: Principles of Leadership
- Module 4: Business Management
- Module 5: Organisational Development and Change Management
- Module 6: Organisational Health and Wellness
- Module 7: Human Resource Integrated Case Study

Higher Certificate in Public Administration and Management

The HCert (Public Administration and Management) aims to develop basic vocational, theoretical and applied competencies of students at NQF level 5 in interpreting and applying national and provincial government sector legislation and policies on national and provincial government levels, good governance, and public management principles and methods. This higher certificate programme is intended for public officials and elected political leaders involved with service delivery activities and strategic-level objectives for communities. This type of programme contributes to developing management skills for political executives, executive managers (senior, middle and line managers) and other role-players who improve service delivery in the public sector. The knowledge and skills will equip students to function in the complex and dynamic public arena where state, market forces and civilians interact to shape society.

The course provides a basis for government and the position of public administration and management in government, focusing on various knowledge areas, from management principles and public sector techniques to ethics guiding the public sector. Once qualified, students are ideally placed in any of the three spheres of government or arms-length agencies, including public service and the broader public sector, such as state departments, local and provincial departments, public entities, and public enterprises. They can also join non-profit organisations, public affairs, and other select divisions within private sector companies. The specialised modules on offer allow students to explore possible career options.

This iQ Higher Certificate Programme consists of the following eight modules:

- Module 1: Academic Literacy
- Module 2: Government in Focus
- Module 3: Foundations of Public Administration, Public Management and Governance
- Module 4: Selected Public Management Applications, Skills and Competencies
- Module 5: Service Delivery Excellence
- Module 6: Public Sector Human Resource Management
- Module 7: Ethics Management in the Public Sector
- Module 8: Public Organisational Design and Development

28. IQ SHORT COURSE PROGRAMMES

In addition to higher education programmes, the faculty also offers a variety of non-credit-bearing short courses in business and related fields.

iQ is committed to the principles of lifelong learning. We view lifelong learning as all forms of formal and informal learning that occur throughout an individual's personal journey through life. Constant changes in the work environment and various spheres of life require people to continuously upgrade their skills to stay competitive in the modern world.

Through distance (online) learning, individuals benefit from greater flexibility in realising their personal development aspirations. This learning method also places students in control of their own learning through independent studies. With the increased accessibility to technology (especially mobile technology), students can interact with fellow learners and tutors as part of a community on our internet-enabled platforms.

Short Course Programmes offer students the following:

- An opportunity to gain or update knowledge and skills
- Sharpen individuals' occupational direction
- Increased mobility within the workplace, improved future employability and self-employment possibilities
- A contribution towards closing the specialised skills gap
- Personal enrichment

Short Courses may last 3 or 6 months. They provide an affordable, flexible educational solution for improving knowledge and skills in a wide variety of subjects and disciplines.

As iQ Academy, we continuously add new Short Courses to our programme offering throughout the year. For the latest list of available courses, please visit our website at https://www.iqacademy.ac.za/. You can view the newest and most popular Short Courses or a complete list of available programmes.

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