



**open
learning
group**

CONNECT • LEARN • ADVANCE

**SPECIALISTS IN ACCREDITED
HIGHER EDUCATION &
TRAINING PROGRAMMES**



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Our Programmes offer:

- Registered qualifications with the Department of Higher Education and Training
- Distance learning with dedicated student support
- Access to online learning platform (OLG4Me)
- Flexible payment plans
- Fees inclusive of study material

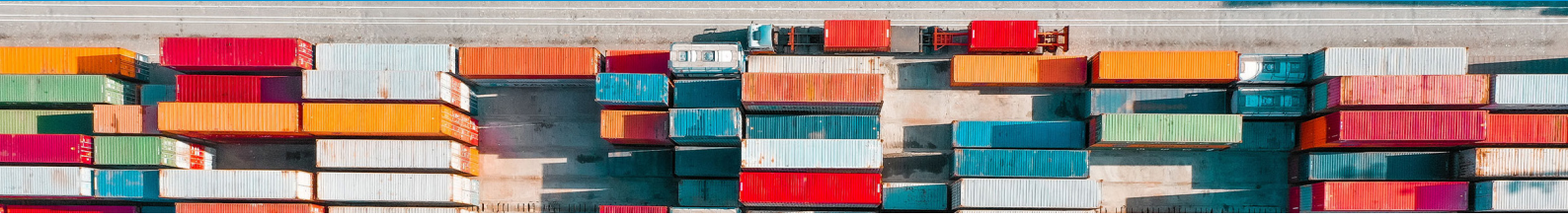
OLG is committed to making a real difference in helping individuals to realise their career aspirations and in doing so, contributing to a better skilled Africa.

Please note: Students need to have access to a computer with Internet.

Open Learning Group (Pty) Ltd Reg No. 1997/020392/07 is registered with the Department of Higher Education and Training (DHET) as a Private Higher Education Institution. Open Learning Group (Pty) Ltd is further accredited with the Education, Training and Development Practices Sector Education and Training Authority (ETDP SETA), with extension of scope with Transport Education and Training Authority (TETA) and with the Wholesale and Retail Sector Education and Training Authority (W&R SETA) and is accredited as a Skills Development Provider (SDP) with the Quality Council of Trades and Occupations (QCTO).

BACHELOR OF BUSINESS ADMINISTRATION (BBA) DEGREE LOGISTICS & SUPPLY CHAIN MANAGEMENT

SAQA ID 91114 | NQF Level 7



The BBA in Logistics and Supply Chain Management will give you a solid understanding of supply chain and logistics management from both a South African and global perspective. This degree is designed in response to the growing demand for professionals capable of executing and managing operations in the procurement, warehousing and transportation of goods. The programme is delivered through distance learning, which provides much needed flexibility for the full-time employed individual.

Admission Requirements

- National Senior Certificate (NSC) with B.Degree endorsement plus English (1st or additional) - 40% (E) Math Literacy - 60% (C) Mathematics - 40% (E)
- Senior Certificate (SC) Exemption or conditional exemption plus English (1st or 2nd) SG-D or HG-E Mathematics pass SG or HG
- National Certificate Vocational (NCV) - At least 60% in three fundamental subjects including English plus at least 70% in three vocational subjects
- Completed OLG Higher Certificate in Logistics Management or other relevant 120 credit Higher Certificates with a minimum aggregate of 60% (Universities South Africa exemption).
- Completed OLG Diploma in Logistics and Supply Chain Management or other relevant 360 credits Diploma (Universities South Africa exemption)

Duration

This programme must be completed within a minimum of three years and a maximum of five years with the option of applying for re-registration for outstanding modules.

Programme Curriculum

First Year:

- Business Management 1
- Economics 1
- Logistics Management 1
- Business Statistics
- Supply Chain Management 1

Electives:

- Transport Economics 2
- Marketing Management 2
- Procurement Management

Second Year:

- Business Research
- Business Management 2
- Economics 2
- Logistics Management 2
- Supply Chain Management 2
- Financial Management 2

Third Year:

- Business Management 3
- Project Management
- Logistics & Supply Chain Management Systems
- Logistics & Supply Chain Research: Theory
- Logistics & Supply Chain Research: Project
- Logistics Management 3
- Supply Chain Management 3

"I am a manager in the Logistics industry and my qualification will assist me to further my career in this field. All it takes is hard work and dedication. You also need to be willing to go the extra mile."

Chantelle Roddan, Diploma in Logistics and Supply Chain Management

DIPLOMA LOGISTICS & SUPPLY CHAIN MANAGEMENT

SAQA ID 85028 | NQF Level 6



The Diploma in Logistics and Supply Chain Management aims to develop students in gaining a wide range of professional, vocational and industry-specific intellectual competencies, knowledge and practical skills. The graduate should be able to take decisions in the context of a logistics and/or supply chain organisation, to analyse relevant information, and produce innovative responses to concrete but often unfamiliar problems based on informed judgement. The programme is delivered through distance learning, which provides much needed flexibility for full-time employed individuals.

Admission Requirements

- National Senior Certificate (NSC) with Diploma endorsement English (1st or additional) - 40% (E)
- Senior Certificate (SC) English (1st or 2nd Language) SG-D or HG-E; 3 subjects SG-D or HG-E
- National Certificate Vocational (NCV). At least 50% in three fundamental subjects including English plus at least 60% in three vocational subjects
- Completed an OLG Higher Certificate in Logistics Management or other relevant 120 credit Higher Certificate with a minimum aggregate of 50%

Duration

This programme must be completed within a minimum of three years and a maximum of five years with the option of applying for re-registration for outstanding modules.

Programme Curriculum

First Year:

- Business Management 1
- Economics 1
- Logistics Business Communication
- Logistics Management 1
- Transport Economics 1
- Supply Chain Management 1

Second Year:

- Business Management 2
- Business Information Systems
- Logistics Management 2
- Transport Economics 2
- Work Integrated Learning 1
- Marketing Management 2

Third Year:

- Financial Management 2
- Logistics & Supply Chain Management Systems
- Logistics Management 3
- Supply Chain Management 2
- Work Integrated Learning 2
- Procurement Management

“OLG has given me the opportunity to study while still being able to provide for my family. The structure of the curriculum is such that one can easily adapt and plan the studies around their daily schedules. The interaction with the administration staff, lecturers and even the department heads is phenomenal. This type of interaction, I believe, is the great success of the OLG story.”

Guanita De Lange, Diploma in Logistics and Supply Chain Management

HIGHER CERTIFICATE LOGISTICS MANAGEMENT

SAQA ID 96798 | NQF Level 5



The programme is designed to equip students with a wide range of logistics management knowledge as well as the skills and competencies suitable for operational level logistics and supply chain management personnel. At the end of the programme, students will be able to understand the importance of logistics and supply chain operations and its contribution to a productive organisation. The programme is delivered through distance learning, which provides much needed flexibility for the full-time employed individual.

Admission Requirements

- A National Senior Certificate (NCS) with Higher Certificate endorsement plus English (1st or additional) 40%
- Senior Certificate (SC) English (1st or 2nd language) SG-D or HG-E
- National Certificate Vocational (NCV) with English 40%

Duration

This programme must be completed within a minimum of one year and a maximum of three years.

Programme Curriculum

- Business Communication
- Computer Literacy
- Business Management 1
- Transport Economics 1
- Logistics Management 1
- Financial Management 1
- *Elective Modules:* Supply Chain
- Management 1/ Purchasing Management 1/ Marketing Management 1

“OLG allowed me to do my best and it has been so worth it at the end of the day as I have achieved my Higher Certificate in Logistics Management. Engaging. Inspiring. Empowering. These three characteristics are just a short example of the many you demonstrate with all your students, including me. I cannot thank OLG enough for the past three years. It has been hard at times, especially trying to put in the efforts whilst juggling a career, going through a SAP take-on, as well as a family life ultimately accumulating in me achieving a Cum Laude. Too often we progress through the “ropes of life”, and do not invest the time to express our gratitude and authentic value for the support OLG so eagerly shares for our growth, not only as students, but as long term partners. Thank you for being genuine. Thank you for seeing me as a partner in learning and sharing. Thank you for being you. Thank you for being one of the best distance learning academy’s out there. May you continue to inspire others to achieve their goals and dreams.”

Shelly-Anne Joshua, Higher Certificate in Logistics Management

HIGHER CERTIFICATE PROCUREMENT MANAGEMENT

SAQA ID 102026 | NQF Level 5



The purpose of this programme is to develop graduates with the necessary knowledge and skills to analyse, interpret, understand and apply procurement management principles, process and procedures. The programme will provide a range of knowledge and competencies in fields such as business communications for procurement managers, digital literacy systems and financial management as well as general management skills and procurement principles. Work-directed, problem-based and project-based work integrated learning, will enable a learner to gain work related experience and apply their knowledge and skills in the workplace. The programme is delivered through distance learning, which provides much needed flexibility for the full-time employed individual.

Admission Requirements

- A Senior Certificate (SC) - English HG-E or SG-D
- A National Senior Certificate (NSC) granting access to Higher Certificate studies
- A National Certificate Vocational (NCV), NQF Level 4, granting access to Higher Certificate studies

Duration

This programme must be completed within a minimum of one year and a maximum of three years.

Programme Curriculum

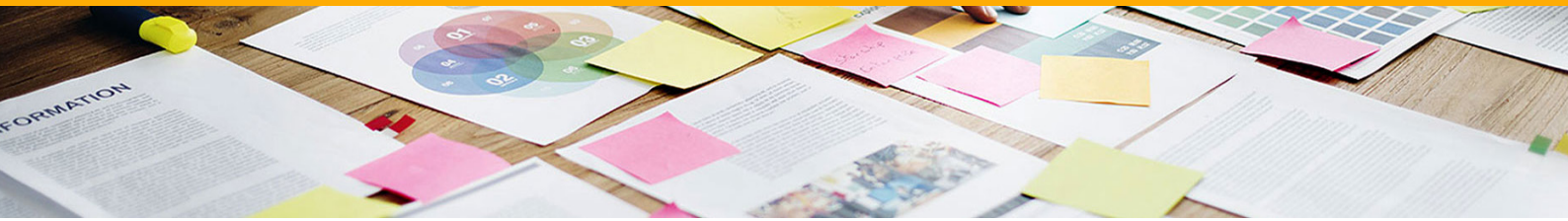
- Digital and Computer Literacy
- Business Communication for Project Managers
- Business Management 1
- Financial Management
- Supply Chain Management 1
- Procurement Management
- Work Integrated Learning (WIL) for Purchasing Management
- Principles of Purchasing

"I chose Open Learning Group as they offered all that I needed including classes and an online forum. OLG is very efficient - their staff are excellent with queries and getting back to students. Having studied at OLG has definitely opened doors for me as now I can apply for more senior positions and have opportunities to expand and grow."

Meeneshree Mohunlal, Diploma in Logistics and Supply Chain Management

HIGHER CERTIFICATE PROJECT MANAGEMENT

SAQA ID 104766 | NQF Level 5



The purpose of this programme is to develop individuals with the necessary knowledge systems, intellectual competencies and practical skills to analyse, interpret, understand and apply project management principles, processes and procedures. Work-directed, problem and project-based work integrated learning will enable the individual to gain work related experience and apply their knowledge and skills in the workplace. The programme is delivered through distance learning, which provides much needed flexibility for the full-time employed individual.

Admission Requirements

- A Senior Certificate (SC) - English HG-E or SG-D
- A National Senior Certificate (NSC) granting access to Higher Certificate studies, with English 40%
- A National Certificate Vocational (NCV), NQF Level 4, with English 40%

Duration

This programme must be completed within a minimum of one year and a maximum of three years.

Programme Curriculum

- Digital and Computer Literacy
- Business Communication for Project Managers
- Business Management 1
- Financial Management
- Supply Chain Management
- Project Management
- Work Integrated Learning (WIL) for Project Management

“After 18 years of supervisory and management experience in the mining industry, I had no formal qualifications. Open Learning Group has given me the opportunity to study while still being able to provide for my family. The interaction with the administration staff, lecturers and department heads was phenomenal. The graduation ceremony was one of the most proud moments in my life.”

Ivan Mason, BBA Degree in Logistics and Supply Chain Management

SHORT LEARNING PROGRAMME

PRODUCTION AND OPERATIONS MANAGEMENT



This short learning programme introduces learners to the fundamental operations management terminologies, functions, strategies, and principles.

It will give you a high-level knowledge of operations design, demand management, capacity management, aggregate planning, master scheduling, inventory management, just-in-time systems (JIT), material requirements planning (MRP), supply chain management, project management, total quality management (TQM), maintenance management, continuous improvement, ergonomics, safety management, occupational hygiene, and service quality.

Admission Requirements

- It is recommended that the applicant has achieved English language competence at a level that is equivalent to Grade 12
- Register and start the programme any time

Duration

Commitment of 12 hours per week over 12 weeks.

Programme Curriculum

- Introduction and strategic contribution of Production and Operations Management
Understand the concepts related to Production and Operations Management strategy for competitiveness, innovation and being part in next industrial revolution
- Design aspects of Production and Operations Management
Explain the principles of Production and Operations Management design, process types, layout types, workflow, product design and job design
- Planning and control aspects of Production and Operations Management
Understand the principles and concepts of demand and capacity, inventory management, MRP, ERP, JIT and supply chain planning and control
- Improving Production and Operations Management
Describe the fundamentals of quality management, TQM, POM maintenance, continuous improvement and TQS for service quality excellence

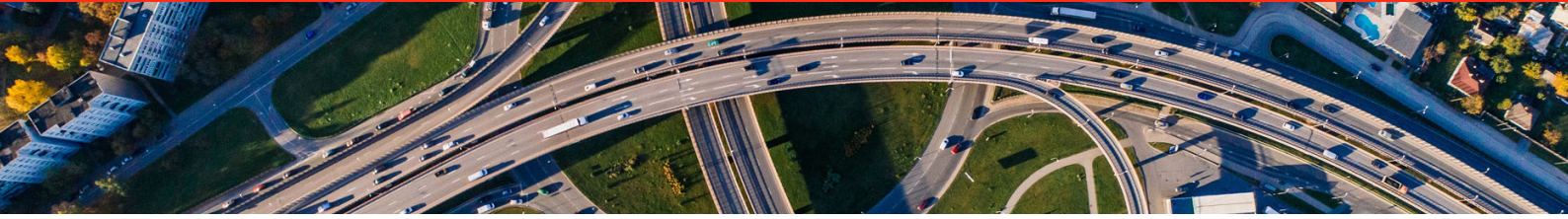
Credits

There are no credits associated with this programme, but your certificate of completion can be included in your portfolio of evidence for Recognition of Prior Learning (RPL) for consideration when accessing a full qualification.

A certificate of completion is awarded

SHORT LEARNING PROGRAMME

FLEET MANAGEMENT



This short course is aimed at people employed in the fleet management and leasing industry, as well as any individual responsible for the administration and management of vehicle fleets in the private and public sector that interacts with leasing and fleet management service providers.

Admission Requirements

- It is recommended that the applicant has a National Senior Certificate or equivalent qualification, or related work experience in production or manufacturing
- Register and start the programme any time

Duration

Self-paced online course: 30 hours learning time.

Programme Curriculum

- Identify the fundamental principles of Fleet Management with reference to the automotive sector, legal and regulatory aspects of vehicle ownership and operation, the fleet management cycle and fleet policies.
- Describe fleet management as it relates to different sectors of the economy, the impact of external environmental factors on fleet management, and the use of technology and systems in fleet management.
- Discuss concepts related to fleet spend management such as total cost of ownership, finance options, maintenance contracts, fuel management, fleet administration and vehicle disposal.
- Demonstrate knowledge of various aspects of fleet contract management including developing contracts with clients, contract administration and tendering.
- Describe how delivering outcomes such as vehicle sourcing, competitive pricing, value added products and effective contract management relate to performance management.
- Demonstrate knowledge of metrics and measurement concepts such as effective fleet management, delivering value for money and measuring the performance of contracts.
- Demonstrate knowledge of aspects related to ethical conduct in vehicle leasing industry, such as the impact of ethics and responsible procurement on business success, the application of the SAVRALA Code of Conduct in fleet management and the application of the SAVRALA Fair Wear and Tear Guide.

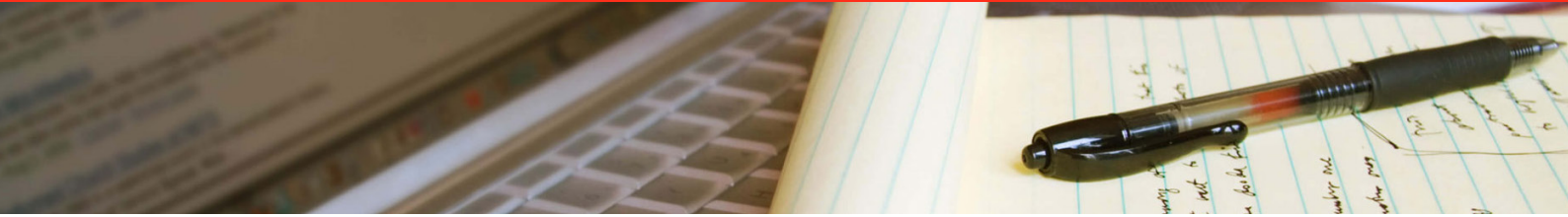
Credits

There are no credits associated with this programme, but your Certificate of Completion can be included in your portfolio of evidence for Recognition of Prior Learning (RPL) for consideration when accessing a full qualification.

A certificate of completion is awarded

OLG ACCESS PROGRAMME

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The OLG Access Programme enables individuals to elevate their Numeracy and English skills in order to gain access to an accredited higher education qualification. This programme will benefit individuals who do not have a matric certificate but want to take steps to obtain a higher certificate, diploma or degree qualification. Individuals who complete the OLG Access Programme successfully, can apply for the Higher Certificate in Logistics Management, the Higher Certificate in Procurement Management or the Higher Certificate in Project Management. The programme is delivered through distance learning, which provides much needed flexibility for the full-time employed individual.

Admission Requirements

- A Senior Certificate (SC) - English HG-E or SG-D
- Candidates over the age of 23 will need at least two years of work experience (you will need to provide a CV)
- Candidates over the age of 45 must have the equivalent of Grade 8 English level of competence

Duration

The OLG Access Programme must be completed in a minimum of 6 months and a maximum of 1 year.

Programme Curriculum

- Foundation of English
- Foundation of Numeracy

Students will be required to:

- Submit assignments and write exams. You will also get an opportunity to write supplementary exams should this be required
- Complete both English and Numeracy subjects with at least a 50%

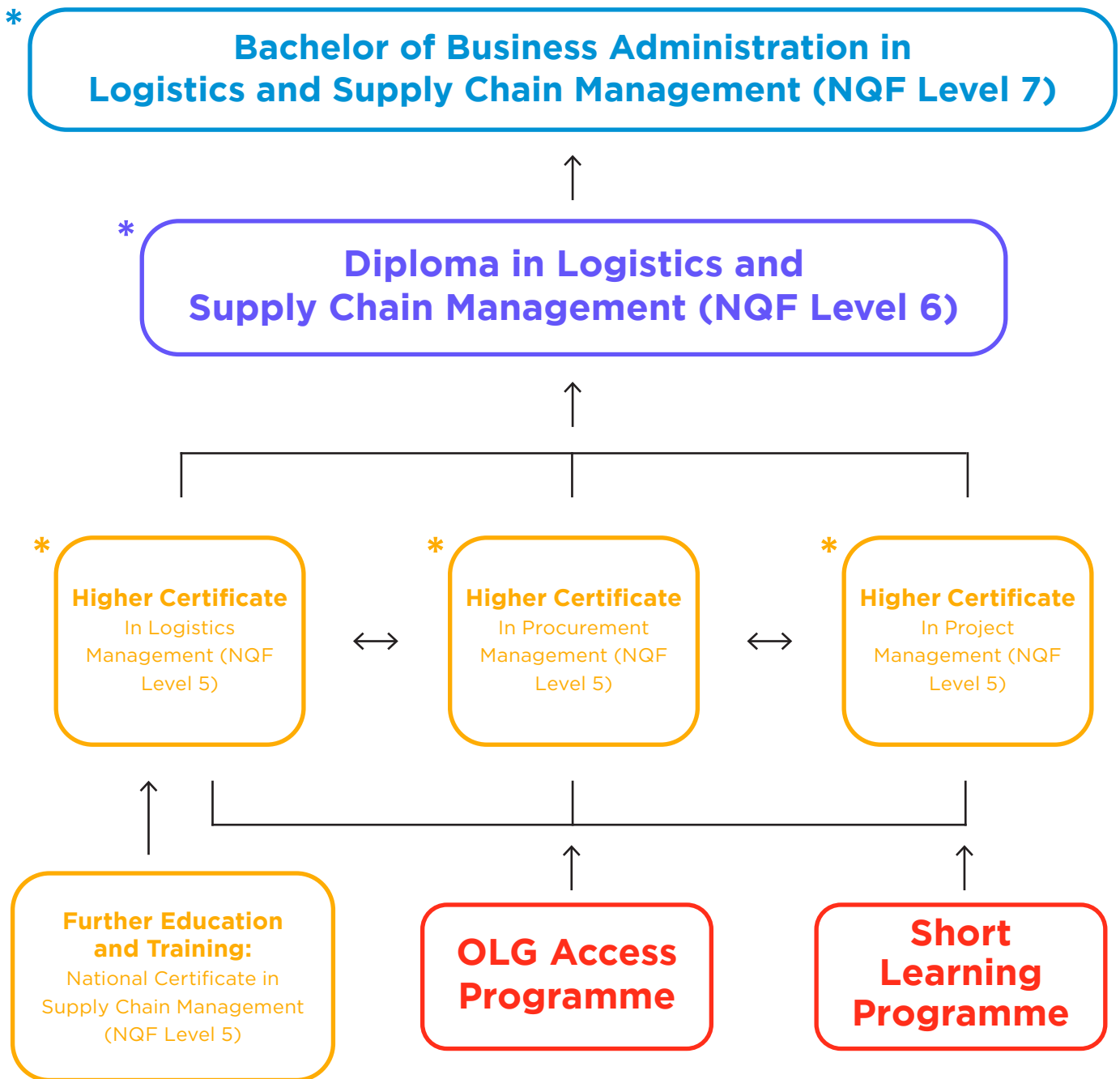
The OLG Access Programme is non-accredited - Students will receive a statement of results on completion.

“My heart is overflowing with joy and gratitude because I am now the first one in my family to complete a BBA Degree, which I strongly believe will open doors for me. The graduation ceremony was too surreal, it left me and my family in awe. When I was announced as one of the top achievers, the look on my mother’s face made me proud, not only of myself, but of God, my family and OLG.”

Phindile Jennifer Ntombela, BBA Degree in Logistics and Supply Chain Management

LEARNING PATHWAYS

OLG offers students the opportunity to further their studies, as indicated below:



*Student can apply for credits

"At Open Learning Group we are committed to providing our students with a seamless and fully integrated online learning experience to ensure that they are able to achieve their maximum academic potential. By having an enhanced online experience, we believe our students will be able to meet their career aspirations and make a positive contribution to their organisations and society."

Dr Hennie Scheepers, Managing Director, Open Learning Group