

Distance Learning **Survival Guide**

Distance Learning

Survival Guide



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WELCOME NOTE

Oxbridge Academy

Dear Student

Welcome to Oxbridge Academy, your accredited distance learning college. By selecting us for your studies, you are on the road to success.

Your next step is to spend time reading this guide, which has been designed to assist you in succeeding with your distance learning course. Through the guidance provided, we hope any uncertainty and self-doubt can be erased to ensure that you achieve the best you are capable of.

Your study material has been structured to guide you through your subjects and your course. If, however, you need any academic assistance, your tutors will be available. You can contact them using the methods discussed later on in this guide.

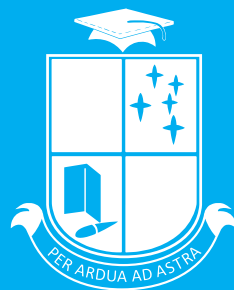
If you approach your studies in a disciplined and structured way, you will move closer to achieving your goals of passing your assignments and exams. Use this study guide regularly, and you will acquire good study habits that will lead to successful achievement of your goals. By leading a balanced life where you allocate time for studies, family and friends, work, relaxation, and exercise, you will be ensuring that your studies will be happy and fruitful.

It is our intention to support you every step of the way. I trust that you will thoroughly enjoy the experience and wish you every success on your journey.

With very best wishes



Mrs EJ Liebenberg (Principal)





CONTACT DETAILS

Oxbridge Academy





Join our social media family

- 📷 https://instagram.com/oxbridge_academy/
- 🌐 <https://www.oxbridgeacademy.edu.za/blog/>
- 📺 <https://www.youtube.com/user/oxbridgeacademynew>
- 📘 <https://www.facebook.com/oxbridgeacademysa>
- 🐦 <https://www.twitter.com/OxbridgeEdu>
- 🌐 <https://www.linkedin.com/company/oxbridge-academy>
- 📌 <https://www.pinterest.com/oxbridgeaca/>



General queries

Tel: +27 (0)21 200 6236 | +27 (0)21 110 0200

Fax: +27 (0)21 883 2795 | +27 (0)21 883 2378

Email: support@oxbridgeacademy.edu.za

WhatsApp: 066 387 3876

Postal address

Oxbridge Academy (Pty) Ltd

PO Box 12723, Die Boord,
Stellenbosch, 7613

Street address

Oxbridge Academy (Pty) Ltd

The Vineyard,
Corner of Devon Valley and Adam Tas Road,
Stellenbosch, 7600



Assignment submissions

Email: assessment@oxbridgeacademy.edu.za

Academic assistance

Email: assessor@oxbridgeacademy.edu.za

Account queries

Tel: +27(0)21 110 0201 | +27(0)21 200 6237

Email: fees@oxbridgeacademy.edu.za

Oxbridge Academy merchandise

Email: orders@oxbridgeacademy.edu.za

Complaints/Compliments

Email: reviews@oxbridgeacademy.edu.za

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CONTACT DETAILS



Oxbridge
Academy ✓
effortless excellence in education

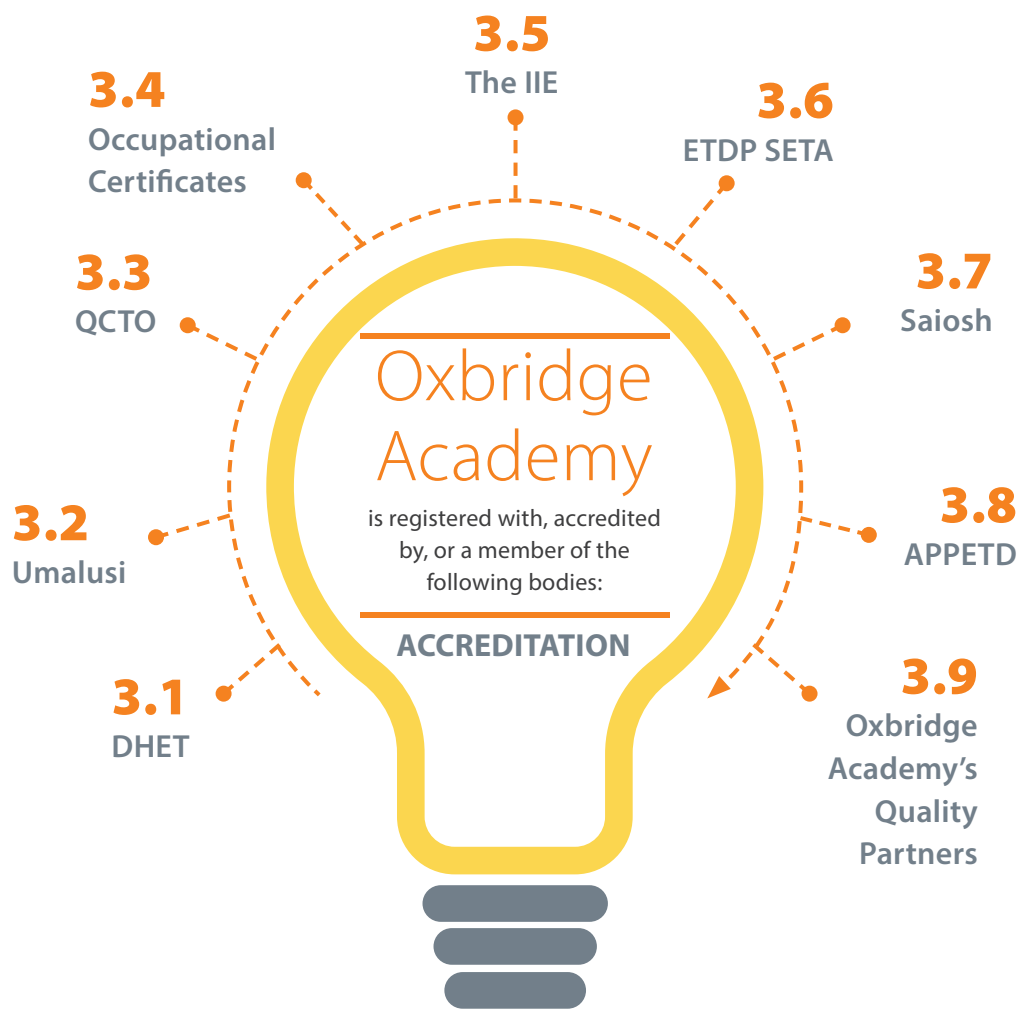


The background of the page features a photograph of graduates in black academic caps and gowns, holding rolled-up diplomas. The image is partially obscured by a large, diagonal teal overlay that covers the left and bottom portions of the page. The text is white and positioned on the dark blue background.

ACCREDITATION

Oxbridge Academy





Oxbridge Academy is registered with, accredited by, or a member of the following bodies:

3.1 DHET

We are registered with the Department of Higher Education and Training as a Private College in terms of Section 31(6)(a) of the Continuing Education and Training Act, 2006 (Act No. 16 of 2006).



Registration number: DHET-2009/FE07/070

3.2 Umalusi

Umalusi is the Council for Quality Assurance in General and Further Education and Training. We are accredited with Umalusi to offer the National Certificate: Engineering Studies qualifications from N1 to N3 for electrical and mechanical trades.



Accreditation number: 15 FET02 00031

3.3 QCTO

Business Studies

The QCTO is the Quality Council for Trades and Occupations. We are accredited with the QCTO to offer the following qualifications from Introductory N4 to N6:

- Introductory Certificate: Business Studies
- National Certificate: Business Management
- National Certificate: Educare
- National Certificate: Financial Management
- National Certificate: Human Resource Management
- National Certificate: Legal Secretary
- National Certificate: Management Assistant
- National Certificate: Marketing Management
- National Certificate: Medical Secretary
- National Certificate: Public Management
- National Certificate: Public Relations
- National Certificate: Tourism

Engineering Studies

- National Certificate: N4 to N6 Civil Engineering
- National Certificate: N4 to N6 Electrical Engineering
- National Certificate: N4 to N6 Mechanical Engineering



Accreditation number: QCTO NATED/13/005

3.4 Occupational Certificates

The QCTO is the Quality Council for Trades and Occupations. Oxbridge Academy is accredited as a QCTO Skills Provider to offer various national qualifications from Introductory N4 level to N6 level, including a number of Occupational Certificates. To view our accreditation letters, please visit our website.

- Occupational Certificate: Early Childhood Development Practitioner
- Occupational Certificate: Safety, Health and Quality Practitioner (Occupational Health and Safety Practitioner)
- Occupational Certificate: Health Promotion Officer
- Occupational Certificate: Retail Supervisor
- Occupational Certificate: Supply Chain Practitioner
- Occupational Certificate: Home Based Personal Care Worker
- Occupational Certificate: Home Based Personal Care Assistant
- Occupational Certificate: Cash Office Clerk
- Occupational Certificate: Bank Teller
- Occupational Certificate: Bank Customer Services Clerk
- Foundational Learning Competence
- Occupational Certificate: Project Manager



Accreditation number: 01-QCTO/SDP211021-3265



Accreditation number: 01-QCTO/SDP060922042054



Accreditation number: 01-QCTO/SDP170321-1090



Accreditation number: 01-QCTO/SDP060922041733



Accreditation number: 01-QCTO/SDP060922043046



Accreditation number: 01-QCTO/SDP060922042402



Accreditation number: 01-QCTO/SDP060922042721



Accreditation number: 01- QCTO/SDP060922043410



Accreditation number: 01-QCTO/SDP060922043704



Accreditation number: SDP1223/19/00142



Accreditation number: QCTOSDP00171123-392

3.5 The IIE

The Independent Institute of Education (IIE) is a leading private higher education institution in South Africa. The IIE currently endorses the following Short Learning Programmes offered by Oxbridge Academy:

- Oxbridge Academy Short Course: Understanding the Principles of Human Resource Management
- Oxbridge Academy Short Course: Implementing a Human Resource Plan
- Oxbridge Academy Short Course: Performance and Reward Services
- Oxbridge Academy Skills Certificate: Computer Information Systems
- Oxbridge Academy Skills Certificate: Community Development
- Oxbridge Academy Skills Certificate: Human Resource Management
- Oxbridge Academy Skills Certificate: Logistics and Supply Chain Management
- Oxbridge Academy Skills Certificate: Marketing Management
- Oxbridge Academy Skills Certificate: Shipping and Logistics Environment
- Oxbridge Academy Skills Certificate: Small Business Management
- Oxbridge Academy Skills Certificate: Understanding HIV/AIDS

3.6 ETPD SETA

The ETPD SETA is the Education, Training and Development Practices Sector Education and Training Authority. We have learning programme approval from the ETPD SETA to offer the following programmes:

- Conduct Assessments of Outcomes-based Assessment
- Conduct Moderation of Outcomes-based Assessment



Registration number: 2138

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3.7 Saioh

Oxbridge Academy is a registered member with the South African Institute of Occupational Safety and Health (Saioh). We are accredited for the following courses:

- Oxbridge Academy Skills Certificate: Health and Safety
- Oxbridge Academy Skills Certificate: Health and Safety for Management
- Oxbridge Academy Skills Certificate: Health and Safety for Management (Intermediate)
- Oxbridge Academy Skills Certificate: Health and Safety for Management (Advanced)



Membership number: 41333225

3.8 APPETD

We are a member of the Association of Private Providers of Education, Training and Development (APPETD). You are hereby assured that Oxbridge Academy is committed to operating legally and that we are registered and accredited to offer all our accredited courses. We also have quality assurance processes in place to improve the quality of our services on an ongoing basis.



Membership number: MR2022/001

3.9 Oxbridge Academy's Quality Partners

Oxbridge Academy offers a variety of courses in conjunction with the following quality partners:

3.9.1 SACAI

The South African Comprehensive Assessment Institute (SACAI) has accredited Oxbridge Academy to offer the NSC based on the CAPS curriculum. SACAI also acts as our examination body, granting students access to exam centres across all provinces.

Oxbridge Academy has been registered as a SACAI Distance Education Provider for:

- The National Senior Certificate Assessment Programme (Grades 10 - 12) in 2019.
- General Education and Training Certificate Abet Level 4



Membership number: 99301



STUDENT JOURNEY

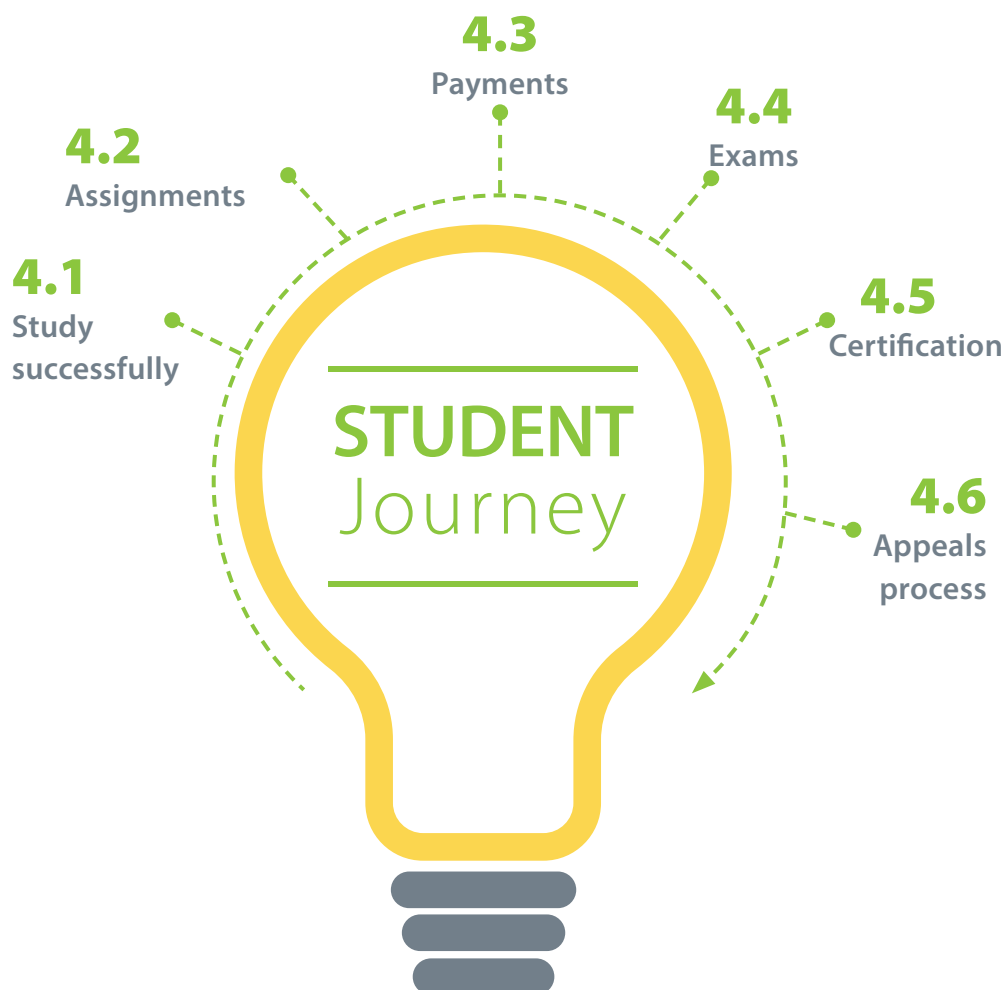
Oxbridge Academy

The purpose of this *Distance Learning Survival Guide* is to assist you in succeeding as a distance learning student, to guide you through your study process, and to make it as easy as possible for you to find the information or contact details you are looking for.



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4.1 Study successfully

4.1.1 Read all the documentation

Before you start working through your study material, read all the documentation included in your first parcel. The documentation contains important information that is specific to your course. The Distance Learning Survival Guide alone will not provide you with all the relevant course details, as it is a general guide for all Oxbridge Academy students.

4.1.2 Work through your textbook

Start by having a look at the table of contents at the beginning of the book. This table of contents provides you with a useful structural outline of the book, which you can use when planning your studies.

Also make sure to have a look at the Oxbridge Academy student portal, where you will find a detailed assignment schedule with a study programme specific to your course. This schedule will indicate the number of assignments and the number of modules you need to complete, and the study programme will help you to work through the content and submit your assignments on time, so that you can complete your studies within the recommended period.

Work through your textbook from start to finish, making summaries and notes as you go along. The material is written in such a way that it is accessible and easy to understand, but it is up to you to make it your own. The summaries and notes that you make for yourself will help you to develop a deeper understanding of the work, and to remember it later on.

Make sure you understand definitions and key words. Highlight these definitions in case you need to refer to them later. Complete all the activities and exercises included in your textbook. These will help you determine whether you understand the work, and whether you can apply the knowledge in a practical scenario. Please note that you do not submit these for marking.

1.1.3 Ask for tutor assistance

Your tutors are there to help you if you have questions about your coursework, or if there is something you don't understand. At any point during your studies, you can contact your tutors for assistance by sending an email to assessor@oxbridgeacademy.edu.za. Refer to page 36 to find out how you can ensure that you receive a quick response.



Information

Remember

For tips on how to study effectively, refer to pages 41 - 57.

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4.2 Assignments

4.2.1 When to complete your assignment(s)

Each textbook has one or more assignments you need to complete. These assignments are designed to test whether you can take the knowledge you have learned and apply it in a practical scenario. You can complete the assignments when you feel confident that you have mastered the contents of your textbook.

You can also refer to the timetable available on the Oxbridge Academy website for more information. If you have to complete two or more assignments, the timetable will indicate after which learning unit you should submit each assignment.



Information

Remember

If your course includes exams, you need to pass the assignments to obtain a year mark before writing the exams.

4.2.2 Where to find assignment(s)

Assignments are placed in the book as a separate attachment. You are welcome to contact the Student Advisors for assistance should you wish to receive another copy of your assignment.

4.2.3 How to complete the assignment(s)

The assignments are designed to test your knowledge of specific sections in the textbooks. Therefore, you need to study the relevant sections and keep them nearby when you complete the assignments. If you do not understand an assignment question, first go back to the relevant section in the textbook to see whether you can find any information that will help you interpret the question. If, after doing this, you are still unsure about the question, you are welcome to contact your tutor by sending your questions to the assessor email address. The tutor can explain the content in the textbook or help you to understand a question in the assignment, but they are unable to provide you with the answers to the question.

Carefully read the instructions attached to each assignment. In general, you may choose to write (in neat handwriting, using a black or blue pen) or type the answers to your assignments. All assignments for computer subjects, however, must be completed on a computer. In addition, some subjects (like Engineering Drawings) contain further instructions on how to complete specific assignments.

Apply the knowledge you learned in the textbook to the questions in the assignment. If you are unsure about some of the answers, go back to the relevant section in the study guide and work through it again. Do not copy an answer straight from the textbook, unless the question instructs you to do so. Rather use what you have learned and write it in your own words.

4.2.4 How to submit assignments

The student portal

You can upload your completed assignments onto the student portal. Refer to page 29 on how to do so. Please note that technical and practical subjects like Engineering Drawings and Educare cannot be uploaded on the student portal.

Email

Scan your completed assignment, along with the cover page, declaration and feedback form and email it to assessment@oxbridgeacademy.edu.za. Always include your student number in the subject line. In addition, make sure that the scanned copy is of good quality. If you cannot read it, the assessor will not be able to read it either.

Post

Make a copy of your completed assignment and keep it in a safe place. Send the original to us via post. Use the following postal address:

🏠 **Oxbridge Academy**

PO Box 12723, Die Boord, 7613

We will send you an SMS once we have received your assignment. Your assignment will be sent to the tutor to be marked. You can expect your assignment mark within two weeks after submission.

We do not send the hard copy of the original marked assignment back to you. If you would like to see your marked assignment, you can download it from the student portal. Alternatively, you can contact us and request that we send you a marked copy of your assignment via email.

It can be very helpful to see your marked assignments, as the tutors often write useful remarks, and explains the reasons behind an answer being marked as incorrect. It also gives you an indication of which sections you may need to revise before an exam.

4.2.5 Your marks

Once your marked assignment has been received back from the tutor, you will receive an SMS with the percentage you obtained. If you would like to see which answers were incorrect, you can download your assignment from the student portal.

Here is an explanation of the marks and how they correlate with a grading system:

GRADES		
A	Distinction	80% – 100%
B	Excellent	70% – 79%
C	Very Good	60% – 69%
D	Good	50% – 59%
H	Grade held back	Resubmit

4.2.6 Not passing an assignment, or receiving unsatisfactory marks

Not passing an assignment

If you do not pass an assignment, you will definitely get another opportunity to complete it. If you receive an H (grade held back) for an assignment, we will send that assignment back to you, along with meaningful feedback from your tutor.

Resubmitting an assignment

If you are simply unhappy with your mark even though you passed, you may request a re-mark, and the assignment will be moderated. If you want to improve your grade, you may also ask permission to complete the assignment again and resubmit it with new answers. Kindly take note that these options may include a small administration fee.

4.3 Payments

4.3.1 When to make payments

By the time you have received your welcome letter and this guide, you would have already spoken to a Student Relations Officer (SRO) about your instalment payment plan. If this did not happen, please send us a message immediately so that someone can contact you.

Students who pay their course fees with a once-off payment in advance can ignore this section. However, students who will be paying their studies through instalments need to pay close attention. You will be expected to pay a certain amount every month for the duration of your course. These payments will eventually lead to you paying up your course. These payments will ensure that you get your next textbook, receive excellent service from our support staff, and retain access to our student portal and tutors for assistance.

4.3.2 Payment options

Please keep the following in mind when making a payment of any kind:

- Always use your student number as the reference, so that the money can be correctly allocated to your account.
- Always send a copy of the proof of payment to us via email: fees@oxbridgeacademy.edu.za.
- If your student number starts with a letter of the alphabet, leave the letter out. For example, if your student number is B12345, your reference with the payment should only be 12345.

Debit order

A debit order pays your instalment automatically from your bank account on an agreed-upon date each month, without you having to make any further arrangements. In addition, you will not need to send any proof of payment, as the notification is sent to Oxbridge Academy automatically. This is the preferred payment method. Please complete the debit order mandate and email it to fees@oxbridgeacademy.edu.za.

AUTHORITY TO DEBIT ACCOUNT

USER/CREDITOR DETAILS	
To: (Name of Beneficiary)	Oxbridge Academy t/a
Beneficiary's Address:	The Vineyard, Cnr Devon Valley & Adam Tas Road, Stellenbosch, 7600
Abbreviated Name as it will appear on your bank statement:	REOXBRIDGE

ACCOUNT HOLDER DETAILS		
Given by (Name of account holder)		
Address:		
Cell Number registered with account holder's Bank:		
E-Mail Address:		
ID Number:	Passport number:	Temporary Residence ID:

BANKING DETAILS			
Bank Name:		Branch Code:	
Account Number:		Account Type:	

COLLECTION DATE DETAILS			
Debit Sequence Type	• Recurring <input type="checkbox"/> • Once-off <input type="checkbox"/>	Collection Day (i.e., Day 26)	
Frequency (select the applicable)	• Weekly <input type="checkbox"/> • Fortnightly <input type="checkbox"/> • Monthly <input type="checkbox"/> • Quarterly <input type="checkbox"/> • Annually <input type="checkbox"/> • Biannually <input type="checkbox"/> • Monthly by Rule (specify: _____)	Date Adjustment Rule:	Yes

MANDATE TYPE: (COMPLETE THE RELEVANT)					
Fixed Mandate:		Variable Mandate		Usage Based Mandate	
Instalment Amount		Instalment Amount		Instalment Amount	
Maximum Amount		Maximum Amount		Maximum Amount	
Adjustment Category	• Never	Adjustment Category	• Annually <input type="checkbox"/> • Biannually <input type="checkbox"/> • Quarterly <input type="checkbox"/> • Repo <input type="checkbox"/> • Never <input type="checkbox"/>	Adjustment Category	• Annually <input type="checkbox"/> • Biannually <input type="checkbox"/> • Quarterly <input type="checkbox"/> • Repo <input type="checkbox"/> • Never <input type="checkbox"/>
		Specify Adjustment Amount / Rate %		Specify Adjustment Amount / Rate %	

First Collection Date (if required)		First Collection Amount (if required - i.e., an amount that is not the same as the instalment amount)	
-------------------------------------	--	--	--



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The Vineyard, Cnr Devon Valley and Adam Tas Road, Stellenbosch, 7600
RSA Tel: 021 110 0200 / 021 200 6236 • **International Tel:** +2721 883 2454 • **Fax:** +2721 883 2378
Fees Tel: 021 110 0201 / 021 200 6237 **Fax:** 021 883 2437

Directors: RJ Douglas, B.Soc.Sci (Economics) (UKZN), MBA (UCT) • JDR Oesch, BCompt (Hons), CA (SA)
 MD Aitken, BCom (Rhodes), CTA, BCompt (hons) (UNISA), CA(SA) • EJ Liebenberg, BCom, HED

Bank deposit

You can make bank deposits at any branch of your bank. Once you have made a bank deposit, please send the proof of payment to fees@oxbridgeacademy.edu.za.

Please write your student number on the proof of payment, or include a copy of your student card in the email.

Our banking details are:

Bank: Capitec Business
Account name: Oxbridge Academy (Pty) Ltd
Account number: 105 113 8930
Branch code: 450105

When verifying our banking details at a Capitec branch, please ensure to mention that it is a business account and not a savings account. Furthermore, when using the Capitec app to make a payment, you should also select the business account instead of a savings account. You can also make cardless deposits at the ATMs of Capitec and ABSA, but make sure to use ATMs that accept deposits. Here are the steps to follow:

Capitec

- At the ATM, select the option 'Cardless Banking'.
- Select the option 'Pay a Capitec Business Client'.
- When asked if you want to continue with the third-party deposit, select 'Yes'.
- Insert your payment in the open slot below the screen.
- Add Oxbridge Academy's Capitec account number as 105 113 8930.
- Select 'Enter'.
- Make sure the account holder shows as 'Oxbridge Academy Pty Ltd'.
- Select 'Enter' to confirm. If this does not show, select 'Cancel' and start again.
- Read the notice regarding no foreign items to be inserted with money.
- After payment, please email a copy of the ATM slip with your student number to fees@oxbridgeacademy.edu.za.

ABSA

- At the ATM, select the option 'Cardless Banking'.
- Select your language preference.
- Select the option 'Cash Deposit'.
- Enter Oxbridge Academy's ABSA account number: 409 165 6197 and proceed.
- Enter your cell number and proceed.
- Enter your student number and proceed.
- Enter your name and proceed.
- Enter your surname and proceed.
- Enter your identity number and proceed.
- Make sure at this point in time that Oxbridge Academy's account name and account number appear on the ATM screen.
- Ensure that you have your money ready and read the notice regarding no foreign items to be inserted with money. Proceed to insert money into the required slot in the ATM.
- The last confirmation screen will appear, displaying your details, Oxbridge Academy's details, and the amount deposited. Proceed to confirm.
- After payment, please email a copy of the ATM slip with your student number to fees@oxbridgeacademy.edu.za.

EFT and mobile banking

An EFT is a payment made via the internet using online banking or a mobile application. When you make such a payment, add Oxbridge Academy as a beneficiary, using the following account details:

Bank: Capitec Business
Account name: Oxbridge Academy (Pty) Ltd

Account number: 105 113 8930
Branch code: 450105
Account type: Current

Once you have made an EFT, please send the proof of payment to us via email at fees@oxbridgeacademy.edu.za. Remember to use your student number as a reference, or to include a copy of your student card in the email.

Pay@

Pay@ is a quick and easy way to make payments at the kiosk or pay point of these retail stores:

- PEP
- Pick n Pay
- Shoprite
- Checkers
- Boxer
- USAVE
- Spar
- Makro
- Ackermans
- Builders
- Flash
- Game



Follow these steps to make a payment via Pay@:

- Go to the services kiosk, money market, or pay point counter in the shop.
- Inform the store assistant that you would like to make a payment for Oxbridge Academy, using the Pay@ option.
- The reference should be your student number, with the unique bill payment reference: 11427 in front of your student number. Example: If your student number is 2221111, the reference should be 11427 2221111.

4.3.3 Receiving your next set of study material

Your study material is delivered to you in accordance with your payment schedule. Before you receive the next textbook, you will have to pay a certain number of instalments. This is determined by the price of your course. Once the required instalments have been paid, you will receive your next textbook. Therefore, the sooner you pay your instalments, the sooner you will receive your study material. If you have any questions about your account with regards to instalments, the balance, payment method, or when you will receive your next study material, please contact us.

The contact details are on page 36 of this guide. Your account summary is also available on the student portal.

4.3.4 Non-payments

If you have failed to make a payment after a few months, your account will be moved to debt collecting personnel. If, at any time, you are struggling financially, please contact us so that we can try to come to an arrangement. Please do not neglect your payments without any communication.

4.3.5 Settling your account

You will receive your certificate (or other relevant documentation) once you have both achieved the academic requirements for the course and settled your account. You can also enquire about a discount if you settle your account early.

4.4 Exams

Not all courses require you to write exams. While the Student Advisor who took you through the registration process would have explained this to you, you can also refer to the letters in your Welcome Pack if you are unsure; or you can phone us. The contact details are on pages 4 and 5.

4.4.1 Costs

Exam fees for Nated courses are included in the course price. However, if you fail to attend the exam, or fail the exam itself, the additional exam fee will be added to your account.

4.4.2 When to register

It is important for you to understand the exam requirements before you start with your studies. Please take note of the following:

- You need to complete your assignments in the relevant subject(s) in the time frames indicated by Oxbridge Academy. This allows us to submit your year mark to the Department of Higher Education and Training (DHET) in time for you to be registered for the exams. Without a year mark, you cannot register for an exam.
- You need to register during the specified exam registration period.
- The exam registration period and the exam venues can be found in your Welcome Pack.

4.4.3 How to register for exams

Once you are ready to write exams, please complete the relevant documents provided in the Welcome Pack. If you have not yet sent us your identity document (ID) and highest school qualification, please attach them to the forms mentioned above.

Send these completed forms to us in any of the following ways:

✉ exams@oxbridgeacademy.edu.za

🏠 **Oxbridge Academy**

PO Box 12723

Die Boord

7613

Oxbridge Academy will register you to write your exams at the exam centre you have selected from the exam centres on our list. Your year mark – which consists of your assignment marks – is valid for only 3 exam periods. These include the initial exam for which you are registered, and the following 2 exam opportunities. Once the third exam period has passed, your year mark is no longer valid and you would need to recomplete the subject.

Oxbridge Academy will also register you with the DHET. The Student Advisors from the exam department will contact you if they need any more information. However, you are always welcome to send an email to enquire about the process.

4.4.4 Exam centres and permits

Oxbridge Academy is a distance learning institution that operates from the head office in Stellenbosch. We do not have branches across the country where students can write exams. Instead, we arrange for our students to write their exams at the registered exam centres of public TVET colleges in their provinces.

Refer to the Welcome Pack for the available exam centre closest to you. If you are aware of an available exam centre that is closer to you and that is not on this list, you are welcome to contact that centre personally and request permission to write exams there. Please inform our Student Advisors in order to make the required arrangements. Your exam timetable (stating when you will write your exam papers) will be sent to you by Oxbridge Academy via an SMS, which will contain a link to the timetable. Your exam permit will be sent by the DHET to the exam centre that you selected on your exam registration.

We will notify you when you may collect the permit from your chosen exam centre. If you are unable to collect the permit from the chosen exam centre, you may collect it there on the morning of your exam. However, we advise that you collect the permit as soon as you receive our notification as this will allow you the opportunity to identify any incorrect information on your permit.

4.4.5 Exam rules

Ensure you know the rules before writing an exam:

- You must take a valid identity document with you.
- You must be at the exam centre one hour before the session starts.
- If you are late for Exam Paper 1, you will not be allowed to write Exam Paper 2.
- You will also not be allowed to leave the exam room before the end of the exam session.
- You are not allowed to have notes, textbooks, or any other pieces of paper with you in the exam room, excluding unused paper supplied by the invigilator. This does not apply to the specified open book exams.
- You are not allowed to help or assist any other candidate or any other person in the exam room. If you need help, raise your hand to attract the attention of the invigilator.
- You may only write in black or blue ink. No other colour ink will be accepted.
- If you want to omit or delete an answer to any question, draw diagonal lines across the answer. You are not allowed to tear out a page from the script.
- You must hand in all answer books, whether used or unused, to the invigilator when you leave the room.
- You are not allowed to take your cellular phone or other electronic devices (for example programmable calculators) into the exam room.
- No irregular acts or actions are allowed and may jeopardise your entire exam.
- No eating or drinking is allowed during exams.

4.4.6 Exam results

The exam results are released by the DHET, and Oxbridge Academy has no control over the date on which the results are released. In general, exam results will take at least three months to be released by the DHET.

4.4.7 Remark requests

Students who are not satisfied with their results can request a remark from the Department of Higher Education.



Information

Please note that you can only apply for a remark if:

- * it is within 7 working days after the release of the results.

This is how you apply for a remark:

1. Send an e-mail to exams@oxbridgeacademy.edu.za to request an application form.
2. Make the payment to the DHET
3. Send proof of payment and the application form to exams@oxbridgeacademy.edu.za within the seven day time frame.

Oxbridge Academy will then apply on your behalf for the remark.

4.4.8 Viewing of scripts

- A student who needs to see his/her answer book must email me a request indicating his/her particulars and the reason why he/she needs to view the answer book.
- Only the candidate and his/her guardian are allowed to view the script.
- The candidate must have applied for a re-mark.
- Viewing is done in our offices where scripts are stored.
- The examination answer script will be viewed in the presence of an examination official and may not be removed from the viewing room.
- No other document (question paper, notes, textbooks, marking guidelines, etc.), will be allowed into the room where the viewing takes place.
- The Department will only provide the candidate's examination answer script for viewing.
- No writing on the examination answer script during the viewing process will be allowed.

4.5 Certification

4.5.1 When you will receive a certificate

If you are enrolled for an Oxbridge Academy Short Learning Programme, you will receive an Oxbridge Academy Skills Certificate upon successful completion of all assignments. This certificate will only be issued once your course has been paid up.

If you are enrolled for a National Certificate course, you receive a National Certificate upon successful completion of all exams. Each qualification has its own specified amount of notional hours that needs to be completed. Please contact our exam department for more information. The certificate will be issued to you by the DHET, not Oxbridge Academy. Due to the high number of students enrolled for these exams across the country, the DHET might take a few months to issue the certificate. Oxbridge Academy does not have any control over the time frame within which the DHET sends you the certificate.

If you successfully complete an N6 Certificate, you may choose to participate in integrated workplace learning to work towards earning a National Diploma from the DHET. While we help to facilitate this process, we do not issue the diplomas ourselves. This can only be done by the DHET. Please note that a certificate reprint (in the event that you lose your certificate) will have a small additional administration fee. The certificate will only be sent to you once proof of payment has been received.

4.5.2 How you will receive your certificate

Students enrolled for an Oxbridge Academy Short Learning Programme will receive their certificates via the same delivery method as they have been receiving their study material. Students enrolled for a National Certificate will receive their certificate from the college where they wrote their exams. The certificate will either be posted or may be collected in person from the college. It can take up to nine months to receive a National Certificate.

4.6 Appeals process

The student possesses the right to initiate an appeals process for both academic concerns and issues related to the delivery of services within the college.

For full details on the appeals process please see our Appeals Policy on the student portal.

Please send an e-mail to reviews@oxbridgeacademy.edu.za to initiate your appeal.



THE STUDENT PORTAL

Oxbridge Academy

The student portal is an online support platform to help you succeed in your studies. You will have protected and secure access to:

- View study material and additional support material (this differs from course to course)
- Submit your assignments
- View your results
- Download your marked assignments
- View and update your personal details
- View your account balance
- Log any type of query
- Access your online course if you are enrolled for one.



EMPOWERMENT
through
EDUCATION

Oxbridge Academy
effortless excellence in education

Home Log a query Log out

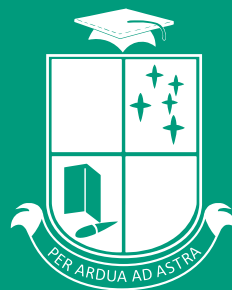
Detail Marks For : SHE Awareness

Mark	Description	Date	Type	Upload	Status	Received Date	Upload	Achieved	Download
ASSIGN-01	2018/04/03 The				COMPLETED	2018/03/20	upload	96	download

Back to Subjects

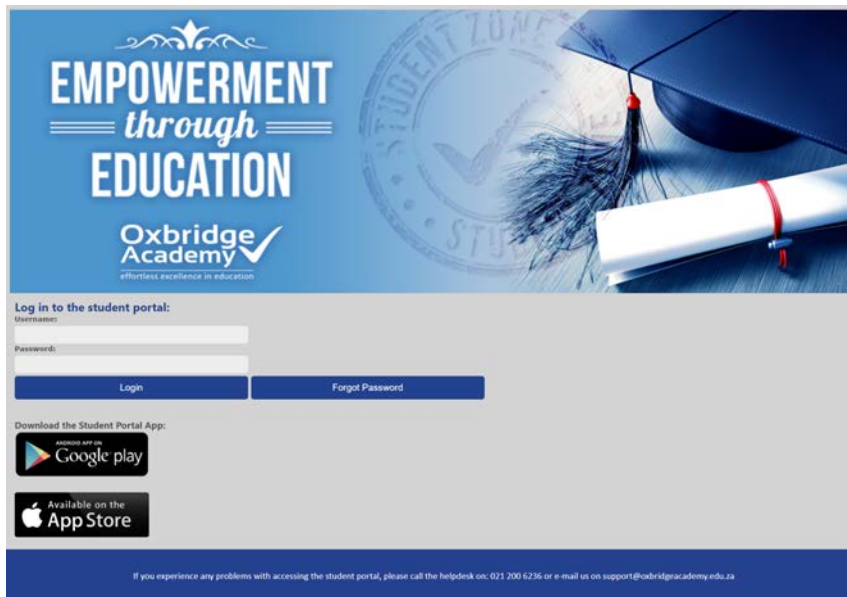
Detail Marks For : SHE Awareness

Connect with us Contact details

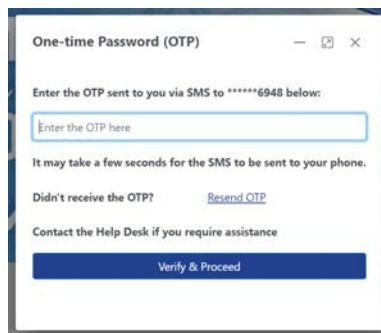


5.1 How to log in

Go to the following website link: <https://www.myhomestudy.co.za>



- On the login page, type your **student number** in the **Username block**.
- In the **Password block**, type in your **ID number**, or if you are a foreign student, your **passport number**.
- You will be prompted with a OTP pin before you login

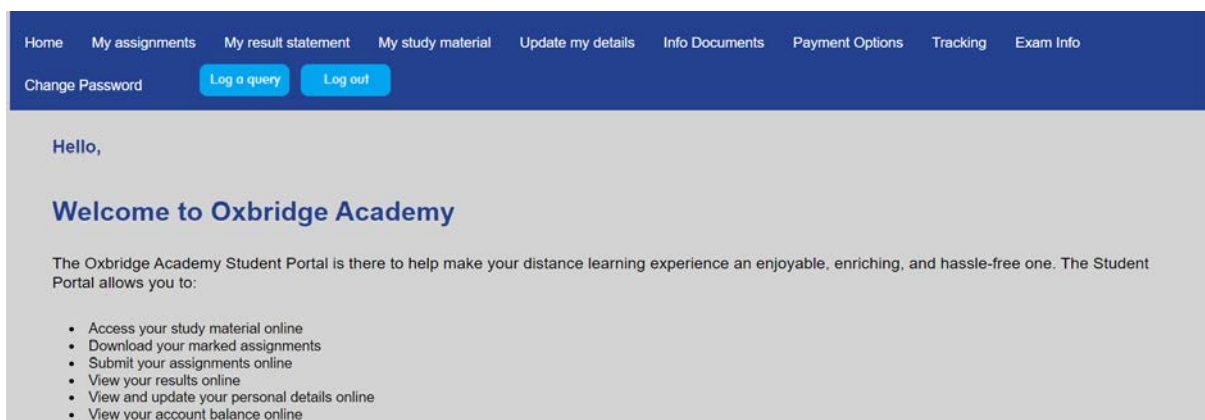


5.2 The home page

From the home page, you can click on the different tabs to view the desired information.

In addition, the home page offers you the following:

- Order forms for Oxbridge Academy merchandise
- Helpful links, under which you will find:
 - Assignment schedules specific to your course
 - Links to informative articles on our blog
 - Links to our social media accounts.



5.2.1 View your assignment marks

- On the home page, click on the link named '**My assignments**'.
- On the resulting page, you will see the names of all assignments you have submitted, as well as a button named '**Click Here**'.
- Click on the button to view your assignment marks.

My Assignment Results:

Subject Name	Code	Marks
Entrepreneurship & Business Management N4	4090304	Click Here
Personnel Management N4	4110424	Click Here
Management Communication N4	5140364	Click Here
Computer Practice N4	6030204	Click Here
Introductory Accounting N4	4010154	Click Here
Financial Accounting N4	4010164	Click Here

5.2.2 Upload your completed assignments

- On the home page, click on the button '**My assignments**'.
- On the resulting page, click on the button '**upload**'.
- Click on the '**upload**' button and upload the saved completed assignment from your computer. Click on '**Submit**' to successfully upload the completed assignment.
- The '**Uploaded**' field will indicate '**Yes**' if the upload was successful.

Home

My assignments

My result statement

My study material

Update my details

Info Documents

Payment Options

Tracking

Exam Info

Change Password

Log a query

Log out

Detail Marks For : Entrepreneurship & Business Management N4

Mark Description	Date	Uploaded	Status	Received Date	Upload	Achieved	Download
ASSIGN-01	2018/09/14	Yes	COMPLETED	2018/09/14	upload	81	download
ASSIGN-02	2018/09/14	No	COMPLETED	2018/09/14	upload	72	download
ASSIGN-03		Yes	OPEN		upload		download

Back to Subjects

5.2.3 Download your marked assignments

On the page where you would upload your assignments, you will see a field named '**Download**'. If your marked assignment has been uploaded onto the student portal, the button named '**Download**' will be active.

Click on the download button to download your marked assignment.

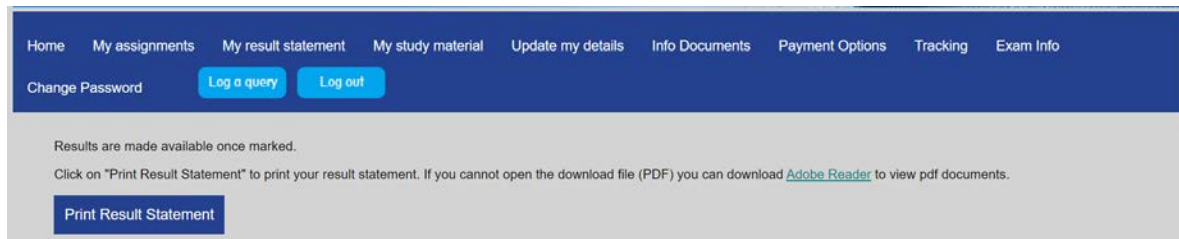
If you struggle to download your marked assignment, you may contact our Student Support department for assistance by sending an email to support@oxbridgeacademy.edu.za.

Detail Marks For : ISO: Quality Management-Awareness Training							
Mark Description	Date	Uploaded	Status	Received Date	Upload	Achieved	Download
ASSIGN-01	2018/08/20	Yes	COMPLETED	2018/08/08	upload	73	download
Back to Subjects							

5.2.4 View your progress report

- On the home page, click on the link named '**My result statement**'.
- On the resulting page, you will see a button named '**Print Result Statement**'.
- Click on that button to download a result statement in PDF format.

- If you are still in the process of completing your course, a note at the bottom of the statement will indicate this.



5.2.5 Access your study material

- On the home page, click on the link named '**My study material**'.
- On the resulting page, you can view **study material** and **additional support material** for the course you are registered for.

It is important to note that some study material is only available in hard copy, and can therefore not be accessed via the student portal. In addition, some subjects may not yet have additional support material, but we are continually developing more material to assist you.

The screenshot displays the 'My study material' page. It features a navigation bar at the top with links: Home, My assignments, My result statement, My study material, Update my details, Info Documents, Payment Options, Tracking, Exam Info. Below the navigation bar are buttons for 'Change Password', 'Log a query', and 'Log out'.

Courses:

Course Id	Description	
EN4016-041/18	National Certificate: N4 Human Resource Management	View Subjects
EN4072-04/20	National Certificate: N4 Business Management	View Subjects
QMA5001-03	ISO 9001:2008 Quality Management: Awareness Certificate	View Subjects

Subjects:

Subject Id	Description	
4090304	Entrepreneurship & Business Management N4	View Docs
6030204	Computer Practice N4	View Docs

Study Material:

File Name	Access Course Material
Entrepreneurship & Business Management N4.pdf	Open
Coversheet - Assignment 1_2022.pdf	Open
Coversheet - Assignment 2_2022.pdf	Open
Coversheet - Assignment 3_2022.pdf	Open
Entrepreneurship & Business Management N4 Assignment 1-3Feb2022.pdf	Open
Entrepreneurship & Business Management N4_Study guide.pdf	Open

5.2.6 Update your details

- On the home page, click on the link named **‘Update my details’**.
- On the resulting page, you can view and update your home telephone number, cell phone number and email address.
- After you have entered the correct information, accept the T&C’s and click the button named **‘Submit’** button.

Update My Details

Please enter your details below to be updated:

Student Details

Student Name:

Student Surname:

Student Passport Number:

Student ID Number:

Cellphone:

Home Phone:

Work Phone:

Alternative Number:

WhatsApp Number:

Email:

Student Address

Street*:

Type To Select A Suburb*:

Oxbridge Academy cares about your private personal information and has put all generally accepted security measures in place to protect it.

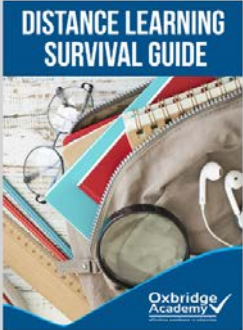

☐ I agree to the [Terms and Conditions](#) and have read our [Privacy Policy](#) and [PMA Manual](#)

Submit

5.2.7 E-Books

- On the home page, scroll down to find the **E-Books** graphic.
- On the resulting page, you will find a list of **welcome documents** and **supporting documents** that are available online.
- If you are registered for an online course, you will also find the link to the course here.

Ebooks

My Welcome Documentation:

Course	FileName	Description	
EN4016-04/18	Terms and Conditions Nov 2021.pdf	National Certificate: N4 Human Resource Management	Download
EN4016-04/18	WP Letter - N4 to N6 Business Studies (General)- July 2022.pdf	National Certificate: N4 Human Resource Management	Download
EN4016-04/18	Confirmations-of-Studies.pdf	National Certificate: N4 Human Resource Management	Download
EN4016-04/18	Invoice.pdf	National Certificate: N4 Human Resource Management	Download
EN4072-04/20	Terms and Conditions Nov 2021.pdf	National Certificate: N4 Business Management	Download
EN4072-04/20	WP Letter - N4 to N6 Business Studies (General)- July 2022.pdf	National Certificate: N4 Business Management	Download
EN4072-04/20	Confirmations-of-Studies.pdf	National Certificate: N4 Business Management	Download
EN4072-04/20	Invoice.pdf	National Certificate: N4 Business Management	Download
QMA5001-03	Welcome Pack Letter - ISO and BS OHS_Sept 2020.pdf	ISO 9001:2008 Quality Management: Awareness Certificate	Download
QMA5001-03	Terms and Conditions Nov 2021.pdf	ISO 9001:2008 Quality Management: Awareness Certificate	Download

5.2.8 Log a query

- On the home page, click on the link named **'Log a query'**.
- On the resulting page, you can fill in the contact form with your query.

The screenshot shows the 'Log a Query' page. At the top is a navigation bar with links: Home, My assignments, My result statement, My study material, Update my details, Info Documents, Payment Options, Tracking, Exam Info, and Change Password. Below the navigation bar are two buttons: 'Log a query' and 'Log out'. The main content area is titled 'Log a Query' and contains three input fields: 'Subject', 'Contact Number', and 'Query'. A 'Submit' button is located at the bottom of the form.

5.2.9 Track my parcel

Oxbridge Academy allows you to track your study material via the student portal. On on this tab, you will find the following information:

- Course ID
- Shipped Description
- Despatched Method
- Status
- Status Date
- Return Despatched
- Parcel Shipping Reference
- Cancelled Date.

The screenshot shows the 'Tracking' page. At the top is a navigation bar with links: Home, My assignments, My result statement, My study material, Update my details, Info Documents, Payment Options, Tracking, Exam Info, and Change Password. Below the navigation bar are two buttons: 'Log a query' and 'Log out'. The main content area is titled 'Tracking' and contains three buttons: 'Track My Parcel', 'Contact Our Distribution Department', and 'Where will I get my next book?'. A small text '(Coming Soon)' is visible at the bottom of the page.

5.2.10 Exam info

Oxbridge Academy allows you to track your examination status via the student portal. On on this tab, you will find the following information:

- Course Number
- Course Description
- Subject Number
- Venue Description
- Exam Block
- Indicator Code
- Year Mark
- Status.

The screenshot shows the 'Exam Info' page. At the top is a navigation bar with links: Home, My assignments, My result statement, My study material, Update my details, Info Documents, Payment Options, Tracking, Exam Info, and Change Password. Below the navigation bar are two buttons: 'Log a query' and 'Log out'. The main content area is titled 'Exam Info' and contains a table with three columns: 'Course', 'Subject', and 'View Details'. The table lists six rows of exam information. Below the table are two buttons: 'Exam Registration Form - Engineering' and 'Exam Registration Form - Business Studies'. At the bottom of the page is a button: 'All Exam Venue Locations'.

Course	Subject	View Details
National Certificate N4 - Human Resource Management	CM Entrepreneurship N4	Details
National Certificate N4 - Human Resource Management	CM Computer Practice N4	Details
National Certificate N4 - Human Resource Management	CM Personnel Management N4	Details
National Certificate: N4 Human Resource Management	Personnel Management N4	Details
National Certificate: N4 Human Resource Management	Management Communication N4	Details
National Certificate: N4 Human Resource Management	Personnel Management N4	Details

5.2.11 Payment options using the student portal

Oxbridge Academy allows you to pay your account using various methods. Please keep the following in mind when making a payment of any kind:

- Always use your student number as the reference, so that the money can be correctly allocated to your account.
- Always send a copy of the proof of payment to us via email: fees@oxbridgeacademy.edu.za.
- If your student number starts with a letter of the alphabet, leave the letter out. For example, if your student number is B12345, your reference with the payment should only be 12345.

You can pay your account with the methods below:

- Debit order (page 17)
- Bank deposit (page 17)
- EFT and mobile banking (page 18)
- Pay@

AT OXBRIDGE ACADEMY, THERE ARE 7 WAYS TO MAKE PAYMENTS

Important tips to remember:

- Always use your student number as the reference, so that the money can be correctly allocated to your account.
- Always send a copy of the proof of payment:
 - via email to fees@oxbridgeacademy.co.za or
 - via WhatsApp to 063 951 8200.
- If your student number starts with a letter of the alphabet, please leave the letter out.

Example: If your student number is B12345, your reference should only be 12345.

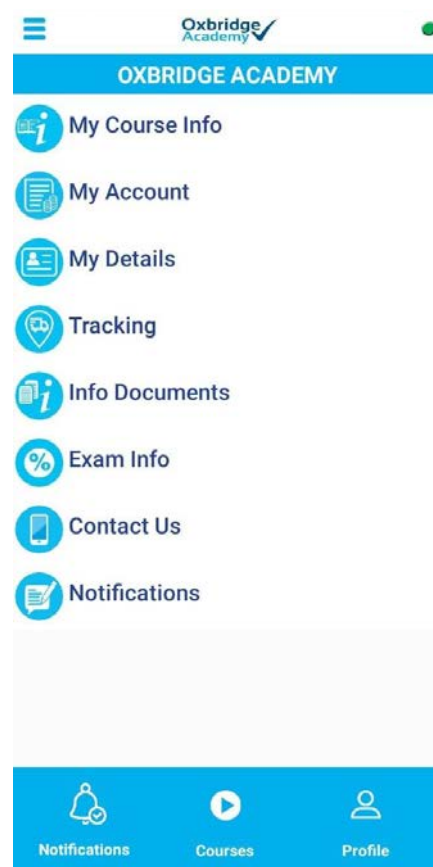
Debit Order (Preferred Option)	EFT and mobile banking
Capitec ATM cash deposit	PAY@ (SA students only)
ABSA ATM cash deposit	Pay now using PayFast

5.2.12 Oxbridge Academy app

Oxbridge Academy has a mobile app that has similar functions to the student portal. On our app, you can do the following:

- Check your balances
- See who your Student Relations Officer (SRO) is
- View your results
- View our accreditation status
- View frequently asked questions
- Contact us
- Find us
- Provide us with your valuable feedback.

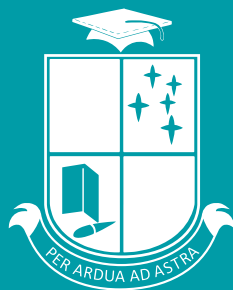
We are continually trying to improve our services. Additional functions will soon be available on the app. You can download the app from Google PlayStore and iTunes.





STUDENT SUPPORT

Oxbridge Academy





Let's explore some commonly asked questions to provide students with comprehensive insights into various aspects of their academic journey and who you can contact for assistance.

For your convenience we have one central e-mail address where you can send all your questions and if they cannot answer you our Student Support Agents will direct you to the correct person or department.

Should you need assistance with any of the below questions you can:

☎ Call our Student Support Agents on 021 110 0200

💬 Whatsapp 066 387 3876

✉ E-mail: support@oxbridgeacademy.edu.za

6.1 I need proof of registration, proof of course completion, or confirmation of studies

You can view this on the student portal, or phone or email us.

☎ Call our Student Advisors on 021 110 0200.

Tell them what you need so that they can send you the correct documentation.

✉ Send an email to support@oxbridgeacademy.edu.za.

In your email, clearly state what you need so that we can send you the correct documentation.

6.2 I have questions about the accreditation of Oxbridge Academy and my course

Refer to the Accreditation section of this guide as a starting point. If you do not find the answer to your question, you can contact us using the details provided below:

☎ Call our Student Advisors on 021 110 0200.

Tell them that you would like to speak to someone about our accreditation.

✉ You can also send an email to info@oxbridgeacademy.edu.za.

In your email, state your question clearly so that we can answer you accordingly.

6.3 I want to know what my account balance is

You can view this on the student portal, or phone or email us.

- ☎ Call our Student Advisors on 021 200 0201 or 021 200 6237.
Tell them that you would like to know what the balance on your account is.

- ✉ You can also send an email to fees@oxbridgeacademy.edu.za.
In your email, state that you would like to know what the balance on your account is.

6.4 I want to make payment arrangements

- ☎ Call our Student Advisors on 021 200 0201 or 021 200 6237.
Tell them that you would like to make payment arrangements.

- ✉ You can also send an email to fees@oxbridgeacademy.edu.za.
In your email, state that you would like someone to call you to discuss payment arrangements. It is difficult to make arrangements like these via email.

6.5 I want to know where my study material is or when it will be delivered

- ☎ Call our Student Advisors on 021 200 0201 or 021 200 6237.
Tell them that you would like to find out where your study material is or when it will be delivered.

- ✉ You can also send an email to support@oxbridgeacademy.edu.za.
In your email, state that you would like to enquire about your study material.

Parcels sent via the South African Post Office (SAPO) can be tracked to determine where the parcel is. The SAPO has an app that allows you to track and trace any parcel you are waiting for. You can download this app from the app store on your smartphone.

- Once your parcel has been sent by Oxbridge Academy, you will receive an SMS with a tracking number.
- Enter the tracking number into the app to see where the parcel is.
- The current (or last known) location will appear on the screen. If no information appears, it simply means that your parcel is still in transit and has not yet been processed at a post office branch.
- Once an update is available on your parcel, the app will automatically notify you.

6.6 I have questions about my marks

You can view your marks on the student portal. Please refer to page 26 in this guide for the steps to follow. Alternatively:

- ☎ Call our Student Advisors on 021 110 0200.
Tell them what you would like to know about your marks.
- ✉ You can also send an email to support@oxbridgeacademy.edu.za.
In your email, state what you want to know about your marks.

6.7 What if I enrolled for the wrong course?

- ☎ Call our Student Advisors on 021 110 0200.
Tell them that you think you have enrolled for the wrong course and ask that someone discusses your options with you.
- ✉ You can also send an email to support@oxbridgeacademy.edu.za.
In your email, state that you think you have enrolled for the wrong course and ask that someone calls you to discuss your options with you.

6.8 I want a progress report

You can download a statement of results from the student portal. Please refer to page 29 in this guide for the steps to follow. Alternatively:

- ☎ Call our Student Advisors on 021 110 0200.
Tell them that you would like a progress report or statement of results.
- ✉ You can also send an email to support@oxbridgeacademy.edu.za.
In your email, state that you would like a progress report or statement of results.

6.9 I have questions about my exam registration

- ☎ Call our Student Advisors on 021 202 0048.
Ask your questions as clearly as possible so that they can assist you efficiently.
- ✉ You can also send an email to exams@oxbridgeacademy.edu.za.
In your email, clearly state what your question is, or ask that someone call you with regard to your question.

6.10 I want to know when I will get my certificate

- ☎ Call our Student Advisors on 021 110 0200.
Ask them when you will get your certificate.
- ✉ You can also send an email to support@oxbridgeacademy.edu.za.
In your email, state that you would like to know when you will get your certificate.

Please refer to the Certification section in this guide for some guidelines on when certificates are issued.

6.11 I have lost my certificate, or there is a mistake on my certificate

- ☎ Call our Student Advisors on 021 110 0200.
Tell them that there are mistakes on your certificate, or that you have lost your certificate and would like to request a reprint.
- ✉ You can also send an email to support@oxbridgeacademy.edu.za.
In your email, clearly state what the mistake is, or explain that you have lost your certificate and would like to request a reprint.

Please note that a certificate reprint (in the event that you have lost the certificate) will have a small additional administration fee. The certificate will only be sent to you once proof of payment has been received.

6.12 My course has expired; What now?

☎ Call our Student Advisors on 021 200 0201 or 021 200 6237.

Tell them you would like to make arrangements to extend your course.

✉ You can also send an email to fees@oxbridgeacademy.edu.za.

In your email, state that you would like someone to call you to discuss the extension of your course and the impact it would have on your payment arrangements.

6.13 I would like to give someone a compliment

✉ Send an email to reviews@oxbridgeacademy.edu.za.

In your email, name the person you are complimenting and describe what happened.

6.14 I have a complaint about service, my course, or something else

We make it our aim to resolve all complaints quickly and efficiently. If you have a complaint:

☎ Call our Student Advisors on 021 110 0200.

Tell them what your complaint is and give all the relevant details.

If you are not happy with their answer, ask to speak to the Student Support Custodian.

✉ You can also send an email to reviews@oxbridgeacademy.edu.za.

In your email, clearly state the circumstances surrounding your complaint, as well as what you would see as an acceptable resolution or outcome.

6.15 I would like to order Oxbridge Academy merchandise

An order form was included in your Welcome Pack. Please complete the order form, make the payment, and email the form and the proof of payment to: support@oxbridgeacademy.edu.za.

6.16 I need academic assistance from a tutor

Please send an e-mail to assessor@oxbridgeacademy.edu.za

Provide the following information:

Your student number (in the subject line of the email)

✉ The course name

✉ The textbook name and assignment number (if applicable)

✉ The page number

✉ A detailed explanation of what it is that you don't understand

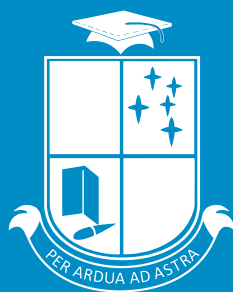


HINTS TO SUCCEED

Oxbridge Academy



7



7.1 Stay motivated

We know that you want to succeed with your studies, and we want to do everything we can to help you do so. Studying via distance learning is a challenge, because it is not always easy to study on your own. You need grit and motivation if you want to be successful. To make it easier for you to stay motivated, we're giving you this list, which you can come back to regularly during your studies, especially if you feel that your motivation levels are dropping.

7.1.1 What motivated you to apply for your course?

The answer to this question should explain the reason(s) why you have decided to study. Hang on to this reason and remind yourself of it regularly. Looking at your situation from this perspective will help you to stay motivated.

An appealing part of distance learning is that it can be done at your own pace, in your own time, and anywhere you choose. It is also because of this that it is important to stay motivated and not to lose interest in your course. There is nobody monitoring your studies, and there are no classes to attend, so whether or not you persevere and succeed is entirely up to you.

Motivation will keep you focused and will enable you to complete your course successfully. Staying motivated can only happen if you have a positive approach to this new challenging adventure in your life.



Information

Remember

The work might be difficult from time to time, and you might struggle with an assignment, or even fail an assignment. Do not let this demotivate you! Our student advisors and tutors are there to help you.

7.1.2 Stay positive

Positive thinking involves the following techniques:

- Tell yourself you can do it, even when you find the work difficult.
- Eliminate negative thoughts and hold on to your motivation.
- Reward yourself when you have completed a section of work.
- When you experience a setback, determine what went wrong and try to improve on your previous effort.



Relevant Quote

Remember

Lou Holtz said 'Ability is what you're capable of doing. Motivation determines what you do. Attitude determines how well you do it.'

7.1.3 What if I don't feel motivated?

Being motivated does not mean that you constantly feel excited, eager to study, or positive. In fact, motivation should be a mindset, not a feeling. Do not be too hard on yourself if you wake up one day not feeling motivated. Rather teach yourself to be disciplined and study anyway.

7.2 See the bigger picture

The courses offered by Oxbridge Academy are compiled in such a way that the textbooks of your course are linked in some manner. These textbooks will work together to teach you what you need to know in order to complete your course.

Courses with progression levels, like Contact Centre Operations 101, 201 and 301, have textbooks that directly build upon the information provided in the previous level. Other courses might include subjects that are not repeated or built upon in the progressing levels. These singular subjects still provide you with information you will need to complete your course and successfully do your job one day.

Some skills are transferable across different subjects. This means that you will need to apply the skills learned in one subject in order to learn the skills taught in a different subject. For example, Computer Practice will teach skills you might need to complete Information Processing.

Just as the different subjects and course levels work together to form the bigger picture in your education, the courses themselves form part of the bigger picture when it comes to your life and your future.



Information

Remember

You can find interesting articles on our blog, such as:

Five habits that successful distance learning students have in common.

7.3 How to see the bigger picture in your life

It is important to see the bigger picture in your life. Try these helpful tips:

- Create a dream board including pictures of what you want to achieve in your life (include everything from the house you want to live in, to the office you want).
- Read as much as you can about the field of study you have chosen so that you can expand your knowledge of it and see if you fit into that field.
- Identify a specific area of the field of study that you want to become part of (electrical engineers might want to specialise in telephone lines rather than computer hardware, for example).
- Search possible job opportunities in your area so that you can get a realistic idea of how easy (or difficult) it might be for you to get a job in your area, and make plans to adjust accordingly.

7.4 Maintain a healthy lifestyle

A healthy, balanced lifestyle is important if you want to succeed in your studies, and also in life. A healthy body and mind will enable you to concentrate, stay motivated, overcome challenges, and achieve success. Health involves your physical, mental and emotional wellbeing.

7.4.1 Stay in shape physically

Regular exercise

Exercise keeps you fit and healthy and greatly reduces stress. Even ten minutes of jogging every day can greatly improve your health.

Healthy food and water

Our bodies function on food and water. Like fuel in a car, the quality of the food we put into our bodies will directly influence the way our bodies function.

Food with a low nutritional value will decrease your health, while food high in nutrition will increase your health.

Drink six glasses of water each day, avoid sugary drinks, and make sure to include the right balance of all the food groups in each of your meals.

Stretching

Stretching your muscles regularly helps to reduce muscle tension, improve circulation, increase energy levels and reduce stress. While you are studying, you need to stretch your muscles in between study sessions.



Information

Remember

You can find health and wellness tips on our blog. Look out for articles such as this one:

Seven stretches you can do while studying.

7.4.2 Stay in shape mentally

Breathing

During times of stress, our breathing becomes short and shallow, which in turn increases anxiety. This can be very harmful to your mental health, and breathing properly can reduce these feelings very quickly. Here is how to breathe for stress relief:

- Get comfortable on your bed or in a chair, close your eyes, and put your hand on your stomach or chest.
- Breathe in through your nose, as slowly and as deeply as you can. Hold it for a few seconds. Slowly breathe out through your nose.
- Concentrate on the sound of your breath, and imagine the breath going in and out through your nose.
- Repeat this for about five minutes, or until you feel calm and relaxed.

Social life

Staying in touch with your friends and family provides you with a much-needed source of support and encouragement. Humans are social beings, and spending time relaxing with friends and family helps us to cope with stressful situations (like exams) much better.

Exercise

Our bodies were made for exercise. Not only does exercise improve physical health, but it also improves mental health and effectively reduces stress. While exercising, your body releases endorphins. These hormones improve your overall mood, and help to break down cortisol in your body, which will in turn lower your stress levels.

Sleep

Sleep improves your memory and problem-solving skills, reduces stress, stabilises your emotions, and boosts your immune system. Try to get six to eight hours of sleep every night.



Information

Remember

On our blog, you will find an article on
'How to take effective study breaks'

Regular breaks

Taking breaks during your studies enhances your productivity and overall concentration. It might seem like you are getting a lot done if you sit at your desk for five hours at a time, but research proves otherwise. Studying for fifty minutes and taking a ten minute break has proven the most effective.

7.5 Arrange your study environment

Your study environment includes the room you study in, the desk itself, the walls around the desk and the items on the desk. An untidy or noisy study environment could greatly damage your ability to study effectively.

7.5.1 Guidelines for an effective study environment

Privacy and distractions

Find a room, or space in a room, that is private or not used often by other members of the household. Try to place your desk in the corner of the room, so that you face a wall. That way you will not be distracted by people moving around the house. If you find it difficult to study at home, try to find a library nearby.

Noise

Ideally, your study room should always be quiet, but this is not always possible in a household. Share your study schedule with your family so that they will know when you need them to be quiet around the house. You can also play soft classical music to block out regular household noise.

Clutter

An untidy desk can destroy concentration. The only items on your desk should be the books you are currently studying from, as well as the stationery you use to study with. Keep the items on the desk neat and organised. If you put up notes against the wall, do so in an organised manner.

Stationery

Make sure that you have all the necessary stationery nearby. Getting up to fetch a pen or eraser will break your concentration. Place your stationery in a holder of some kind (even a mug will do) to keep it organised and tidy.

Ventilation and lighting

A well-ventilated room will provide enough oxygen to keep you awake, while poor ventilation will result in you feeling drowsy and unable to concentrate. Place a bedside lamp on your desk to ensure that you can read your notes. Do not let the light shine directly into your eyes, as this will cause damage to your eyes and might result in headaches. Once you have created a study environment that works for you, keep using it for that purpose until you have completed your studies. That way you do not need to waste time rearranging another area.



TIME MANAGEMENT + PLANNING = SUCCESS!

7.6 Time management and planning

To ensure that you work through your textbooks, complete your assignments and study for exams successfully, all while working or raising a family, you need to plan and manage your time. In addition to finding the time, you need to use the time effectively.

7.6.1 Finding enough time

- Determine how much time you will need to work through your course content, complete and submit your assignments, and study for exams (consult the assignment schedules available on our website).
- Draw up a study plan and keep to it.
- Allocate a realistic period of time to do what you need to do every day, like working, cooking, doing the laundry and more.
- Divide your study plan into shorter periods to assist with concentration (study for fifty minutes and break for ten minutes).
- Do not panic if you have missed a study session, but rather continue with the rest of the day as planned.

7.6.2 Using your time effectively

- Set specific goals for each study session. For example, aim to study a particular chapter in your textbook, or aim to complete a certain section of an assignment.
- Identify the overall objectives of the course content, and then break these into smaller units that will be easy to remember.
- Set an alarm for when your study session ends, so that you do not constantly interrupt your studies to check the time.
- Take particular note of the instructions in the activities or assignments, so that you do not waste time by unnecessarily redoing an assignment.

The assignment schedule for your course, as provided on the student portal under 'Helpful Links' indicates the number of weeks you should allocate to each learning unit in the textbook. It also indicates when you should complete your assignments. Use this schedule as a guideline when setting up your personal study plan.

7.7 Improve your study methods

Distance learning requires you to engage with the content intensively on your own. This requires a specific approach in study techniques. You should not study simply to remember the facts, but rather to understand the content and how it applies to real-life situations. If you understand something, you will remember it much easier.

Here are some useful hints on how to improve your study methods:

7.7.1 Making notes

Simply reading through the material is not enough to understand and remember it. You have to make notes in order to make the work your own. Remember to focus on definitions and key words.

7.7.2 Summarising and note-taking techniques

Your summaries or notes do not need to be boring. In fact, research has shown that colourful notes with interesting patterns and pictures make it easier for our brains to remember things.

The process of summarising work is often the best method of studying and remembering the work. Here are some interesting, and effective, summarising and studying techniques:

Mind maps

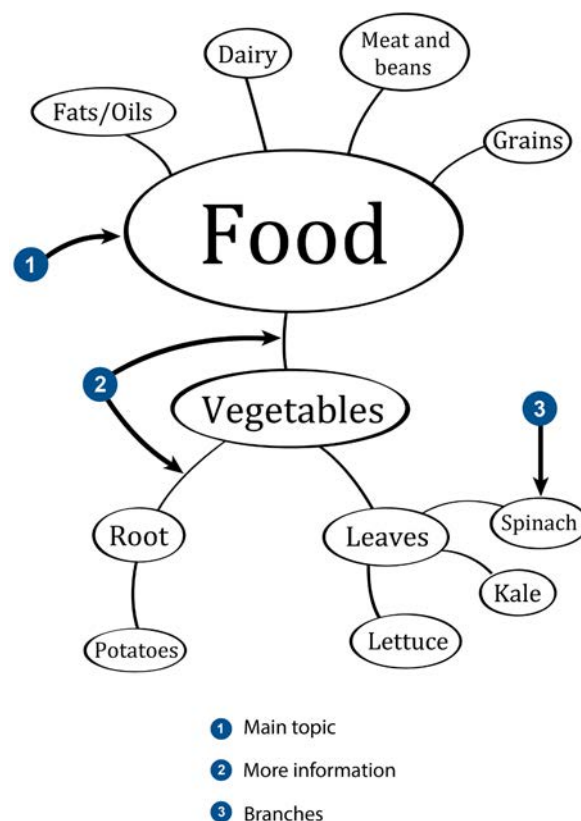
Mind-mapping is a very effective way of organising thoughts. It is a visual representation of content and has endless potential for creativity. It helps you to simplify and order information.

A mind map consists of the following:

- A central concept in the middle of the page
- Key words instead of sentences
- Patterns and colours used to link thoughts
- Images or symbols in addition to text.

How to create a mind map

- Start in the middle with the main topic ①
 - In the middle of the page, write down the main topic of the content in large letters. This should be no more than three or four words.
- Add branches with key words (sub-topics)
 - Draw lines from that central point, and write the sub-topics or next important thoughts at the ends of those lines. These branches ② need to be directly related to the central point.
 - **Example:** The sub-topics in the example above make sense, in that you can very easily understand how they are related to the main topic.
- Add more branches with supporting information ③
 - From each of the sub-topic branches, create several smaller branches with supporting information, or important listed points. This would be the more detailed information in the content, but should still not be long sentences. Again, these branches should directly relate to the one they stem from.
 - **Example:** The smaller branches leading from the 'Vegetable' branch each list a type of vegetable.
- Use different colours and images.



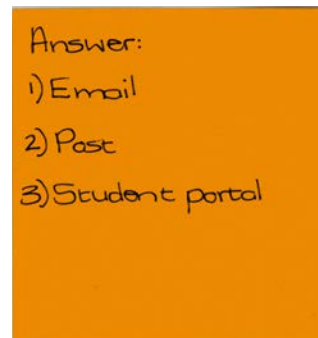
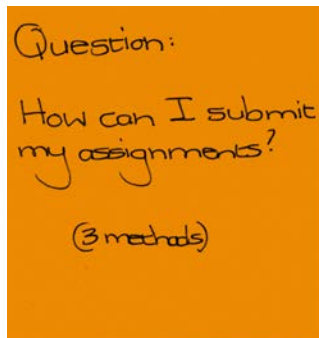
Improving your memory

- **Flash cards**
 - Flash cards are useful when presenting an oral in school, and can also be used as a study tool. Flash cards enable you to quiz yourself on the work, thereby eliminating the need for someone else to ask you questions.

Here are the steps for creating flash cards:

- Fold an A4 page in such a way that you can cut out eight equal rectangles to make the cards.
- On the front of one card, write a question.
- You can include a short clue on the front as well.
- On the back of that same card, write the answer (keep it short – do not use long sentences).
- Make cards like these for all the work in the study session.

When you are ready to start using the flash cards, ask yourself the question on the front of the card. Once you think you have answered correctly (or if you do not remember the answer), turn over the flash card to see whether you answered correctly. You can even use sturdier cardboard paper to ensure that the flash cards last longer and can be used repetitively.



- **The SQ3R system**

- The SQ3R system is designed to help you understand and remember what you read while studying. The system consists of five steps, namely survey, question, read, recite and review.

a. Survey

Survey (skim) through the text before starting to read with attention. This will provide you with an idea of the big picture, context and structure of what you will be studying. Read the chapter headings, introduction and conclusion, and search for main topics within the section. This will provide you with a thorough outline of the section.



Information

Remember

Always aim to answer the questions:

Who, what, when, where, why and how?

b. Question

Your brain holds onto information better if it is questioning the information. Do not simply read through the content, but ask yourself why that fact is true, or why that statement is made, or what you think it could mean in the bigger picture. Example, if the section heading is 'Four ways to stay healthy', ask yourself 'What are four ways of staying healthy?'

c. Read

Read actively and effectively by paying attention to the content and finding answers to the questions asked above.

Here are a few steps on how to read effectively:

- Scan through the material allocated to the specific study session to get an idea of what the session will cover.
- Then work through the content with focus and concentration.
- Look up words you do not understand in a dictionary and make notes in the margins of your textbook.

- Read the content over and over until you understand it.
- Pay specific attention to words or phrases in a different typeface (underlined, bold, etc.) as this is often done purposefully to help information stand out.
- Highlight and underline the core messages in the sections.

d. Recite

Reciting work means repeating the work from memory. This is where you can start to determine whether or not you are really studying effectively.

Here are some steps on how to recite your work:

- Read the text out loud.
- Close the book or cover the text and ask yourself your questions.
- Answer the questions out loud.
- Rephrase your answers in your own words to be sure that you understand the work instead of simply remembering it.
- Pay attention to your answers and check them against the text.
- Go over sections that you could not remember and read them out loud again.

e. Review

It rarely happens that you study and remember all the work after only one study session. However, you still need to know which areas you should focus on studying in the next session.

- Make time at the end of the day to quickly review all the work you studied that day.
- Schedule a weekly review at the end of each week.
- Plan your revision for exams over several days, and do not try to cram in all the information a day or two before the exam.
- Create a short test for yourself at the end of each section.

7.8 Useful hints for completing assignments

The tutors marking your assignments know the content very well, and can easily see when you've completed your assignment in a hurry or did not study the work efficiently before completing it. Therefore, do not rush to submit your assignments, but make sure that you understand what is required and do your best!

7.8.1 Pay special attention to the assignment instructions

- Is there a specific format in which you need to complete the assignment? For example, should it be written, typed, or drawn?
- Is there a specific table, addendum or drawing you must use to complete the assignment?
- Do you have to submit the assignment in colour, or will black and white text suffice?
- Are you required to conduct further research for the assignment?
- Are you required to create a poster, visit an organisation, or provide evidence that you have performed a specific task or activity?

7.8.2 Complete your assignments efficiently

- Read through all the assignment questions and make notes if you want to.
- Make sure you understand the terminology for the course.
- In your textbook, place sticky notes on each page that contains information relevant to the assignment questions.
- Write your first draft.
- Go through the assignment again to ensure that your answers are correct.

- Write or type the assignment in the right format as stipulated in the assignment instructions.
- Conduct a final check to ensure that everything is correct and then submit your assignment.
- If there are answer sheets with your assignment, remember to attach the completed ones to your assignment.

7.8.3 Understand the action words in assignments

The following words are often used in an assignment to indicate how you need to answer your question. Pay close attention to these words so that you can complete your assignment correctly.

Action word	What you need to do
Analyse	Break the material into 'chunks' or elements and discuss their main features
Argue	Present a logical, precise argument based on reason and supported with evidence
Assess or evaluate	Give the positive points and the negative ones; appraise, usually in relation to something else
Compare	Identify or point out the differences or similarities between things or ideas
Consider	Point out the differences between certain ideas, facts, or views
Criticise	Talk over; consider from various points of view
Describe	Show what it is (and isn't) and what it is like (and not like) by noting important features
Discuss	Talk over; consider from various points of view
Define	Give the meaning of a word or concept; place it in the class to which it belongs and set it off from other items
Distinguish	Clearly identify the differences between ideas, facts, things, or views
Explain	Make clear; interpret; make plain; show 'how' to do
Identify	Name or list the most important features or characteristics of a subject
Illustrate	Use a word picture; a diagram; a chart; or a concrete example to clarify a concept
Justify	Show good reason for
Outline	Present information in a brief, clear and logical manner
Prove	Establish the truth of something by giving factual evidence or logical reasons
Summarise	Sum up; give the main points briefly

7.9 Prepare for exams

Preparing for exams can be a daunting task. Balancing your daily responsibilities with the time you need to study for exams could cause some stress.

7.9.1 How to prepare for exams

- Make sure that you understand what you will be allowed and not be allowed to do during the exam (some subjects allow you to take in a dictionary or calculator).
- Make sure you know where you will be writing your exam and how to get there.
- Purchase the stationery you might need to write your exam, so that your pen does not go dry in the middle of the exam.
- Start studying for your exam well in advance, so that you have enough time to get through all the content several times.

7.9.2 How to cope with exam anxiety on the day

- Get enough sleep the night before the exam and eat a healthy breakfast.
- Arrive early on the day to prepare yourself mentally.
- Read the instructions carefully so that you know what is expected of you.
- Read through the questions in the allocated time slot, and identify questions that you can answer quickly, so that you can get them out of the way and continue to more difficult questions.

- Remember that you do not need to answer the questions in the order that they are given, but make 100% sure that you number your questions clearly and correctly.
- Breathe deeply, as you were taught earlier, in order to get enough oxygen to your brain to think clearly.
- Go through your answers again if there is enough time, but do not rush through the questions.

7.10 Never give up

Failure is not the end. Failing one assignment or an exam does not mean that you have failed your studies. You might feel demotivated or stressed about having to redo some of the work, but the fact that you are working towards improving your life already makes you more successful than many other people who are not even trying.

How to recover from a failure

- Allow yourself the time to process the sadness, disappointment, or anger that might result from the failure (it is healthy to process these emotions).
- Breathe deeply a few times and then start making a plan to carry on.
- Ask to see the marked assignment that you have failed, in order to identify where you went wrong and to learn from your mistakes.
- Pay special attention to the notes made on the assignment by the tutors, as they will guide you in finding out where you went wrong.
- Trust that you will be able to do better this time.
- See yourself succeeding this time (your mind does not know the difference between imagination and reality, which means you will feel as though you are already succeeding).

7.11 Celebrate your achievements

Even small achievements are achievements to be celebrated. Adopting a habit of celebrating achievements will boost your self-confidence, self-worth, and sense of accomplishment greatly!

Has anyone ever complimented you on a job well done, or have you ever won an award or prize? That feeling of accomplishment made you feel as though you can conquer the world, right? You can get that feeling again whenever you celebrate even the smallest achievement.



Information

Think about it this way: you are getting a second chance to complete the work that you have already studied. In other words, you already know half of the work! Now you can focus on the areas in which you struggled and get amazing marks!

Ways to celebrate

- Reward yourself after submitting an assignment by taking the afternoon (or evening) off from studying.
- Reward yourself when you have passed an assignment or exam by inviting your friends over for a social, or by watching the movie you've been waiting to see, or by doing something else that you enjoy.
- Share the good news with your friends and family.
- Celebrate with some friends when you have passed your exam, or received your Oxbridge Academy Skills Certificate.
- If you have successfully completed your course, share a photo of yourself holding your certificate on social media, and tag Oxbridge Academy in the post.

Wishing you all the best...

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Notes



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