

Monday 05 August 2019

PHASE-OUT OF THE OFFICE MANAGEMENT AND TECHNOLOGY AND PHASE-IN OF THE BUSINESS AND INFORMATION ADMINISTRATION PROGRAMME

The revised Higher Education Qualification Sub-Framework (2013) aims to align South African Higher Education qualifications into one national higher education system. The HEQSF (2013) included revised and new qualifications such as the Advanced Diploma and the Postgraduate Diploma and stimulated curriculum revision and curriculum development of existing qualifications.

The National Diploma in Office Management Technology at NQF Level 6, consisting of 360 South African Quality Assurance (SAQA) credits will be replaced with the Diploma in Business and Information Administration (BIA) on NQF Level 6 consisting of 366 SAQA credits. Both the ND: OMT and Diploma (BIA) are 3-year full time and 4-year part time qualifications. Both qualifications provide graduates with entry level BIA related job knowledge, skills and competencies to perform basic BIA functions. It should be noted that the qualification content is similar and that the qualifications have equal status in the workplace.

Workplace-based Learning

The HEQSF-aligned Diploma in BIA is positioned in the professional pathway, combining both BIA task-specific proficiency and specialised BIA knowledge. This diploma is designed to equip students with focused knowledge and skills, enabling them to gain experience in applying such knowledge and skills in the workplace context via workplace-based learning. The existing Experiential Training (or Cooperative Education) in the National Diploma was revised during the situational analysis and replaced with a 60 SAQA credit revised subject, Office Management and Technology Practice and now includes an integrated academic project. Nothing has changed in terms of the 6-month work placement.

Phase-out and Phase-in process

The Business and Information Administration Department will be phasing out existing qualifications such as the National Diploma and the Bachelor of Technology (BTech). These undergraduate programmes will be phased out systematically (year-by-year). Students who have registered for an existing qualification such as the ND: OMT or BTech OMT will be allowed to complete the qualification within the designated time period.

Note: The last year for first-time entering students to the BTech qualification was 2019. Pipeline students will be allowed to register to complete the BTech qualification after 2019, but no new registrations will be allowed after 2019. The Advanced Diploma will replace the BTech qualification and will commence in January 2020. As from January 2020, all OMT National Diploma graduates and BIA Diploma graduates who wish to pursue further studies, will register for the Advanced Diploma in BIA.

The aligned HEQSF Diploma, BIA has been implemented since January 2018. The new subject offerings for **full-time students** are illustrated in the table below:

Existing ND: OMT subjects	Phase out dates	SAQA Credits	Revised Dip (BIA) subjects	Phase in dates	SAQA Credits
1st year					
Business Administration 1	2017	24	Business Administration 1	2018	24
Information Administration 1 (Theory)	2017	13	Business Information Systems 1	2018	18
Information Administration 1 (Practical)	2017	14	Business Applications 1	2018	24
Communication 1	2017	24	Communication 1	2018	18
Legal Practice 1	2017	24	Legal Practice 1	2018	18
Personnel Management 1	2017	24	Business Accounting	2018	18
Diversity Management 1	2017	14			
2nd year					
Business Administration 2	2018	28	Business Administration 2	2019	24
Information Administration 2 (Theory)	2018	13	Business Information Systems 2	2019	24
Information Administration 2 (Practical)	2018	14	Business Applications 2	2019	24
Communication 2	2018	28	Communication 2	2019	18
Financial Accounting 1	2018	28			
Experiential Training 1A (Semester 2)	2018	12			
			Workplace Psychology	2019	12
			Diversity Management	2019	12
3rd year					
Business Administration 3	2019	30	Business Administration 3	2020	18
Information Administration 3 (Theory)	2019	16	Business Information Systems 3	2020	18
Information Administration 3 (Practical)	2019	14	Business Applications 3	2020	18
Mercantile Law 1	2019	28	Law of Contract	2020	18
Experiential Training 1A	2019	12	Office Management and Technology Practice	2020	60

The revised subject offering for **part time students** is illustrated in the table below:

Existing ND: OMT subjects	Phase out dates	Revised Dip (BIA) subjects	Phase in dates
1st year			
Information Administration 1 (Theory)	2017	Business Information Systems 1	2018
Legal Practice 1	2017	Legal Practice 1	2018
Communication 1	2017	Communication 1	2018
Information Administration 1 (Practical)	2017	Business Applications 1	2018
2nd year			
Information Administration 2 (Theory)	2018	Business Information Systems 2	2019
Business Administration 1	2018	Business Administration 1	2019
Communication 2	2018	Communication 2	2019
Information Administration 2 (Practical)	2018	Business Applications 2	2019
3rd year			
Personnel Management 1	2019	Workplace Psychology	2020
Mercantile Law	2019	Law of Contract	2020
Business Administration 2	2019	Business Administration 2	2020
Diversity Management 1	2019	Diversity Management	2020
Financial Accounting 1	2019	Business Accounting	2020
4th year			
Information Administration 3 (Theory)	2020	Business Information Systems 3	2021
Business Administration 3	2020	Business Administration 3	2021
Information Administration 3 (Practical)	2020	Business Applications 3	2021
Experiential Learning	2020	Office Management and Technology Practice	2021

Students with an incomplete qualification who wish to register and complete the revised qualification may be granted access and subject recognition for a maximum of 50% of the subject offerings.

Diploma and National Diploma

The new DIPLOMA replaced the former NATIONAL DIPLOMA, and was introduced to all first-time registering students since 1 January 2018.

1. What is the difference between the old National Diploma, and the Diploma?

As is apparent from the table above, there is no significant difference in the structural design of the old and new diplomas. There are compelling reasons for changing the name of the Diploma – one of them relating to increased global student mobility and international comparability. However, we have made use of the opportunity of accrediting this new programme by renewing its internal content – the syllabus. You will, therefore note certain minor changes in the subject offerings. It is important to note that this new diploma, together with its progression route to the doctoral degree, now replaces the old NATIONAL DIPLOMA (ND), and is registered on the South African Higher Education Qualifications Framework as the country's formal 3-year diploma qualification. No university in South Africa will offer the discontinued ND in future, as it will be phased out, together with the BTech, MTech and DTech.

2. How will this impact on my studies as from 2018?

2.1 First Year Students

If you are a 1st year student who registered for the first time this year (2018), you will be placed on the new (Diploma) pathway with immediate effect.

2.2 Returning Students

If you are a returning student, or have failed a subject in the old National Diploma (ND), you will continue along the old pathway in accordance with the phasing out process. Please note that this will mean that you will graduate with the old ND.

Updated information will be available on the CPUT website: www.cput.ac.za.

Undergraduate applications are managed by the Faculty Office.

We trust that you will continue to progress in your academic career and choose CPUT as your partner in lifelong learning and development.

Yours in higher education



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