

ACADEMY OF YORK
FOR PEOPLE WITH A PURPOSE



DISTANCE & ONLINE EDUCATION

YOUR PARTNER IN EMPOWERING YOUR PEOPLE



About us

Academy of York is registered with the Department of Higher Education and Training (DHET) as a Private College. We strive to be a distance learning provider of choice and a centre of excellence for Human Resource Management, Labour Relations, Accounting, Bookkeeping, Health and Safety and Business disciplines in Southern Africa. Our mission is to continually bestow relevant skills and knowledge to our students, thereby creating professionally qualified and well equipped graduates who are able to practice effectively in the business environment and contribute to the overall development of a sound economy.

Academy of York has a fine history of delivering certificates and diplomas of the highest integrity. We received the accolade of being the first college in South Africa to provide online Human Resource courses accredited by SABPP.

What you can expect:

- SAQA registered programmes
- Quality accredited courses endorsed by professional bodies.
- Skills Development courses geared to enhance your current abilities
- Internationally recognised qualifications
- Convenience and Accessible Study Methodologies- online and distance learning
- Dynamic Student Support
- Quality Lecturers
- Customised courses to meet your company needs

Our promise to you



An Accredited Education. We are registered with the Department of Higher Education and Training as a private business college.



We celebrate your success! Once you have completed your course, we celebrate this accomplishment at our graduation ceremony, where you can bask in the glory of completing your qualification.



Fanatical Study Support.

We understand that studying via correspondence can be challenging we offer you dynamic support from our student motivators, student advisors and student coordination team. Our goal is to go the extra mile to ensure that when you enrol with us, you manage to complete your qualification



Our B-BBEE Rating

Broad-Based Black Economic Empowerment (BBBEE or B-BBEE) is a form of economic empowerment initiated by the South African government in response to criticism against narrow-based empowerment instituted in the country during 2003/2004. While narrow-based black economic empowerment led to the enrichment of a few previously disadvantaged individuals, the goal of broad-based empowerment is to distribute wealth across as broad a spectrum of previously disadvantaged South African society as possible. By partnering with Academy of York in keeping your staff well trained and skilled, the above goal can be achieved, you can achieve points in four of the five elements on your scorecard, while at the same time making a real impact in the lives of fellow staff members.



BEE Compliance and your Business

Let's just say, that having a high score on the BEE compliance ranking is more beneficial to your business in South Africa than having Bill Gates as your CEO. It is crucial for South African businesses to adopt BEE to build a better-skilled nation for long term economic goals.

For each individual business, being BEE compliant will help you grow and meet your business goals; it provides credibility for the company – putting you one step better than your competitors; it helps to develop lasting business relationships and it drives you to upskill your employees, which is fantastic for everyone.



Jo-Mari Ungerer

"Fast, easy and great service. Got my certificate today. The best place to do accredited long-distance learning courses. I will be sure to return for another qualification shortly. Thank you, Michelle, and the A.O.Y team for the support and helping people further their education."

Meet our team



Our Dean
Richard Leeming



Head of Business Support
Hamu Chigoma



**Corporate Executive
Manager**
Jenny Nair



**Head of Student
Operations**
Janene Reis Hulse

Meet our subject matter experts



Dr Elize Ellis
Life coach,
Businesswoman, and
Leader. PhD in Educational
Management



Cecilia Cronje
Masters in Ed. Psychology, CTI
Evaluator and HR & Labour
Relations Practitioner (SABPP)



Helen Hadfied
SABPP member as
HR Professional:
Generalist



Dennis Comminos
Author, Lecturer &
International Project
Management consultant



Linden Knoetze
Health and Safety Practitioner,
Diploma Health and Safety
Management, Samtrac, National
Diploma HR Management, Cert
Adv Labour Law



Leonie Grobler
MBA, Lecture and
SABPP HR Practitioner



Study Methodology

Online Learning

- Flexibility and the freedom to study around work and other commitments
- Login and Learn from any location that is convenient for you
- Quality Lecture Videos
- Additional learning tools and material
- Save on transport and accommodation costs that usually come with face to face tuition
- Study and Work at the same time.
- Assignment and Exam based

Traditional Correspondence

- Quality textbooks are excellent teaching aids
- There are no surprises—everything is carefully spelled out
- Think of a textbook as a tool
- Student Support
- Assignment and Exam based

Blended learning

- Training is accessible onsite at your company location
- It promotes student ownership of learning
- It prepares students for a tech-centered world
- Blended Learning reduces costs
- Increase collaboration
- Keeps students interested and engaged

Accreditation





Faculties of Study

Faculty of Business

Our Business Faculty offers a range of business courses for those increasing their business literacy and knowledge to build a career in business administration, event management, project management and supply chain management. One of the core values of the Business Faculty is "Adding Value" and our business courses are designed to help students already in the workplace to enhance their management skills.

National Certificates & Diplomas

- National Certificate: Small Business Financial Management NQF L4 – SAQA ID 48736
- Generic Management National Certificate SAQA ID 59201, LP 66069
- Generic Management Recognition of Prior Learning (RPL)
- Further Education & Training Certificate: Generic Management (NQF L4 SAQA ID 93996, LP 94081)

Faculty of Office Management

Office Administration, Human Resources and Labour Relations Management are core to business success across all sectors of the economy, creating a strong demand for Office Administrators among businesses in all industries.

Academy of York's Office Management Faculty offers Office Administration Management Courses designed to give you the right training, knowledge and skills in Office Administration, Human Resources and Labour Relations and to understand and apply these critical components to the office environment, fast-tracking your career in any industry.

National Certificates and Diploma

- Office Administration NQF L5 National Certificate – SAQA ID 23618
- Office Administration NQF L5 Higher Certificate – SAQA ID 23619
- Office Administration NQF L6 National Diploma – SAQA ID 35958

Faculty of Human Resource Management

Academy of York offers you a range of Short Courses, National Certificates and Diplomas in the field of Human Resources. These courses are designed to empower you with knowledge of the fundamentals of Human Resources management and the skills to apply this knowledge in the workplace, so you can advance your career.

Human Resources Courses

- Human Resources Management and Practices Support NQF L4
- Human Resources Management and Practices Support National Diploma – NQF L5
- Human Resources – Labour Relations Practice: Dispute Resolution NQF L5

Recognition of Prior Learning (RPL) Programme

- Human resources national diploma NQF L5 SAQA ID 61592 plus 3
- Labour Relations Practice: Dispute Resolution NQF L5 SAQA ID 93994 plus 3

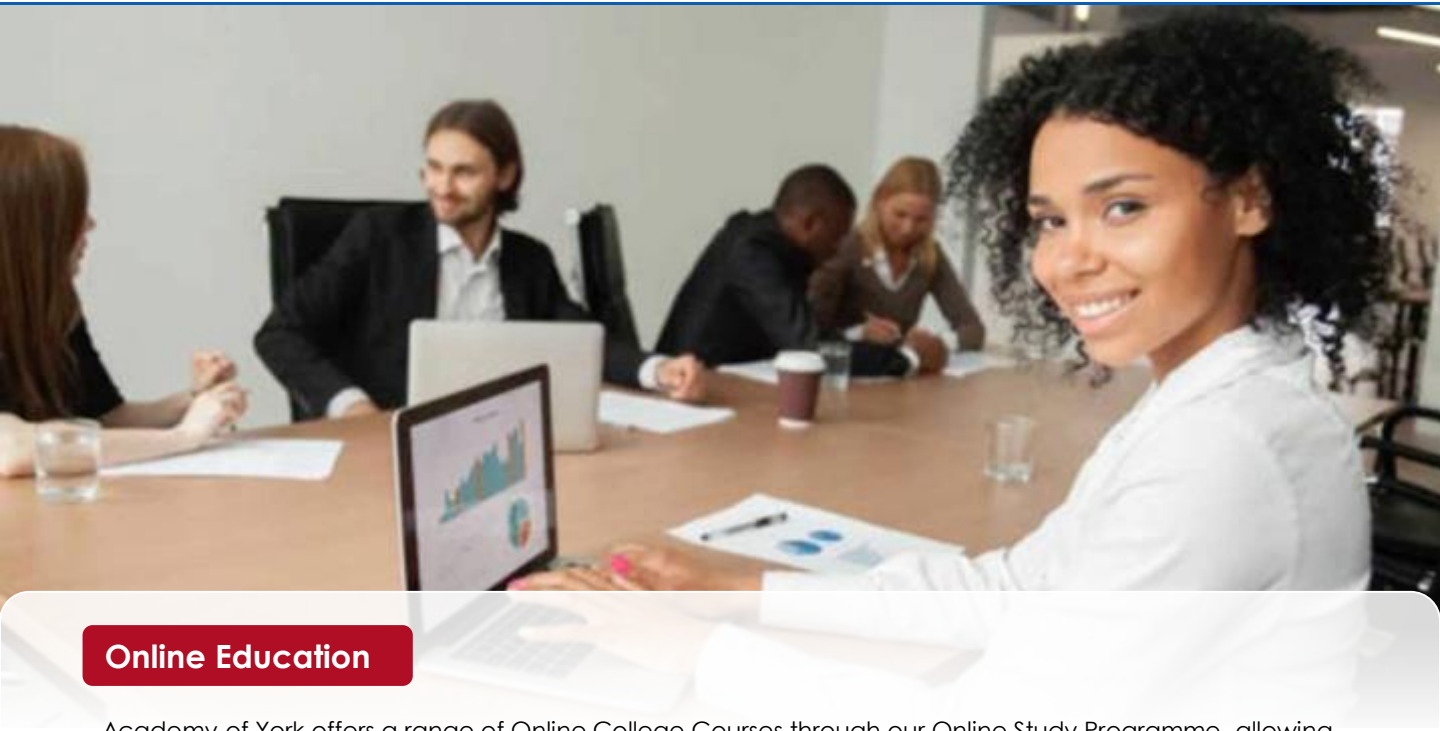
General Faculty of Study

Academy of York's General Faculty offers a range of distance and online learning courses to enable students to pursue exciting careers. Our Travel and Tourism courses are ideal for those building a career in the tourism industry.

Our advertising and marketing courses provide skills and knowledge that will help you advance your career in this dynamic and exciting industry, while those looking for a career focused on helping others will find the knowledge and skills in our courses such as Life Coaching.

A.O.Y – General – Short Courses

- Customer Service and Call Centre Management
- Conference and Event Management
- Leadership Skills
- Small Business Entrepreneurship
- Business Administration And Secretarial Procedures
- SAFMA: Facility Management Fundamentals
- Purchasing Management
- Safety and Security Management
- Tourism Management
- Project Management or Project Administrator
- Supply Chain Management: The Basics
- Supply Chain Management: Planning
- Supply Chain Management: Implementation
- Supply Chain Management: Operational
- Supply Chain Management: Full Course
- Health And Safety Representative
- Health And Safety Coordinator
- Operational Health and Safety Practitioner - SAIOSH
- Life Coaching - COMENSA



Online Education

Academy of York offers a range of Online College Courses through our Online Study Programme, allowing you to get relevant, accredited qualifications with certificates in the most convenient, affordable and effective way.

Online courses have been shown to be one of the most effective methods of study. It opens a new world of affordable study possibilities and gives you the flexibility to fit your studies around your work schedule. At the click of a button, you have access to lecturers who are specialists in their field, offering you a dynamic blended learning environment.

Our online college courses allow you to complete your studies wherever and whenever you want, giving you a competitive edge as you advance your career!

Online Courses

- Fundamental communication 1 online course
- Fundamental communication 2 online course
- The business environment online course
- Introduction to human resources online course
- Employee wellness online course
- Fundamental communication 3
- Legal framework within SA human resources
- Human resources management online course
- Labour relations management online course
- Team management online course
- Skills development online course
- Business management online course
- Human resources FET certificate NQF L4 SAQA ID 67463
- Human resources national diploma NQF L5 SAQA ID 61592
- Human resources national diploma NQF L5 SAQA ID 61592 plus 3
- Project management online course
- Life coaching skills course



Philile Percy Biyela

"I would like to thank Sally Havire for her assistance on my modules especially FNST it was the hardest subject but she made things to be much more easier for me I passed with 84% thank you so so much sis Sally I really appreciate your help."



Faculty of Accounting and Bookkeeping

Academy of York Accounting and Bookkeeping Faculty offers you a variety of Accounting and Bookkeeping Short Courses, National Certificates and Diplomas to help you advance your career in any industry. Our Accounting and Bookkeeping courses are accredited by FASSET SETA; assessed through ICB (Institute of Certified Bookkeepers), a SAQA recognised professional body; and designed to empower you with knowledge of the fundamentals of finance and accounting with a firm understanding of financial and accounting terms, techniques and practices, even if you have no financial background.

Accounting and Bookkeeping National Certificates & Diplomas

- Bookkeeping NQF L3 National Certificate – SAQA ID58375
- Bookkeeping NQF L4 Further Education & Training Certificate – SAQA ID 58376
- Technical Financial Accounting NQF L5 National Diploma – SAQA ID 36213
- Financial Accounting NQF L6 National Diploma – SAQA ID 20366
- Public Accounting Administration NQF L4 National Certificate – SQA ID 20352
- Public Sector Accounting NQF L5 National Diploma – SAQA ID 20353
- Business administrator (ICB designation) National Certificate Small Business Financial Management: NQF L4 SAQA ID 48736
- Senior business administrator (ICB designation) Higher Certificate Office Administration: NQF L5 SAQA ID 23619
- Business accountant (ICB designation) National Diploma Financial Accounting: NQF L6 SAQA ID 20366
- Entrepreneur (ICB designation) National Certificate Small Business Financial Management: NQF L4 SAQA ID 48736
- Senior entrepreneur (ICB designation) Higher Certificate Office Administration: NQF L5 SAQA ID 23619
- Management accountant (ICB designation) National Diploma Financial Accounting: NQF L6 SAQA ID 20366

Success Stories



Malokoane Klaas Makhaya

"When I started, it was not easy, but through the WhatsApp line at Academy of York, Benjamin and Mary were always available to assist in motivating me to work harder. With their constant encouragement, I finally got my certificate. Glory to God for being with me throughout my studies and to the Academy of York college that I love. May God bless all you guys. Thank you so much."



Mpho Bathobakae | Safety and security management

"The notes were easy to understand therefore it was an exciting experience studying with Academy of York. I can now look forward to updating my resume for job hunting, thank you."



Nicchi Pillay | HR Diploma Online

"I thought that attempting to get a qualification at age fifty, meant that I was completely insane or a daredevil, but the Academy of York's online studies has made my studying experience a walk in the park. I can work in my own time, at my own pace and from wherever I am. No regrets. Thank you, A.O.Y"



J.J. Bronkhorst

"I am a 52-year-old male and have done the walk in life already. I thought I've seen it all and cannot be taught anything more till I enrolled with Academy of York. I was guided by professionals such as Mike and Vuyelwa, who I thank from the bottom of my heart. The Facilities/Operations Manager qualification I obtained will surely add to my qualifications and also made me realise one is never too old to study. So, to all the young fellow students out there, good luck and remember "knowledge is power!"



Candice Thompson

"Online has been a different experience to the traditional correspondence I am used to. It is a much faster paced environment. The A.O.Y online portal is user friendly, easy to navigate and super-efficient. The assignment submissions are very easy to submit. It saved a lot of time and money by allowing us to directly upload to the portal instead of our postal services etc. All in all, I think, online is definitely the way of learning in the future"

Pricing and Payment (e.g. a customized pro-forma will be provided)

Course	Base cost per learner*	10 - 15 Learners Less 5%**	16 - 20 Learners Less 8%**	21+ learners Less 10%**	Course
Course 1: Business Management	R5 000	R47 500 – R71 250	R73 600 – R92 000	R94 500 –	Course 1: Business Management
Course	Base cost per learner*	10 - 15 Learners Less 5%**	16 - 20 Learners Less 8%**	21+ learners Less 10%**	Course

Full Academic Qualification Value Proposition

For any company that bursar 10 or more students for any full academic programme at the Academy of York will be automatically subject to the following benefits:

Key Account Management

This is the key person between A.O.Y and Corporate. The key person will provide consolidated financial invoicing and other financial administration functions. The key person will assist all corporate staff during information or activation days. These consultations play a vital role in the students' understanding of the A.O.Y, qualifications and entry requirements and career planning outcomes.

Performance Dashboard

The performance dashboard is a consolidated individual student performance report. The report measures each students' assessment results, but also level of engagement with their academic content. It is a proactive approach by flagging "at risk" students in order to put into place some form of intervention strategy.

