

PROSPECTUS


2025



IBM

Institute of Business
Management



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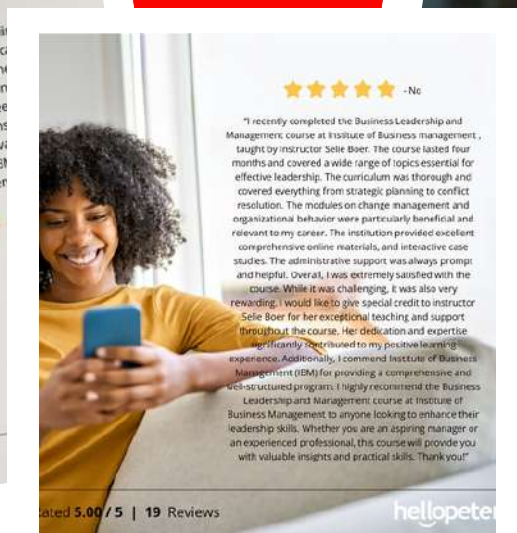
www.institutebm.org.za 

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Why choose IBM?



Affordable

- No Hidden Fees.
- Course Fees Include All Study Material and Student Support.
- Registration Fee Included in the Course Fee.

Accredited

- Our programmes are Accredited with the Quality Council For Trades and Occupations (QCTO) and the relevant SETA's.
- They are therefore SAQA-Accredited and Recognised in South Africa.

Convenient

- Easy Registration process.
- Flexible Online Studies.
- Our expert staff go the extra mile to help you succeed.
- We have a reputation for speedy service and response times.

ABOUT US



Our Mission

To make a difference by offering a valuable learning experience, providing excellent service, developing unique course content according to the needs of our students, and showing our learners that we truly care.

Our Vision

To deliver quality, affordable education that is accessible to all.



Who We Are:

IBM is a Private Training Provider through distance education and online learning. We have been in existence for over 50 years since 1973 and are proud to make a difference through offering quality, affordable home study. Our courses are designed to teach skills required in the workplace thereby enhancing career opportunities and opening doors to success.



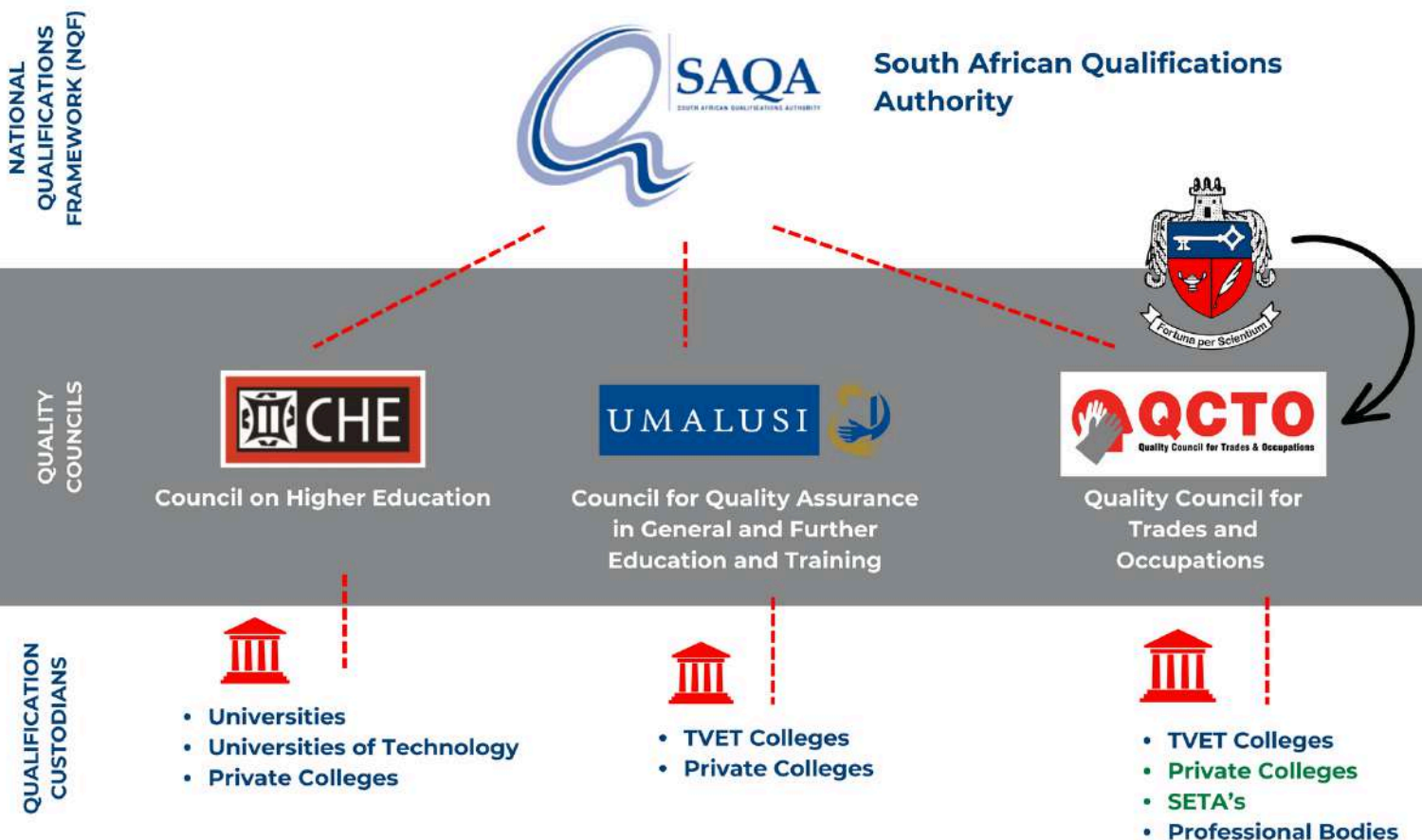
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Accreditation

The IBM offers SAQA-registered qualifications and skills programmes approved by various SETA's and the Quality Council for Trades and Occupations (QCTO).

We are registered with the following SETA's: Local Government Seta (LG Seta), Public Seta (P Seta), Finance and Accounting Services Sector Education and Training Authority (FASSET), Services Seta, Media Information and Communication technologies Seta (MICT Seta).

The South African Qualification Landscape:





PROFESSIONAL BODIES

The **Institute of Business Management** is registered with a number of Professional South African and International Bodies, namely:



South African Institute of Occupational Safety and Health (SAIOSH).



Association for Office Professionals of South Africa (OPSA).



Institute of Certified Bookkeepers (ICB) and International Qualifications for Business (IQB).

SUMMARY OF COURSES:

Business Management and Administration:

- **FET Certificate: General Business Management NQF4**
- **FET Certificate: Office Administration Management NQF4**
- **National Certificate: General Business Management NQF5**
- **Occupational Certificate: Project Manager NQF5**
- **Short Course: Business Leadership and Management**
- **Short Course: Project Management**
- **Short Course: Customer Service**
- **Short Course: Office Administration**
- **Short Course: Business Accounting Principles**
- **Short Course: Business Communication**
- **Short Course: Supply Chain Management**
- **Short Course: Municipal Office Administration**

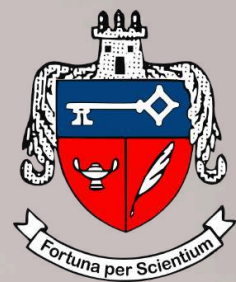


Health, Safety and Security

- Occupational Certificate: Health and Safety Practitioner NQF5
- Short Course: Health, Safety and Risk Management

Human Resource Management

- Higher Occupational Certificate HRM Administrator NQF5
- Advanced Occupational Certificate: HRM Officer NQF6
- Advanced Occupational Diploma: HRM Advisor NQF7
- Short Course: Human Resource Management





**Business Management and
Administration Courses**



FET Certificate: General Business Management:

Duration: 12 months

NQF: 4 | Credits: 150 | SAQA ID: 57712 LP 74630

Are you looking to gain a solid foundation in Business Management and unlock new opportunities? We recommend doing the FET Certificate in General Business Management NQF4, fully accredited and conveniently delivered through online learning.

An FET Certificate is a recognised qualification on Grad 12 level (NQF level 4). This may help you further your studies in a specific field and may be used for promotional openings or job applications.

Admission requirements: South African Grade 11 or an appropriate NQF level 3 qualification. Not sure if you qualify? Send your Certificates to enquiries@institutebm.org.za for evaluation.

Accreditation: Services SETA

Certification: Get recognised with a prestigious Certificate on completion, a credential that will set you up for success.

Lay-Out and Delivery:

- 5 Formative assignments, 3 Summative Assignments, 1 Final Integrated assignment.
- No examinations, assignments only.
- All study material and student support are included in the course fee.
- Flexible and convenient studies from the comforts of home.



FET Certificate: Office Administration Management

Duration: 12 months

NQF: 4 | Credits: 150 | SAQA ID: 57712 LP 58344

An FET Certificate is a recognised qualification on Grad 12 level (NQF level 4). This may help you further your studies in a specific field and may be used for promotional openings or job applications.

Effective Office Administration is an essential skill required by every organisation. Employers and business owners need skilled, competent administration managers that will add value and ensure that smooth and effective administration processes are maintained. This qualification develops administrative management competencies required in the workplace and will enable you to become the productive and efficient administration manager that employers want.

Admission requirements: South African Grade 11 or an appropriate NQF level 3 qualification. Not sure if you qualify? Send your Certificates to enquiries@institutebm.org.za for evaluation.

Accreditation: Services SETA

Certification: Obtain a valued, recognised Certificate that demonstrates your expertise.

Lay-Out and Delivery:

- 5 Formative assignments, 3 Summative Assignments, 1 Final Integrated assignment.
- No examinations, assignments only.
- All study material and student support are included in the course fee.
- Flexible and convenient studies from the comforts of home.



National Certificate: General Business Management

Duration: 18-24 months

NQF: 5 | Credits: 150 | SAQA ID: 59201 LP 60269

This flexible, fully accredited online qualification will teach you how to manage your business with confidence, or become the manager who knows how to lead, manage, organise and control first line managers and team leaders throughout multiple industries and sectors both private and public.

- **Accreditation:** Services SETA.
- This Certificate is endorsed by the **Association for Office Professionals of South Africa** (15 CPD points).

Admission requirements: South African Grade 12 or an appropriate NQF level 4 qualification. Not sure if you qualify? Send your Certificates to enquiries@institutebm.org.za for evaluation.

Course content:

- Operational/Business Strategies
- Performance Management
- Business Leadership and People Management
- Manage Workplace Relationships
- Principles of Risk
- Financial and Knowledge Management
- Team Development Process
- Management and Innovation
- People Management/ Human Resources



Who must do this qualification?

This qualification is intended for managers, team leaders or section heads of business units, managers of own businesses or those aspiring to these positions.



Occupational Certificate: Project Manager

Duration: 18 months.

Practical and Knowledge Modules are delivered over 12 months.

NQF: 5 | SAQA ID: 101869 | Credits: 240

Project Management is arguably the fastest-growing form of management. A qualified Project Manager can find lucrative careers in various industries including construction, engineering, financial services, the IT industry, the Public Sector and more.

Admission requirements:

1. A National Senior Certificate (Matric) with Mathematical Literacy or an appropriate NQF level 4 Qualification.
2. Access to a work environment where workplace modules can be completed.

Certification: Issued directly from the Quality Council for Trades and Occupations in South Africa (QCTO).

Qualification purpose:

The purpose of the qualification is to prepare you to operate as a Project Manager.

When you have successfully completed the programme you will be able to:

- Initiate a project to address specific project objectives.
- Plan and prepare the delivery of a project.
- Execute and control the delivery of a project management plan.
- Manage the project close-out process.

BUSINESS LEADERSHIP AND MANAGEMENT SHORT COURSE

Duration:
4-6 months

- ✓ Interactive study material - 100% Online.
 - ✓ Endorsed by the Association for Office Professionals of South Africa. Earn 5 CPD Points.
 - ✓ Get recognised with a prestigious IBM Certificate that highlights your sought-after skills.
 - ✓ Flexible, convenient online study. There are no examinations, only assignments and online quizzes.
 - ✓ Accreditation: Services SETA.
-

Course content:

- Leadership Concepts
- Team Building and Motivation
- Performance Management
- Budgeting for business
- Problem solving and decision making



Office Admin short course

Duration:

4-6 months

An excellent career choice, office administrators are in high demand. They perform secretarial duties and administrative tasks to support a wide variety of organisations and are employed in offices in almost every business sector.

An efficient and competent office administrator will maintain the smooth running of an office and will handle office schedules, coordinate meetings and events, organise files, answer phones and perform a huge array of other essential tasks.

- ✔ Interactive study material - 100% Online.
- ✔ Endorsed by the Association for Office Professionals of South Africa. Earn 5 CPD points.
- ✔ Obtain a reputable IBM Certificate on completion.
- ✔ Flexible, convenient online study. There are no examinations, only assignments and online quizzes.
- ✔ Accreditation: Services SETA.

Course content:

- Time Management.
- Professional Conduct and Ethics in the Office.
- Record Keeping.
- Office Writing.
- Phone Etiquette and Interaction.
- Office Computer Practice.





Customer Service Short course

Duration:
8-12 weeks

Loyal customers result in happy employees and increased profits. Doing this course will teach you all about the type of customer service that will improve the organisation's public image and inspire customer loyalty

- ✓ Interactive study material - 100% Online.
- ✓ Endorsed by the Association for Office Professionals of South Africa. Earn 5 CPD points.
- ✓ Get recognised with a prestigious IBM Certificate that highlights your sought-after skills.
- ✓ Flexible, convenient online study. There are no examinations, only assignments and online quizzes.
- ✓ Accreditation: Services SETA.

Project Management short course

Do you want to stay ahead of the competition and boost your earning potential in the Project Management industry?

Our online Project Management short course is the perfect opportunity to upskill and reskill in just **8-12 weeks**. Learn to manage technical, business or developmental project teams in a business unit, or in your own business.

Course Content:

- Fundamentals of Project Management
- Project Cycles
- Project Teams
- Understanding and using project management tools and techniques
- Problems and corrective action

- Endorsed by the Association for Office Professionals of South Africa (OPSA). Earn 5 CPD points.
- Obtain a prestigious IBM Certificate sought-after by employers.
- Quick, easy online registration.
- Register at any time.
- Flexible payment options.
- Accreditation: LG SETA



"Trying to manage a project without project management is like trying to play a football game without a game plan.

-Karen Tate

Business Communication

The Business Communication short course is endorsed by the Association for Office Professionals of South Africa and aims to equip the learner with advantageous communication skills through flexible, affordable online study.

- ✓ Endorsed by the Association for Office Professionals of South Africa (OPSA). Earn 5 CPD points.
- ✓ Be empowered with relevant and current skills, tools and techniques to enhance workplace communication.
- ✓ Obtain a prestigious IBM Certificate on completion, respected and required by industry professionals.
- ✓ Verbal, written and visual business communication techniques are covered in this programme.
- ✓ Learn how to use Artificial Intelligence (AI) tools to promote creative and professional writing.
- ✓ Accredited and OPSA-Endorsed.
- ✓ Designed by industry experts.

Duration:
8-12 weeks





Business Accounting Principles short course

Learn to record income and receipts and to produce accounting reports in **4-8 weeks**.

- ✔ Interactive study material - 100% Online.
- ✔ Endorsed by the Association for Office Professionals of South Africa. Earn 5 CPD points.
- ✔ Get recognised with a prestigious IBM Certificate that highlights your sought-after skills.
- ✔ Flexible, convenient online study. There are no examinations, only assignments and online quizzes.

This short course will teach you how to process documents relating to goods and services supplied, as well as receive and record receipts. You will understand the double-entry accounting system, and will learn how to input data into an appropriate accounting system, reconcile particular accounts and produce appropriate accounting reports for a company operating in South Africa.

Supply Chain Management

This course will teach you the principles of Supply Chain Management and how to secure and manage supplier contracts. It will add value to public officials who are seeking to develop a career pathway towards becoming an accomplished public finance management and administration specialist.

Duration:
8-12 weeks

- ✔ Interactive study material - 100% Online.
- ✔ Endorsed by the Association for Office Professionals of South Africa. Earn 5 CPD points.
- ✔ Obtain a reputable IBM Certificate on completion.
- ✔ Flexible, convenient online study. There are no examinations, only assignments and online quizzes.
- ✔ Accreditation: LG SETA.



Municipal Office Administration Short Course

Duration:
4-6 months

Course content:

- Basic Office Skills
- Customer Service in the Public Sector
- Effective Time Management and Planning
- Writing Reports and Proposals
- Record Keeping and Public Sector Administration Policies and Procedures
- Ethics and Code of Conduct in the Public Sector

- ✔ Interactive study material - 100% Online.
- ✔ Endorsed by the Association for Office Professionals of South Africa. Earn 5 CPD points.
- ✔ Obtain a reputable IBM Certificate on completion.
- ✔ Flexible, convenient online study. There are no examinations, only assignments and online quizzes.
- ✔ Accreditation: LG SETA.



Human Resource Management Courses





Higher Occupational Certificate: Human Resource Management Administrator NQF5

Duration: 12 months.

NQF: 5 | Credits: 120 | SAQA ID: 121150

Course overview

Human Resource Management plays a crucial role in ensuring that organisations attract, retain and develop talent to achieve strategic goals. Furthermore, the HRM Administrator ensures that the organisation complies with labour laws and regulations, and they play a pivotal role in the internal communications processes in organisations.

Purpose

To prepare the learner to function as a HRM Administrator.

Admission requirements:

National Senior Certificate (NSC) OR National Vocational Certificate (NVC) NQF4 OR FET Certificate in Office Administration or General Management NQF4.

IMPORTANT: Learners must have access to a workplace where practical activities can be performed, and workplace hours accumulated.

Certification: Issued directly from the Quality Council for Trades and Occupations in South Africa (QCTO).

A qualified learner will be able to:

- Collect Human Resource Management data and process the data into appropriate information that is available for decision-making.
- Monitor, support, and maintain the various communication and administrative processes with relevant stakeholders to optimise the employment relations in the organization.
- Compile, maintain and ensure the safeguarding of HRM records.

Professional designation:

On completion of this qualification, you can become a registered HR Associate.



Advanced Occupational Certificate: Human Resource Management Officer NQF6

Duration: 15 months.

Practical and Knowledge Modules are delivered over 12 months.

NQF: 6 | Credits: 134 | SAQA ID: 121151

Course overview

A Human Resource Management (HRM) Officer contributes towards organisational success by facilitating the professional and ethical execution of Human Resources practices, including Human Resources and Workforce Planning, Staff Attraction and Procurement, Employee Maintenance and Development, Employment Relations Management, and the effective delivery of all related Human Resource Management Services. Competent learners will demonstrate the following key attributes: patience and tenacity, fairness and compliance, objectivity and empathy, results focus and client-centric service orientation.

Occupations

HRM Business Partner / HRM Specialist / HRM Manager

Admission requirements: Higher Occupational Certificate: Human Resource Management Administrator NQF 5.

- Important: Learners must have access to a workplace where practical activities can be performed, and workplace hours accumulated.

Certification: Issued directly from the Quality Council for Trades and Occupations in South Africa (QCTO).

A qualified learner will be able to:

- Facilitate and guide the development and implementation of dynamic HR architecture aligned to organisational strategic intent and the agreed employment value proposition.
- Implement and coordinate appropriate talent management and workforce plans and tactics.
- Implement strategically aligned and integrated Learning and Development (L&D) and organisational growth strategies and plans.
- Implement strategically aligned employment relations practices and initiatives.
- Maintain, monitor, and deliver HRM services.



Advanced Occupational Diploma: Human Resource Management Advisor NQF 7

Duration: 18 months.

Practical and Knowledge Modules are delivered over 12 months.

NQF: 7 | Credits: 178 | SAQA ID: 121152

Course overview

This qualification will teach you how to operate as a qualified Human Resource Management Advisor. A Human Resource Management Advisor serves as a strategic partner to various public and private sector organisations. Through their professional advice and help for the recruitment, procurement, maintenance, development, and separation of Human Resource Assets, they proactively contribute to the success of organisations. The HRM Advisor is responsible for ensuring that all legal requirements, national and international professional practice standards, collective agreements, and cutting-edge HRM discipline practices are optimally complied with.

Occupations

HRM Business Partner / HRM Specialist / HRM Manager

Admission requirements: Advanced Occupational Certificate: Human Resource Management Officer NQF 6.

- Important: Learners must have access to a workplace where practical activities can be performed, and workplace hours accumulated.

Certification: Issued directly from the Quality Council for Trades and Occupations in South Africa (QCTO).

A qualified learner will demonstrate the following key attributes: collaborative decision making, analytical problem solving, service orientated leadership, people orientated, team building and strategic thinking.

HUMAN RESOURCE MANAGEMENT SHORT COURSE

Duration:
4-6 months

On successful completion of this programme you will understand all the essential Human Resource Management concepts, and will be able to contribute to the effective functioning of an organisation, small business or business sector by being able to manage performance, understand policies and procedures related to employment and optimise resource management by improving productivity. You will also be able to ensure compliance with Labour Legislation, Evaluate a job and recruit and select personnel.

- ✓ Interactive study material - 100% Online.
- ✓ Endorsed by the Association for Office Professionals of South Africa. Earn 5 CPD points.
- ✓ Obtain a reputable IBM Certificate on completion.
- ✓ Accreditation: LG SETA.
- ✓ Flexible, convenient online study. There are no examinations, only assignments and online quizzes.





Health and Safety Courses





Occupational Health and Safety Practitioner:

Duration: 18 months.

Practical and Knowledge Modules are delivered over 12 months.

NQF: 5 | SAQA ID: 99714 | Credits: 256

An Occupational Health and Safety Practitioner serves as an advisor regarding safety and health aspects in the workplace including the monitoring and inspecting of the workplace and the recording and investigation of incidents and accidents. They also implement and maintain Occupational Health and Safety systems to ensure a safe and healthy work environment.

Professional Bodies: This qualification is registered with the South African Institute of Occupational Safety and Health (SAIOSH).

Accreditation: QCTO - Quality Council for Trades and Occupations.

Occupations: Safety, Health and Quality Practitioner| Safety Coordinator| Safety and Health Advisor| Occupational Safety and Health assistant.

Admission requirements: A South African Grade 12 Certificate or appropriate NQF Level 4 qualification.

- Important: Learners must have access to a workplace where practical activities can be performed, and workplace hours accumulated.

Certification: Issued directly from the quality Council for Trades and Occupations in South Africa (QCTO).

Health, Safety and Risk Management short course

Duration: 4 - 8 weeks

Accreditation: LG SETA.

Certification: IBM.

Earn 10 CPD points awarded by the **South African Institute for Safety and Health - SAIOSH**

What you will learn:

Learn how to implement and apply health and safety requirements to reduce risks in a municipality and other workplaces. This accredited short course will also help you to identify types of disasters, understand their implications on communities and the municipality and understand the purposes of an Emergency Services Division in a municipality.

Course Content:

- The Compensation for Occupational Injury and Disease Act (COIDA).
- How to conduct a security threat assessment in an operational area.
- Types of disasters and their implications on communities.
- Effects of chronic illness and other contemporary health issues that affect work productivity.
- The purpose of an Emergency Services Division in a municipality.



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