



SBL DREAM

At the Graduate School of Business Leadership we have a dream.

We dream of a society driven by shared values and a caring for all; a South Africa where your personal contribution to the well-being of society is valued, nurtured and celebrated; where the societal, economic and political injustices of the past have been erased and where your race, creed and colour matter less than your willingness and commitment to build a just South Africa for all; a South Africa where everyone uses environmental resources responsibly and treat their fellow citizens with respect and dignity; where everyone is committed to develop a country that will sustain future generations and make them proud of our legacy.

We dream of organisations committed to create economic and societal progress and wealth in globally responsible and sustainable ways; where everyone is equally accountable and committed to ethical behaviour; organisations that are delightful and fun to work for and work in; organisations who are passionately committed to continuously learn from failures and successes; who are responsibly innovative and engaged in collaboratively creating futures for the organisation, its employees and surrounding communities.

We dream of graduates willing and able to answer the call to lead towards the attainment of the above-mentioned dreams; ethical graduates who are critical and caring brokers of new ways of doing business and of being human. Graduates who can deal with uncertainties and paradoxes, who are willing to see the bigger picture without forgetting the smaller details. Our graduates are sought-after because of the unique blend of the craft, science and art of doing business in profitable and sustainable ways. We dream of graduates who are willing and able to take up the challenges the African continent and globalisation offer and also ensure a legacy for future generations who will hail them as the visionaries and leaders of yesterday.

As such the Unisa Graduate School of Business Leadership commits itself to realise this dream. Our graduates will make a difference, whether in small enterprises, trans-national organisations or the international domain.

Together, we will make the dream happen.

VISION

To be the leading African business school of choice offering internationally recognised leadership and management education.

MISSION

Preparing today's leaders for tomorrow's challenges through the provision of affordable quality education and knowledge.

Training and developing dynamic, ethical leaders for Africa and globally, who value diversity and are dedicated to enhance human prosperity on the African continent and globally.

Effectively utilising Open Distance Learning (ODL) to deliver quality business education in Africa.

To continuously engage in cutting-edge research to produce new knowledge in the fields of management and leadership.

VALUES

We care deeply about the future of Africa and its people.

We value integrity and ethics in all we do.

We are professionally dedicated to the service of our internal and external stakeholders.

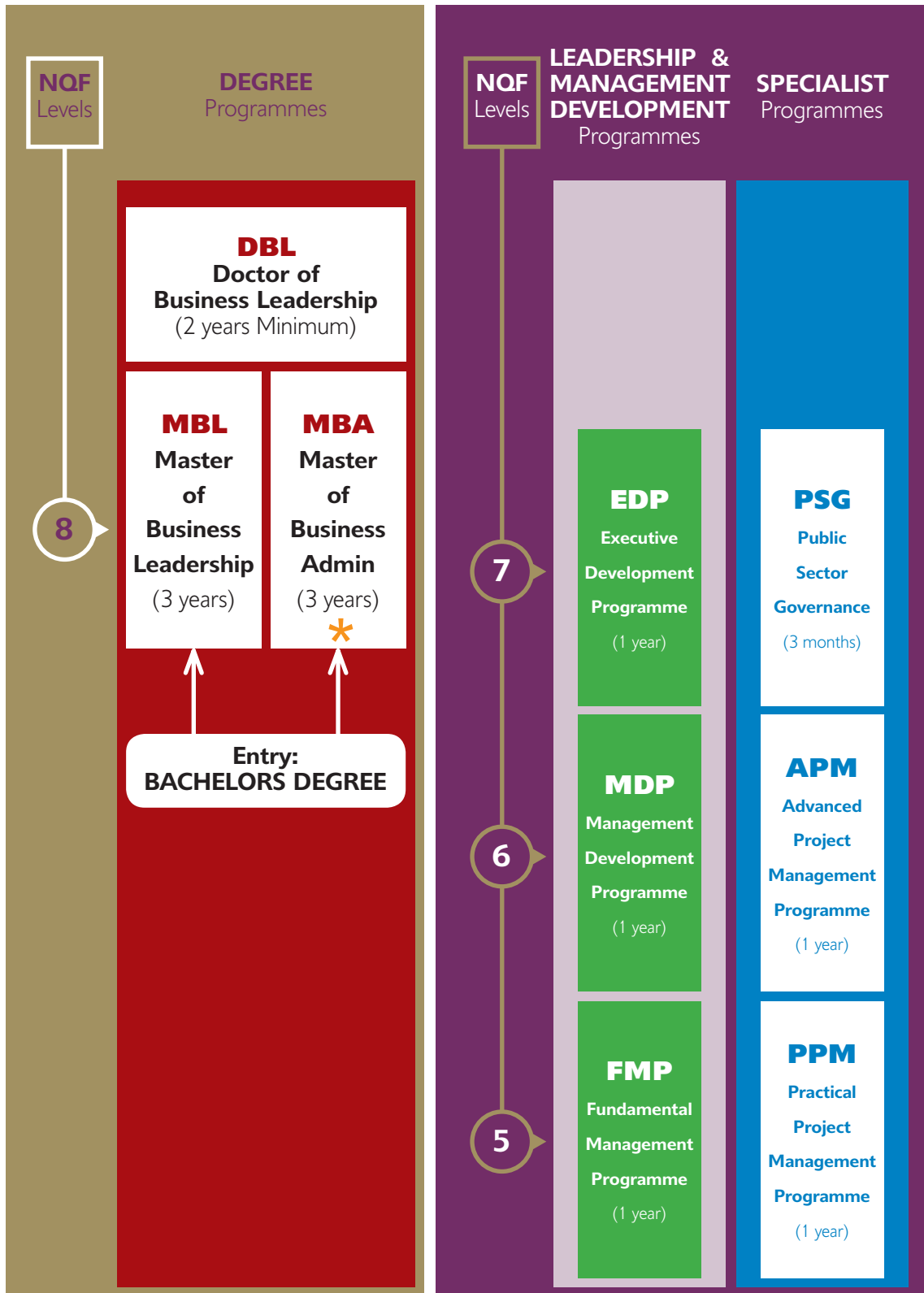
We value continuous learning and change to be relevant in a dynamic global environment.

We are committed to offer affordable quality education.

PHILOSOPHY

"Innovative, socially responsible, ethically engaged and globally informed."

PRODUCT RANGE



* SBL/OU Business School Programme

Executive Education: Short learning programmes, e.g. Corporate programmes, seminars and short courses

Requirements for all Short Learning Programmes

STRUCTURE OF TUITION

Distance education

Students are guided through a structural learning experience by means of a study programme that schedules prescribed reading for self-tuition.

Electronic delivery system (eds online)

The programme delivery will be via eds online. All documents will be made available on eds online.

Study material and contact with the SBL, lecturers and fellow students are provided through eds online. Eds online is available 24 hours a day and connects students and staff through the Internet. All the study guides and other material supplied by the SBL are available through eds online. Assignments are submitted electronically. Students will work on common projects, share ideas, information and understanding, and create new ideas or solutions. They can use eds online to interact with their own groups as well as with other students, groups and lecturers. Using eds online means that distance between students, members of their group and the SBL becomes irrelevant.

Advantages of eds online over conventional printed materials:

- It improves access to the programme.
- It teaches students more about business in conjunction with the latest computer technology.
- Students acquire knowledge about technology and how to utilise it in the different business environments.
- The electronic delivery system allows for efficient communication.

REQUIREMENTS: EDS ONLINE

Students will be required to have access to a computer and the Internet.

The minimum hardware requirements are as follows:

Pentium III (500Mhz); SVGA monitor (1026x728); CD-ROM (32x speed); 128MB RAM; Windows XP; 500MB hard disk space; mouse, keyboard, etc. Other requirements are Microsoft Office, Adobe Reader, Internet Explorer 6 or higher. The Internet connectivity should at least be 56Kbps.

In the interest of speed of contact, quality of delivery, and of developing a truly computer literate manager, all students are strongly encouraged to make use of eds online.

STUDY SCHOOL TUITION

Study schools offer further opportunity for interaction with lecturers and other students. Study school tuition is offered through three- or four-day full-time attendance at the SBL in Midrand on the dates provided in the programme timetable.

Attendance of the study schools is compulsory and a prerequisite for admission to the examinations.

LANGUAGE MEDIUM

All students are expected to be able to read, write and speak English at an appropriate academic level.

INTERACTION

Students can make individual appointments with lecturers or contact them either telephonically or by fax, correspondence or email to resolve any assignment queries relating to module content. However, it is preferred that queries be posted on eds online.

ORIENTATION

The orientation programme is designed to introduce students to the SBL environment. Attendance of the orientation programme is compulsory and is a prerequisite for all students registered on any of the SBL Short Learning Programmes. During the orientation, the following will be covered:

- Module overviews
- ICT support and services
- General administration
- Library Services
- Group dynamics

Students will be notified of the orientation dates of the relevant programmes as soon as they have been registered.

SYNDICATE GROUPS

Each student is assigned to a syndicate group of between five and eight members within a particular geographical location. However, electronic group formation is possible for widely dispersed students. The formation of a syndicate group is compulsory. The group members usually meet once a week for compulsory interactive work sessions.

SKILLS DEVELOPMENT LEVY CLAIMS PROCESS

It is possible, provided you comply with certain requirements as set out below, to claim 50% or more against the levy which you pay into the Skills Development Fund. This claim or grant from the SETA is subject to the following:

An employer wishing to claim 50% against the levy paid by the organisation by way of mandatory grant from the SETA must satisfy the following conditions:

- Have submitted a Workplace Skills Plan and an Annual Training Report to the relevant SETA by 30 June of each year.
- Must have registered with the SARS.
- Must have paid levies directly to the SARS in the correct manner and within the correct time-frame.
- Must be up to date with levy payments to the SARS.

MDP

Management Development Programme

NQF Level 6

The **Management Development Programme (MDP)** aims to equip middle managers with the means to become effective managers pursuing the goals of excellence within their own organisations. The programme is designed to facilitate an understanding of and the ability to integrate and apply the key competencies required for each of the functional areas of business.

MDP students are managers with at least three years' managerial experience who have been earmarked by their companies for further development.

Students acquire knowledge and skills in various key areas of Business Management.

PROGRAMME DETAILS

The programme is presented over two semesters:

January Intake: Semester 1: January - June
Semester 2: July - December

June Intake: Semester 1: June - December
Semester 2: January - June

PROGRAMME MODULES

SEMESTER 1

MODULE 1: *Operations and supply chain management*

This component of the programme deals with operational systems and enables students to understand and manage some of the major opportunities and challenges in this field.

- The value chain concept
- Delivery processes for products and services
- Total quality management and business re-engineering

MODULE 2: *Marketing and information management*

Provides a broad picture of the basics of marketing and information management that will enable students to apply important marketing principles in actual marketing management practice.

- Marketing and the marketing management process
- Analyse marketing opportunities
- Develop marketing strategies and marketing mixes
- Global marketing
- Social responsibility and marketing ethics

MODULE 3: *Mobilising people*

Students will be equipped with the ability to attract, employ, develop, utilise and retain employees that are fit for purpose in the context of adding value to organisations as they strive towards being competitive in a volatile and rapidly transforming environment.

- Manage the human resources of organisations in the South African context
- Establish employment relations and equity
- Labour relations dynamics

SEMESTER 2

MODULE 1: *Strategy implementation*

Students develop an ability to direct the development, implementation and maintenance of planning and control systems as well as management information systems to satisfy specified information needs. Key areas are:

- Systems thinking and decision making
- Organisational structures
- Management structures and management roles
- Tactical planning

- Tactical and operational control
- Implementation of strategic projects and decision making
- Integrated management systems

MODULE 2: *Financial and management accounting*

Students will be introduced to the legal and regulatory environment of business and will evaluate financial accounting and control systems. Financial analysis and management accounting concepts and techniques will equip students to add value to their organisation's decision-making process.

- Essentials of financial accounting and control systems
- Financial analysis and working capital management
- Cost-volume-profit analysis and management accounting techniques
- Costing systems that facilitate planning and control decisions
- Relevant costs for decision making and capital investment planning

MODULE 3: *Economics for business*

This will help students to understand the external and internal environment of business.

- The method and scope of economics
- Formulate a demand and supply curve
- Construct a macro-economic model
- Develop an articulated view about the forces of economic growth, employment, inflation and external stability

ASSESSMENT

Formative assessment (assignments)

In each of the modules, two syndicate group assignments must be completed. These assignments count towards a year-mark, which forms part of the final evaluation of the student.

Summative assessment (examinations)

Each semester ends with one two-hour open book examination per module. Examinations will be written at centres designated by Unisa. Examination eligibility will be determined according to the rules and procedures applicable to the MDP. To pass an individual module, a student must obtain the following:

An examination mark of at least **40%** for the module and a final, **weighted-average mark of at least 50% for the module**, where the weights for the final mark are as follows:

- | | |
|--------------------|-----|
| · Examination mark | 60% |
| · Yearmark | 40% |

On successful completion of the programme, students will receive the Management Development Programme (MDP) Certificate from the Unisa Graduate School of Business Leadership (SBL), an internationally respected educational institution.

ADMISSION REQUIREMENTS

- Applicants must have a **Senior Certificate and at least three years' managerial experience**.
- Admission is granted on the understanding that students are able to attend weekly syndicate group meetings and the compulsory study schools at the SBL in Midrand.
- The application form is available in this brochure or visit the SBL website: www.sblunisa.ac.za. A clear photocopy of the form can also be used.

DURATION OF THE PROGRAMME

12 months - offered over two semesters

APPLICATION OF UNISA FINANCIAL POLICIES AT THE SBL (SUMMARY)

TUITION AND FEES PAYMENT

- (a) Applicants must pay the full initial amount indicated in the programme brochure before they are enrolled in any SBL programme offering.
- (b) For applicable programmes the balance must be paid in two instalments:
If the first semester of registration is in January: 50% by 15 March and 50% by 15 August.
If the first semester of registration is in June: 50% 15 August and 50% by 15 March of the following year.
- (c) Unsettled accounts are subject to **financial blocks or cancellations**. Accounts that are cancelled or blocked will not have access to the eds. **It is the responsibility of students to notify SBL of any change of address, phone number, etc. to facilitate correct and timeous billing.**

REPEATERS

100% of tuition and applicable fees, levies and study materials are payable upon registration.

STUDY MATERIALS

100% of the cost of all study materials must be paid prior to enrolment. Study materials may be fully refunded if cancellation of studies occurs prior to the **start date** of a programme, and if returned in original package within three weeks of registration.

WITHDRAWALS AND FINANCIAL LIABILITY

Registered students who wish to **withdraw** from any SBL programme or offering for any reason must do so in writing to the Programme Administrator; otherwise they are liable for the applicable financial penalties.

- (a) **Before** programme commencement date and with study materials intact: initial amount will be refunded. Fees and levies are non-refundable
- (b) **After** programme commencement date but before 15 March (first semester of registration is in January) or 15 August (first semester of registration is in June) will result in a liability equal to: 50% of tuition for the first semester of registration; 100% of study materials, fees and levies.
- (c) **After** 15 March, but before 15 August (first semester of registration is in January) or after 15 August, but before 15 March (first semester of registration is in June) will result in a liability equal to: 100% of tuition for the first semester of registration; 50% of tuition for the second semester; and 100% of study materials, fees and levies.
- (d) **After** 15 August (first semester of registration is in January) or 15 March (first semester of registration is in June) will result in a liability for 100% of all costs.

CLARIFICATION ON THE APPLICATION OF THE FINANCIAL CANCELLATION POLICY AT SBL

The Unisa policy on financial cancellation applies to the SBL with the following clarifications:

- (a) Accounts with balances greater than R500.00 after the final due date will be cancelled.
- (b) On cancellation, the delinquent account is credited with the final 25% of study fees. To be reinstated, the student must pay the full amount outstanding before the account was cancelled.

THIRD PARTY PAYMENT OF STUDY FEES

Applicants for whom the full or part of the study fees will be paid by a third party must have the third party complete a "Letter of Sponsorship" (a sample of the form is available on the SBL website: www.sblunisa.ac.za). Please note that tax invoices will not be issued if third party payers have not issued a Letter or Sponsorship or completed a Memorandum of Agreement form (available on the SBL website). See "Sponsorships and Tax Invoices".

PAYMENTS AND BANKING INFORMATION

- (a) It is Unisa policy since January 2009 not to accept cash for any payment: As a result, the SBL will only accept cheques, bank deposits, debit/credit cards, postal orders, money orders, bank drafts electronic funds transfers, to settle all accounts.
- (b) Cheques and other endorsed payments must be crossed and made payable to 'Unisa.'
- (c) Payments with credit cards may be indicated on the SBL application form.
- (d) **ABSA** is the official banker of Unisa. Your study account would be credited within 48 hours if you have been assigned a student number and your ABSA deposit slip has the correct information on the following fields:
 - **Credit** - Unisa Study Fees
 - **Reference** - Enter exactly: **STUDENT NUMBER**, 1st eight blocks; <space>; **3000774039**
 - **Account Number** - **4048746711**
- (e) If you have not been assigned a student number, you may facilitate credit of your study account with the following:
 - **Credit** - Unisa Study Fees.
 - **Reference** - Enter exactly: 1st 8 **LETTERS OF YOUR SURNAME**; <space>; Date of Birth (YYYY/MM/DD).
 - **Account Number** - **010000114**.

➔ **IMPORTANT:** To facilitate credit of your study account, a copy of an EFT transaction document or a deposit slip **MUST** be faxed to +27 (0) 86 508 4806 or 011 652 0215, marked for the attention of "SBL FINANCE".

SPONSORSHIPS AND TAX INVOICES

To facilitate preparation, organisations sponsoring students or requesting tax invoices must include the following information as applicable:

- (a) A Letter of Sponsorship (available on the SBL website) wherein the sponsor unequivocally assumes financial liability for the total or stated amount of the costs of studying. On the basis of a sponsorship letter, Unisa/SBL will hold the sponsor legally responsible for the amount in the letter even if a cohort terminates his/her relationship with the sponsor.
Unisa/SBL reserves the right to require a **Memorandum of Agreement** to obtain the condition above.
- (b) Full trading name of organisation
- (c) Postal address of organisation
- (d) VAT Number (if exempt, please indicate)
- (e) Full name and official title of account representative
- (f) Costs or amount for which organisation is responsible
- (g) Full name of each student and student number (the national ID if a student number has not been issued.)
- (h) Fax number or email address where copy of invoice may be sent to.

To facilitate quick and correct allocation of payments to student accounts, please follow the instructions after ➔ in "Payments and Banking Information" section above. Note that SBL banking information or instructions are now included on all invoices.