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			Approved By: B van Rooyen	
			Department : Academics	
			Date Released	25 July 2014
			Revision	01

PROGRAMME TITLE	SAQA ID	NQF	CREDITS
<b>BACHELORS OF ADMINISTRATION IN LICENSING PRACTICE</b>	<b>91801</b>	<b>LEVEL 7</b>	<b>360</b>

### DESCRIPTION

Lyceum's School of Public Safety Studies is at the forefront of training and education in the licensing fraternity. Students who have completed their studies will be able to make a valuable and professional contribution towards licensing practice. A centralised register of vehicle ownership and drivers licenses is vital for promoting an effective law enforcement system. Licensing services forms an integral component of road safety as it regulates the entry of vehicles and drivers into the public sphere. Licensing today is considered a science and licensing practitioners are required to equip themselves with the specialist knowledge and skills to render professional services.

With Lyceum's accredited programmes, we offer a wide variety of options for the learner. The subject experts who compile our learning programmes are all actively involved in licensing, are professional practitioners and contribute towards research in the field of licensing. The learning programmes are uniquely structured to meet the growing demands placed on traffic and licensing agencies. This highly successful programme is directed towards licensing and traffic officers that want to advance their career with knowledge and skills that are directly focussed towards this highly specialised field of licensing. Efficient management within the licensing environment is essential in creating a system that will benefit the people of South Africa.


The Bachelor of Administration in Licensing Practice offers both licensing and law enforcement practitioners the opportunity to positively influence peoples' lives. This accredited Lyceum learning programme offers the opportunity of playing a crucial role in advancing an orderly law enforcement system in South Africa. It is also the only Bachelor of Administration at NQF – Level 7 in Africa insofar as licensing practice is concerned.

### CAREER FIELDS

Learners could pursue a career as a:

- *Licensing official*
- *Metropolitan Police Officer*
- *Provincial Traffic Inspector*
- *Traffic officer*
- *Municipal Law Enforcement Officer*
- *Administrative position in any sphere of government*

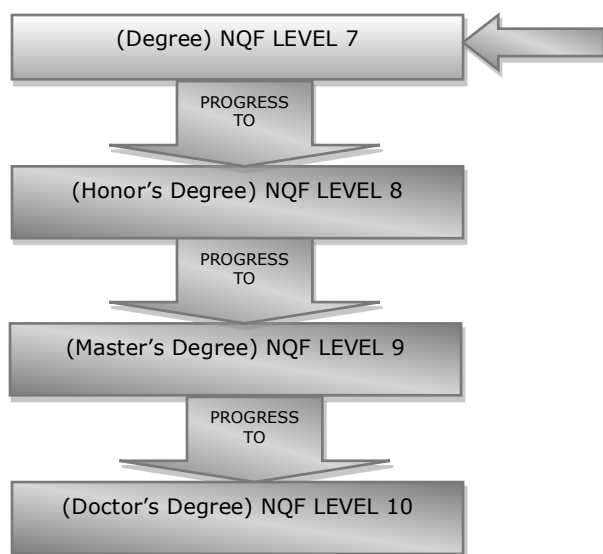
1 <sup>st</sup> YEAR SUBJECTS	NQF LEVEL	CREDITS
General Management	5	20
Licensing Practice 1	5	18
Concepts of Management Computing	5	20
Public Administration 1	5	18
Electives: (select one)		
• Public Relations 1	5	20
• Office Management	5	20
• Financial Accounting 1	5	20
2 <sup>nd</sup> YEAR SUBJECTS	NQF LEVEL	CREDITS
Business Communication	5	24
Law of Procedure and Evidence	5	24
Licensing Practice 2	6	24
Public Administration 2	6	24
Administrative Law	6	24
Electives: (select one)		
• Risk Management	6	24
• Public Relations 2	6	24

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• Financial Accounting 2	6	24
<b>3<sup>rd</sup> YEAR SUBJECTS</b>	<b>NQF LEVEL</b>	<b>CREDITS</b>
Public Administration 3	7	30
Licensing Practice 3	7	30
Electives: (select two)		
• Business Research	7	30
• Corporate Social Responsibility	7	30
• Financial Accounting 3	7	30
	<b>TOTAL CREDITS</b>	<b>360</b>

### ARTICULATION



### TYPE OF PROGRAMME

- Part Time
- This is a higher education programme accredited by the Council on Higher Education (CHE) and registered with the Department of Higher Education and Training (DHET).

### DURATION


Minimum – 3 years of study (part-time)

Maximum – 6 years of study (part-time)

### ADMISSION REQUIREMENTS

The minimum entry requirement is a National Senior Certificate OR equivalent.

### CREDIT ACCUMULATION TRANSFER (CAT)

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Recognition of Prior Learning (RPL) processes and Credit Accumulation and Transfer (CAT) and/or articulation are all closely related to assessment practices, and together these three provide the mechanisms for giving effect to the desired movement of individuals within and between non-completed qualifications on the HEQSF as envisaged in the NQF Act 67 of 2008.

Enquire at your nearest Lyceum Sales Office for more information regarding the awarding of subject credits (Credit Accumulation and Transfer - CAT) towards Lyceum Qualifications.

### LEARNER MATERIAL

Study material are supplied in a choice of formats (digital only or a combination of printed and digital format.) Prescribed textbooks are excluded and must be procured by the student. (Terms and Conditions apply)

### PRICING

Enquire at your nearest Lyceum Sales Office for a current programme pricelist.

### ADDITIONAL COSTS (Examinations)

- You have two **examination opportunities** within your contract period.
- No examination fees** are applicable for the **first time** you write any subject within your contract period.
- Examination fees are payable if you write any subject **for the second time**, i.e. if you have failed your first attempt within the contract period.
- Students who enrol for any study year have two examination opportunities. Students can select to write any number of subjects during the first or second examination opportunity. **If you elect to write the exam during the first opportunity** and fail, you may re-write (as a supplementary) at the second opportunity upon payment of the prescribed supplementary examination fee. **If you elect to write the examination at the second opportunity** but fail, you may write the examination during the first chance of the next cycle **ONLY**, upon payment of the supplementary examination fee. If you again fail, having exhausted the above opportunities, you **MUST** re-register for the subject before a further examination may be attempted.

### ASSESSMENT

Assessments consist of **one assignment (formative assessment) and a final examination (summative assessment) for each subject**. If you fail to submit the compulsory assignment in time you can request permission to submit a penalty assignment at a fee. If you did not submit an assignment you cannot register for examinations. Make sure you submit the compulsory assignment within the prescribed time because it does not cost you anything.

Your final mark for each subject will be calculated as follows:-

- Assignment contributes 20% towards the final mark
- Examination contributes 80% towards the final mark

A student who submitted an assignment for a specific subject, and fails that subject, does not have to re-submit a further assignment prior to writing the "supplementary" examination. The assignment mark is automatically carried over. However, if the assignment mark is low, and the student wishes to re-do the assignment, he/ she may apply to the examinations section for a copy of the new assignment (at the prescribed fee) and may then re-submit the assignment on or before the new due date.

### CERTIFICATION

Upon successful completion of your programme, you will receive an academic record and your qualification will be posted to you or issued at the annual graduation ceremony, provided that your account is in order.

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**FURTHER STUDIES**

Please enquire at the nearest Lyceum Sales Office for the prospectus containing post-certificate studies.

**IMPORTANT INFORMATION**

Please refer to your student calendar for more information.

**DISCLAIMER**

*The information contained in this fact sheet is accurate at the time of printing. However, factors beyond Lyceum’s control (such as environmental, regulatory or technical changes) may cause the contents of this fact sheet or of the programme to change. In the event of any such change, Lyceum will formally notify current learners. All possible measures will be taken to minimise inconvenience to learners.*

Name of learner: I....., hereby acknowledge that I understand the information stated in this document and fully comprehend the specifics explained above pertaining to this qualification.

Signature of learner:.....

Name of legal guardian:.....

Signature: .....

*(if applicable)*

\* Please note the original signed copy should be kept on the learner record file.

Name of sales consultant: .....

Signature: .....

Date: .....