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		Approved By: B van Rooyen	
		Department : Academics	
		Date Released	25 July 2014
		Revision	08

PROGRAMME TITLE	SAQA ID	NQF	CREDITS
BACHELOR OF ADMINISTRATION IN LICENSING PRACTICE	91801	LEVEL 7	360

DESCRIPTION

Lyceum's Faculty of Safety and Criminal Justice 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*

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1 st 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
TOTAL CREDITS YEAR 1		96

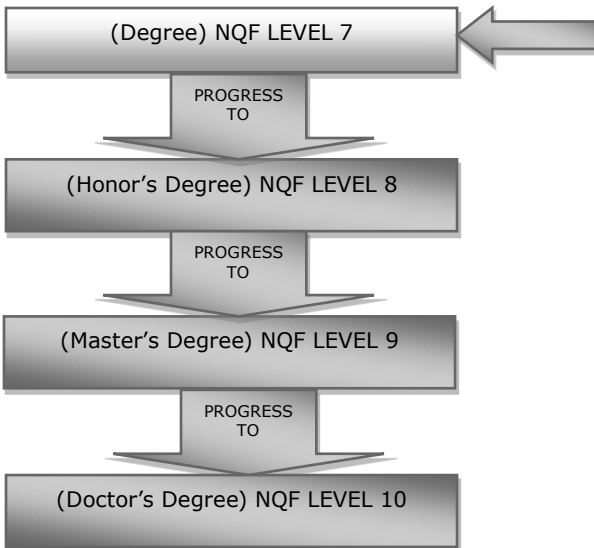
2 nd YEAR SUBJECTS	NQF LEVEL	CREDITS
Business Communication	5	24
Law of Procedure and Evidence	5	24
Licensing Practice 2	6	24
Public Administration 2	6	24
Administrative Law	6	24
Electives: (select one)		
• Risk Management	6	24
• Public Relations 2	6	24
• Financial Accounting 2	6	24
TOTAL CREDITS YEAR 2		144

3 rd YEAR SUBJECTS	NQF LEVEL	CREDITS
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
TOTAL CREDITS YEAR 3		120
	TOTAL CREDITS	360

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PROGRESSION



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).
- It is also registered at SAQA

DURATION


Minimum – 3 years of study (part-time)

Maximum – 6 years of study (part-time)

ADMISSION REQUIREMENTS

- A National Senior Certificate granting permission to study at Bachelor Degree level.
- Candidates over the age of 23 at registration or during their first year of attendance who have attained a Senior Certificate with at least 40% in at least four Higher Grade or Standard Grade subjects, at least three of which were passed simultaneously, one of which is a Higher Grade subject and one is English.
- At least five years post-Secondary School experience in the field in which the student wish to study.
- Candidates having attained the age of 45 before or during the first year of registration.
- A Diploma or Advanced Diploma in a cognate discipline.
- Foreign students whose first language is not English may be required to provide proof of English proficiency; otherwise students will be required to take an English Proficiency Test prior to admission.

For full details on minimum requirements, contact the College.

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ARTICULATION

Recognition of Prior Learning (RPL) processes and Credit Accumulation and Transfer (CAT) are articulation mechanisms. The institution reserves the right to conduct a formal assessment for purposes of CAT. An evaluation will be conducted to recognise prior learning. This evaluation may or may not be based on a form of formal assessment and can include a portfolio of evidence submission. These mechanisms are in line with the HEQSF as envisaged in the NQF Act 67 of 2008 and the CHE "Policies on the Recognition of Prior Learning, Credit Accumulation and Transfer, and Assessment in Higher Education" published by the CHE in August 2016.

The final approval for applications in respects of CAT and RPL, is subject to academic vetting in terms of applicable legislation and institutional policies.

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 largely supplied in digital format only. Printed copies can be ordered at the prescribed tariffs. Prescribed textbooks are excluded and must be procured by the student. (Terms and Conditions apply)

The College has a small number of prescribed textbooks. Should you experience undue problems to acquire your textbooks, you may enquire at the College.

PRICING

Enquire at your nearest Lyceum Branch Office or at the Main Campus 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 **two assignments (formative assessment)** and **a final examination (summative assessment) for each subject**. If you fail to submit the compulsory assignments in time you can request permission to submit a penalty assignment at a penalty fee. If you did not submit an assignment you cannot register for examinations. Make sure you submit the compulsory assignments within the prescribed time because it does not cost you anything.

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

- Assignments contributes 20% towards the final mark

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- Examination contributes 80% towards the final mark

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

CERTIFICATION

Upon successful completion of your programme, you will receive a certificate depicting: - Bachelor of Administration in Licensing Practice and an academic transcript. These documents will be issued at the annual graduation ceremony, couriered to the nearest branch or posted to you, provided that your account is in order.

It is the learner's responsibility to ensure they meet all the programme requirements before a qualification can be issued.

FURTHER STUDIES

Please enquire at Lyceum or visit our webpage for more information. You may also elect to discuss this issue with the Lyceum Academic Team or your Student Advisor.

IMPORTANT INFORMATION

After enrolment you will receive a Student Support Manual with important information e.g. cut-off dates, examination registration etc. You may request a copy hereof in writing before enrolment.

You will also have free access to the College's Student Portal(s). A range of important information is posted on the portal and you are advised to frequent the portal periodically to view any updates, general and important 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)

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Name of sales consultant:

Date: Signature:

NB: The learner must initial each page and sign the last page. The original signed copy should be kept on the learner record file.