

STELLENBOSCH CAMPUS

Aan de Gragt Building, First Floor, 5 Plein Street, Stellenbosch, 7600
PO Box 149, Stellenbosch, 7599, South Africa
T +27 (0)21 883 9777 | E info@isacarstens.co.za

PRETORIA CAMPUS

408 Lynnwood Road, Lynnwood, Pretoria, 0081
PO Box 36252, Menlo Park, 0102
T +27 (0)12 348 0125 | E infopta@isacarstens.co.za

www.isacarstens.co.za

ACADEMIC YEAR 2023

HIGHER CERTIFICATE IN FRONT OFFICE ADMINISTRATION

(NQF Level 5, 120 credits, SAQA ID: 111453)

Thank you for your enquiry regarding the **Isa Carstens Academy** and our **Higher Certificate in Front Office Administration**.

For the past 43 years, the **Isa Carstens Academy** has been devoted to excellence in teaching, learning, and developing not only entrepreneurs, but also leaders in the Health and Skin Care Industry, who are making a difference not only nationally, but globally as well. As an industry leader, **Isa Carstens Academy** is engaged in education that pushes the boundaries of our industry and setting high standards.

Established in 1978, **Isa Carstens Academy** was one of the first institutions in the Health and Skin Care Industry in South Africa. The Academy has more than 4500 Alumni around the world. Our mission is not to only train students to be employable, but also to be able to build a career. With our courses that we offer, we empower every individual to follow their passion.

The Academy has excellent programmes to choose from and the **Higher Certificate in Front Office Administration** is one of them. As an accredited qualification it aims to give students the option of a career in the administration and management of Beauty Salons, Spas, Medical Aesthetics Clinics, Spa's onboard Cruise Liners and Hotel Spa's. Administration has become very important in the past few years for the therapist and owner of a spa, salon, and medical aesthetics practice. The programme also gives the student who wants to do more than office administration and loves beauty, the option to specialise in basic treatments such as make-up, hair removal, body massage, manicure, pedicure and nail technology. This programme has all the basic elements for that student who has the desire to develop entrepreneurial skills!

If you are interested in this programme, please find below important information and procedures for completing your application. We are looking forward to your application and welcoming you to ISA Carstens Academy. Once an ISA – always an ISA!

Yours sincerely



Yolandé Swanepoel
ACADEMIC HEAD

IMPORTANT INFORMATION REGARDING THE APPLICATION PROCESS FOR THE HIGHER CERTIFICATE IN FRONT OFFICE ADMINISTRATION:

1. What is an accredited qualification?
2. Open Days
3. How to Apply
4. Course Fees
5. Accommodation
6. International Students

1. WHAT IS AN ACCREDITED QUALIFICATION?

An **accredited qualification** offered by a **registered provider** has the following academic advantages for you as a student:

- Accredited courses are recognised on the South African National Qualifications Framework.
- Accredited courses are recognised by employers and other training institutes.
- Accredited courses are credit bearing, which could be transferred to other qualifications should a student wish to get recognition of prior learning.
- Student data is captured on the National Learner Record Database, for easy verification of qualifications.
- Only accredited qualifications could allow articulation into other qualifications, for example, our Diploma in Somatology and entry into any Public University Undergraduate programme, provided you meet the programme requirements.

A list of registered providers and accredited courses can be downloaded from the Department of Higher Education and Training and it is highly recommended to verify any provider or qualification. View the most recent published Register for all Private Higher Education Institutions and Private Colleges here: <https://www.dhet.gov.za/SitePages/DocRegisters.aspx>

2. OPEN DAYS

You are invited to attend any of our Open Days at either of our campuses, where more information will be shared on the career options and you will get a glance of our facilities. Experience campus life in full action. Please visit our website or follow us on Facebook for our Open Day dates. Alternatively, contact us to book your private consultation and campus tour for a more personalised experience and to avoid a larger group of people. Learn more about career options on our [YouTube Channel](#).

3. HOW TO APPLY

Applications can be completed online on our [website](#).

You will be required to submit the following with your application:

- A certified copy of your ID document or passport;
- A copy of your final Grade 11 and latest Grade 12 School results, or certified copy of your final Grade 12 results if completed; and
- If applicable, also include a certified copy of your tertiary qualifications obtained/in progress.

4. COURSE FEES

Please note: The course fee of 2022 is displayed to give you guidance to what the current fees are. The final tuition fees for **2023** will be confirmed by end of **November 2022**.

Students have the option to register for the following **Electives**:

1) Retail and Marketing Theory or

2) Beauty and Wellness Services with practical subjects as main component.

**Students also have the option to register for both electives.*

HIGHER CERTIFICATE IN FRONT OFFICE ADMINISTRATION	
DURATION: 1 year / NQF level 5 (120 credits) / SAQA ID: 111453	
Non-refundable Reservation/Administration Fee	R4 000
	R4 000
Tuition Fee (Compulsory subjects for both Electives):	
Front Office Administration	R4 772
Office Technology and Data processing	R4 772
Client Service and Ethics	R4 772
Business Numeracy and Basic Accounting Practices	R4 772
Business Communication	R4 772
	R23 860
Electives to choose from:	
1. Retail Marketing Theory Elective	R4 772
Other *compulsory items:	
Golf shirt, name bade and student card	R487
Text books and student manuals	R4 132
	R9 391
Total cost with Retail Marketing Theory Elective	R37 251
2. Beauty and Wellness Services Elective (theory and practical)	R12 126
Other *compulsory items:	
2 sets of Uniforms, golf shirt, name badge and student card	R4
Text books and student manuals	026
Kit/Implements with Beauty and Wellness Services Elective	R4 316
	R15 700
	R36 168
Total cost with Beauty and Wellness Services Elective	R64 028

PARKING AT PRETORIA CAMPUS ONLY

Optional Secure Parking on campus for daily students (non-residential) can be arranged as such:

Open Parking per annum (R4 350) or Basement Parking per annum (R7 428)

The Pretoria campus parking fee for 2023 will be confirmed by November 2022.

All of the above fees are payable on/before 09 January 2023.

5. ACCOMMODATION

A supplement to this pack further explains the application process for the Isa Ladies residence.

Note: only once your academic non-refundable Reservation/Administration fee is paid to confirm your place at the Academy, will your Residence application be processed. Residence applications processed after July cannot be guaranteed a place in the residence.

6. INTERNATIONAL STUDENTS

You need to apply for your qualification/s to be verified before we can process your application. The purpose of the evaluation function is the recognition of foreign qualifications in terms of the South African National Qualifications Framework. You must visit the SAQA website and follow the steps to register <https://www.saqa.org.za/evaluation-foreign-qualifications>. Once you receive your feedback, please submit the outcome to the Admissions and Registrations office for your application to be processed. Email all documentation to careerinfo@isacarstens.co.za.

Study Permit: All International students must apply for his/her study permit before the starting date of the course and proof of their study permit must be submitted to the Academy.

If you would like to find out more about our other programmes or you require any further information, please do not hesitate to contact us or consult our [website](#).