



Campus

Private higher education and training

PROSPECTUS
2025

TABLE OF CONTENTS

<i>Executive Summary</i>	1
<i>Campus Vision</i>	1
<i>Campus Mission Statement</i>	1
<i>Campus Values</i>	1
<i>Occupational Health and Wellness Policy</i>	2
<i>Disability Policy</i>	3
<i>Campus Language Policy</i>	3
<i>Fees Payable Policy</i>	3
<i>Student Support</i>	4
<i>Complaints and Grievances Policy</i>	5
<i>Distance Teaching and Learning Policy</i>	5
<i>Technology Policy</i>	5
<i>Quality Assurance</i>	6
<i>Courses Conferred</i>	6
<i>Admission Requirements</i>	7
<i>Learner Enrolment</i>	7
<i>Certification</i>	8
<i>Course De-registration</i>	8

Executive Summary

Campus is a private academic institution offering education advancement by online distance learning to promote learner accessibility while working and completing the course exit outcomes, encouraging work-integrated learning. The target market includes learners from a diverse landscape entailing graduates, future graduates, business owners, managers, and operational employees.

The purpose of Campus is to provide market aligned courses to contribute towards educational upliftment and increased employability of learners. Our online educational platform offers a range of tailored curriculums that are aligned to the labour market. Completing a course with Campus results in the development of new practical, technical, and innovative skills and capabilities.

Campus Vision

Our vision is to be a leading academic institution, enriching the African workforce through tailored pedagogy practices.

Campus Mission Statement

Our mission is to provide accessible quality education at an affordable price to foster employment.

Campus Values

To achieve our vision and mission, Campus adheres to the following values:

- To encourage education advancement
- To respect the personal values and diversity of all
- To promote well-being and safety
- To pursue a non-discrimination learning environment
- To contribute to the increase in entrepreneurial activities

Occupational Health and Wellness Policy

Campus strives for health, safety, and wellness excellence and compliance where we will identify all the hazards associated with our working activities through HIRA (Hazardous Identification and Risk Analysis) and identify the necessary control mitigations to reduce the risk to our employees, the environment and other persons associated with our business activities, such as enrolled learners.

This policy, therefore, demonstrates **Campus** commitment to health, safety and the environment to ensure all our work activities are conducted according to the Occupational Health and Safety Act 85 of 1993. **Campus** will ensure as reasonably practicable that the work activities are conducted in such a manner that they prevent harm or damage to our employees, suppliers, learners, property and the environment respectfully.

We are committed to:

- Ensuring compliance to the necessary legislation and standards applicable to our line of work
- Conducting our business with respect for people and the environment
- Ensuring continuous improvements to our health, safety and wellness performance
- Providing a safe working environment through the implementation of safe work systems and working conditions
- Continuously identifying, analysing and putting mitigations in place to reduce risks
- Ensuring that our employees have the required training, competency and information for the task at hand
- Ensuring the wellbeing of our workers through scheduled wellness meetings.
- Ensuring workers are made aware of health and safety in the working environment
- Ensuring the correct safety instructions and guidance are given to visitors to headquarters.
- We strive to have a safe and healthy working environment

Disability Policy

Campus is a distance learning institution which provides equal opportunities for those individuals living with disabilities. This takes into account both learners and academic staff.

Policy conditions:

- To provide accessible online education for individuals living with disability.
- Learners and staff will be required to disclose their disability when applying for a course or job vacancy.
- If learners or staff have a disability, they will be required to provide evidence from a recognised medical professional indicating such.

Campus Language Policy

Campus is an English educational institution which means that all course content will be solely delivered in the English language. This includes all assessments and extra material for each course offered.

Fees Payable Policy

All learners must provide evidence of an open South African bank account. International learners will be required to showcase their study permit, and evidence of an open South African bank account.

Fees payable to the institution must be done by a electronic funds transfer (EFT) which will be provided to the learners on enrollment.

Bank:

Branch:

Account Name:

Account Number:

Reference: Learner Number

All proof of payments and correspondence on fees must be addressed to the following contact details: info@mycampus.cat

The following finance rules apply:

- No financial aid, loans, or bursaries is permitted.
- Learners will not receive a course certificate until fees are settled.
- Learners will not receive course results until fees are settled.
- Learners will be unable to register for a different course until fees are settled.
- Learners will be handed over to debt collectors for unsettled fees.
- No application fee is required when applying for short courses.
- Learners are required to make a 50% deposit when booking short courses.
- Learners will receive a monthly statement by the 27th of each month.
- Learners are required to make payment by the 2nd of each month.
- Learners are required to email the proof of payment to accounts.
- Learners must use their learner numbers as reference for all payments.
- Learners will receive a 3% discount when settling 100% of the fees due.
- All fees must be paid by EFT.
- Learners wishing to de-register before the course commences will receive 100% deposit back
- Learners wishing to de-register during the course lifecycle will receive 0% fees/deposit back.

Student Support

All courses are provided via the online learning management system where learners are expected to take onus for the successful completion of the course content and assessments. Campus will therefore motivate learners to complete their courses within the expected time frame. This will be done by sending reminder emails to learners to complete the course content, assessments. Additionally, Campus will monitor the grades of all learners and will send out 'at-risk' emails to those learners who are falling behind in the enrolled course. Learners are further encouraged to contact the course lecturer for assistance in the event that they have to take a leave of absence from the course.

A leave of absence could be due to a death, birth, or medical illness. A leave of absence form along with a medical, death, or birth certificate will be required to be submitted to the course lecturer to provide the learner with alternative course dates.

Complaints and Grievances Policy

Campus encourages learners to report any complaints and grievances directly to the quality assurance team. This will ensure that our product offerings are improved and consistent with learner expectations.

Distance Teaching and Learning Policy

Campus is an online distance education institution which means that all teaching and e-learning will take place via the online learning management system. This will include a standardised approach across all courses which includes continuous assessment of the learners. All course material and assessment will undergo internal and external review by industry experts to ensure quality material.

Continuous assessments for each course includes:

- Short quizzes
- Practical assignments
- Discussion forums
- Course test
- Live lecture sessions

Importantly, learners are expected to spend 90% of their time engaging in self-studying of the course content, while 10% of learning time will be facilitated by a suitably qualified lecturer.

Technology Policy

Learners will be required to a technological device such as a smartphone, tablet, computer, or laptop in order to access the online learning management system. All course assessments will take place on the learning management system. To access the learning management system, learners are required to have an active email account and address.

Although Campus is an online distance learning institution, we expect learners and academic staff to adhere to the following guidelines relating to the ethical use of artificial intelligence (AI) for course assessments:

- Use AI to improve your analytical skills
- Use AI to improve your creative direction
- Do not copy and past AI content for assessments
- Always review AI output as some output generation is false
- Only make use of reliable AI tools such as ChatGPT

By adhering to these guidelines, learners and academic staff are able to ethically use AI in relation to Campus assessments.

Quality Assurance

Continuous review and evaluation will be conducted by the quality assurance department to ensure that Campus provides relevant teaching and learning curriculums, meeting the needs of the market. Quality assurance plays an imperative role in the institutions operations by ensuring the strategic vision of Campus is attained. Quality assurance is responsible for implementing, communicating and reporting on changes of the institution to the affected stakeholders. This includes changes in the institutions product offerings, fees, learning management system, and potential learner opportunities.

The quality assurance department is further responsible for reporting and dealing with the Department of Higher Education and Training on behalf of the institution. Quality assurance ensures that learner feedback is reviewed and considered to remain competitive in the market and improve our educational offerings. We aim at continuously assessing the market needs to improve our courses to ensure relevancy. To aid reliable and quality courses, the quality assurance team will continuously monitor the learning management system and recruit suitably qualified lecturers.

Courses Conferred

Campus is dedicated to providing relevant curriculums aligned to current job needs and the economic landscape. Campus currently offers a range of non-credit short

courses and are dedicated to offering higher certificates in the near future. Each course is tailored according to relevant legislation and research within the field. Each course is articulated to enhance learner skills both practically and theoretically through interactive assessments and teaching and learning methods on the learning management system.

The following courses are offered at Campus:

- Becoming an Entrepreneur
- Managing the Family Business
- Occupational Health and Safety Administration
- Market Research
- Mindfulness at Work
- Human Resource Management

The course curriculums are as follows:

Admission Requirements

Learners will be selected and enrolled for a course based on the following criteria:

- All learners must have completed their Grade 10 to apply for a short course.
- All learners must have completed their Grade 12 English NQF level 4 to apply for a higher certificate course.

Learners will be required to provide certified evidence of the following documents when applying for a course:

- Identity document
- Proof of address

Learner Enrolment

All courses will be offered through an online distance education approach, therefore digital literacy and access to the internet and data is imperative for the successful completion of a course on the selected learning management system. Registered learners will be issued a learner number for the duration of the course registered for.

The learner number will be allocated by the accounting system to ensure account and learner alignment to issue accurate statements. Learners will be issued their official learner number via email.

Certification

All learners will be issued a soft copy certificate of the completed course if their final course mark is 50% and above. All learner fees are required to be settled before a course certificate is issued. Learners will be required to have a valid email address in order to receive the PDF certificate. Short courses do not qualify for graduation. Learners can apply for a special test if they receive a final course mark between 45% and 49%. Learners will receive a final course mark of 44% and below will not receive a course completion certificate and will not receive a refund. Learners are therefore advised to re-do the failed course until competency is achieved to obtain a competency certificate.

Course De-registration

Learners who wish to de-register from a course are required to submit a letter, in writing, indicating such. De-registration letters can be submitted to info@campus.com and will be processed within seven (7) days of submission. Refer to the finance policy regarding de-registration fee terms.

The de-registration written letter must include the following details:

- Name and surname of learner
- Learner identity number
- Learner number
- Date of course registration
- Name of course to be de—registered
- Reason for de-registration

