

## Credit Accumulation and Transfer (CAT)

Dear student

### NEW CREDIT ACCUMULATION AND TRANSFER (CAT) – EFFECTIVE 1 JANUARY 2020

Please note that as a result of qualification changes and book updates during 2019, the Milpark CAT policy was updated. The new policy as outlined below has been applicable since 1 January 2020.

We request that you submit your CAT application forms along with your admission forms, as we will only allocate CAT on qualifications for which you have been accepted. Please note that should you receive CAT at the point of admission, you will have to register and pass at least one module on the qualification within one academic year, or else the

CAT will no longer apply, and you will have to resubmit an application for the consideration of CAT. In addition to this, should you submit an incomplete CAT application, we will contact you for the outstanding documentation. Should we then not receive this documentation, the application will expire eight weeks from the date of last contact, and you will need to submit a new application. Please note that the CAT process takes 10 working days from the date on which a complete application is submitted.

For your convenience, we have attached a copy of the Internal CAT Policy (i.e. Milpark to Milpark CAT). The following rules apply to internal applications:

# CREDIT ACCUMULATION AND TRANSFER (CAT)

- There is no fee for an internal Milpark CAT application.
- A maximum of 50% of any completed qualification can be given in CAT (i.e. a six-module certificate can receive a maximum of three (3) CAT) for up to 50% of the new qualification. 50% of exit level modules of the new qualification can be granted in CAT. More than 50% of an incomplete qualification can be given in CAT for a new qualification, based on a case-by-case basis. Should a student have been excluded from a qualification or the qualification has expired, the latter might not apply.
- Generally, no CAT will be granted from one module onto another at a higher NQF Level.
- Any module completed more than 10 years previously WILL NOT be considered for CAT. Furthermore, there are some exceptions to this rule, where the time period is only five years, due to the changing nature of the subject area (such as Law and Tax).
- Generally, no CAT will be granted from one module onto another at a higher NQF level. A maximum of 50% of any completed qualification can be given in CAT (i.e. a six-module certificate can receive a maximum of three CAT). More than 50% of an incomplete qualification can be given in CAT for a new qualification, based on a case-by-case basis.
- Any module completed over 10 years previously WILL NOT be considered for CAT. There are some exceptions to this rule, where the time period is only three years OR five years due to the changing nature of the subject area (such as Tax and Law).
- No CAT can be granted onto the exit level (Level 3/Year 3) of the Bachelor of Commerce and Bachelor of Business Administration.
- N3, N4, N5 and N6 Vocational Certificates are not valid for CAT on ANY of our qualifications.
- Internal work-based programmes, executive programmes and short courses provided by Business Schools, as well as Unit Standard based qualifications, can be considered for CAT; provided that the method of assessment was similar to ours (i.e. individual assignment and individual exam), and that all other external CAT requirements are satisfied (e.g. NQF level, content overlap etc.).

External Credit Accumulation and Transfer (CAT) applications (i.e. from institutions other than Milpark Education) are considered individually; however the following rules apply to these:

- An application can include CAT for more than one module.
- There must be a minimum content/curriculum overlap of 80% to qualify for a CAT, and it is the responsibility of the student to supply the content/curriculum information of the module that they completed at another institution.
- A confirmation of the National Qualifications Framework (NQF) level at which the module was completed must accompany the application. The qualification must be accredited by the Council on Higher Education (CHE) and the qualification must be registered with the South African Qualifications Authority (SAQA). If this information is not reflected on the certificate/result breakdown, then the student must get a letter, on official letterhead, confirming these facts from the provider through which they studied (in which the SAQA ID number is provided). The institution must be registered and accredited by the relevant regulatory authorities.
- If you have been registered for a module at Milpark Education, attempted it and failed it, you cannot then be exempted for that module at a later stage should you later provide evidence having passed it elsewhere before it was attempted with Milpark.
- All CAT applications MUST be posted/hand delivered (see address on last page), as we require that the copy of your results be certified, and that the originally certified document is attached to the application.  
Faxes and emails will not be accepted.

Should you have any queries, please contact us on 086 999 0001 or (021) 6739100. Please note, however, that CAT or the possibility thereof will not be confirmed before an application, with all relevant documentation, is received.

## INTERNAL CAT POLICY:

Please note that this document refers to module names and codes, which apply irrespective of the qualification on which the modules were completed.

# CREDIT ACCUMULATION AND TRANSFER (CAT)

| MODULE NAME                                       | MODULE CODE | MODULES CONSIDERED FOR CAT PURPOSES   |
|---|-------------|---|
| Applied Financial Accounting                      | AFAC02-6    | HAC200, ACB201A, BUA101B, BUA201A, ACCO1B-6   |
| Banking 3A  | BANK3A-7    | BKN301A   |
| Bank Telling                                      | BTEL02-5    | BTEL01-5  |
| Bank Management                                   | BAMA01-6    | BKN201A, HBK200, BANK2A-6   |
| Banking Advice                                    | BAAD02-5    | BSAD101, BSAA101  |
| Banking and Business Law                          | BBLA01-6    | HLA200, LCL201B   |
| Business Law                                      | BLAW1B-6    | HLA100, BBAB101B, BMB101B   |
| Business Credit                                   | BCRE01-6    | HCR200, CRA201, CRED2A-6  |
| Business Numeracy                                 | BNUM01-5    | BSMA02-5 BLIT01-5, BBABL101   |
| Business Research Methods                         | BREM01-7    | BBAM301B  |
| Business Statistics                               | BSTA02-6    | ITS101A, BSTA01-6   |
| Customer Services and Communication               | CSCO01-5    | CUS100, COM100, BCUS100, CUS101, CSCOSB-5   |
| Equities  | EQUIT02-6   | IMAN1A-6 (BANK2B-6 only on Diploma in Banking)  |
| Financial Management 1                            | FINM02-6    | HFI200, BBAFM201  |
| Financial Planning Income tax                     | FPIT02-5    | FPIT101, HIT100, TAK201, FPIT01-5   |
| Fixed Income                                      | FIXI01-7    | IMAN1B-7  |
| Fundamentals of Economics                         | FECO02-5    | BECO01-5, BSAE101   |
| Fundamentals of Retail Banking                    | FURB02-5    | BANK1B-5, BAK100, HBK100  |
| General Management                                | GMAN01-7    | BBAB301A  |
| Global Banking Operations                         | GBAO01-7    | BANK3C-7  |
| Human Resources Management                        | HRMA01-6    | BMG201A, BBAHR101   |
| Integrated Business Strategy                      | IBST02-6    | STML6, IBST01-6   |
| Introduction to Business Management               | INBM02-5    | BMAN1A-5, BUM100, BMB101A, BSAP101, MPB100, HBM100, BMG101A, BBAB101A, IBST02-6                         |
| Introduction to Micro-finance                     | IMFI02-5    | IMFI01-5  |
| Introduction to Retail Banking                    | INRB02-6    | BANK1B-6, HBK100, BAN101A, BAN101B, BKN110  |
| Introduction to Sales                             | ISAL01-5    | SALE1A-5, SALE1B-5, SSM101, STB101  |
| Intermediate Macroeconomics                       | INME02-6    | ECON2A-6  |
| International Economics                           | ECIN01-7    | ECON3A-7  |
| Legal Aspects of Financial Planning               | LEGA01-6    | HLF200  |
| Marketing Management Practice                     | PMAR01-6    | HMK100  |
| Management and Leadership                         | MLED02-6    | BMG201A, HBM200, BBAB201B   |
| Operations Management                             | OMAN02-6    | BBAB201A  |
| Personal and Small Business Credit                | PRED02-5    | CRED1A-5, BCP100, HCR100, HCR100B   |
| Principles of Accounting                          | ACCP02-5    | ACCO1A-5, BSAF101, BAC100, HAC100, BUA101A, ACC100  |
| Principle of Macroeconomics                       | POME02-6    | ECON1B-6, ECO101B, ECB101B, BBAE101N  |
| Principle of Micro-economics                      | PMIC02-5    | ICO100, ECB101A, BSAE101 (if completed prior to Jan 2011), HEC100, ECON1A-5, ECO101A, ECB101A, BBAE101A |
| Project Management                                | PROM02-6    | BBAPM201  |
| Regulation and Compliance in the Banking Industry | RCBI02-5    | BANK1A-5, BSAL101   |
| Retirement and Investment Planning                | RIPL01-5    | FPPP101 in conjunction with FPBP101, IPLA01-5   |

| MODULE NAME                                 | MODULE CODE | MODULES CONSIDERED FOR CAT PURPOSES            |
|---|-------------|--|
| Risk Management in Banking                  | RMIB01-6    | HRM200, RSM200, ERMA01-6,                      |
| Risk Planning                               | RPLA01-5    | FPPP101 in conjunction with FPBP101            |
| Sales Management                            | SMAN02-6    | HSP200, SALE2A-6, SALE2B-6, SMANMB-6, SMANLB-6 |
| Taxation                                    | TAXN01-6    | NCTAX101, TAK201                               |
| Taxation for Financial Planners             | TAXP01-6    | TAK201, NCTAX101                               |
| Trust Law                                   | TRUS01-6    | HEP200, NCTRL101                               |
| Wills and administration of Deceased Estate | WADE02-5    | FPWD101, WADE01-5                              |

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