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**QUALIFICATION: Bachelor of Commerce (SAQA ID 90509, NQF LEVEL 7)**

**MAJOR: Compliance and Risk Management**

**MODE OF DELIVERY: DISTANCE LEARNING/DISTANCE LEARNING ONLINE**

## **DESCRIPTION AND PROGRAMME PURPOSE**

Regulation is one of the primary concerns of businesses and is rapidly increasing worldwide. Consequently, it affects many industries, especially the financial services industry, partly as a result of the 2008 global financial crisis, but also in an effort to protect individuals from losing money. In this landscape, risks in organisations need to be managed proficiently, and policies and procedures, laws and regulations need to be taken seriously.

It is for this reason that companies need to employ individuals who can effectively navigate the compliance environment and operate with a solid understanding of risk management, to ensure that these areas complement the overall strategy of the organisation. Compliance and risk management should be approached in an integrated way so that the organisation can be effectively managed and thereby achieve its goals.

The purpose of the Bachelor of Commerce (BCom) degree is to provide a broad but solid educational foundation to students in the field of commerce, including various key discipline areas such as business management, accounting and law. The qualification has been designed to provide the knowledge base, practical competence and application skills that will enable students to either enter the labour market or to pursue further studies in this field.

This BCom major is suitable for students who are planning to work in the financial services industry; however, many of the modules are generic, so the qualification is also applicable to other industries.

The BCom degree appears on the Financial Sector Conduct Authority's (FSCA) list of recognised qualifications for FAIS Fit and Proper purposes.

## WHO SHOULD ENROL

The programme would be suitable for:

- an employed person who wants to enhance his or her knowledge of the core areas of competence related to compliance and risk management.
- a person employed in a junior position in the financial services industry who might want to move into the compliance and risk management area as a career move.
- a person who wants to gain the relevant specialised knowledge in the areas of compliance, law, fraud detection and examination, as well as risk management and related fields required to pursue a career in that field.
- a person wanting to complete a degree which appears on the Financial Sector Conduct Authority's (FSCA) list of recognised qualifications for FAIS Fit and Proper purposes.

## PROGRAMME OUTCOMES

Successful completion of this qualification should enable the student to:

1. Demonstrate awareness of the management and leadership competences necessary to operate in the local or international business environment.
2. Demonstrate awareness of the essential components of an effective operations strategy in a business environment.
3. Demonstrate awareness of essential economic theory and its managerial and business implications.
4. Conduct business research with appropriate supervision in a business environment.

Kindly note that there is an overview factsheet available that provides information on all the different BCom majors offered by Milpark.

## MAJOR: COMPLIANCE AND RISK MANAGEMENT

### Programme structure

Major: Compliance and Risk Management: 401 or 406 credits			
Semester 1	Year 1	Year 2 *	Year 3 *
<b>Compulsory (all)</b>	Induction to Business Studies INDBS1-5 (2/5)* Business Numeracy BNUM01-5 (3/5)* Principles of Microeconomics PMIC02-5 (20/5) Principles of Accounting ACCP02-5 (20/5) Introduction to Business Management INBM02-5 (20/5)	Intermediate Macroeconomics INME02-6 (15/6) Interpretation of Statutes in the Compliance Arena COST01-6 (15/6)** Compliance Techniques and Strategies CTST01-6 (15/6)**	International Economics ECIN01--7 (15/7) General Management GMAN01-7 (16/7) Business Research Methods BREM01-7 (20/7) Risk Management RISM01-7 (20/7)**
Semester 2	Year 1	Year 2	Year 3
<b>Compulsory (all)</b>	Business Mathematics BSMA02--5 (20/5) Principles of Macroeconomics POME02--6 (15/6) Applied Financial Accounting AFAC02-6) (20/6) Business Law BLAW1B-6 (14/6) Fraud Detection FRAD01-5 (16/5)**	Management and Leadership MLED02-6 (20/6) Business Ethics BUSE02-6 (20/6) Operations Management OMAN02-6 (20/6)	Compliance Risk Management Case Study CRMC01-7 (25/7) Technology and Innovation Management TIMA01-7 (20/7)
<b>Electives</b>		<b>Select any ONE of the following:</b> <u>Semester 1:</u> Fraud Examination FRAE01-6 (15/6)**  <u>Semester 2:</u> Project Management PROM02-6 (20/6) Financial Crime FINC01-6 (15/6)**	<b>Select any ONE of the following:</b> Financial Services Regulation FISR01-7 (15/7)** <i>General Corporate Regulation</i> GEGR01-7 (15/7)**
<b>Total credits per year</b>	150	120 or 125	131

\* Please note that INDBS1-5 and BNUM01-5 are only offered via Distance Learning Online (DLO) and should be completed in the first semester of study.

\*\* NOTE: specialist modules relating to your chosen major may be on offer via distance learning only.

**NOTE:** COST01-6, CTST01-6 and FRAE01-6 are offered in Semester 1 only, while FINC01-6, FISR01-7, GEGR01-7, TIMA01-7 and CRMC01-7 are offered in Semester 2.

## MODULE DESCRIPTIONS

### Compulsory

#### **Applied Financial Accounting AFAC02-6**

This module builds on the introductory *Principles of Accounting ACCP02-5* module. Students will learn about the different types of trade entities and their unique accounting needs. It also introduces the concepts of VAT and depreciation. On successful completion of this module, students will be able to do forecasting, prepare reports and analyse the different financial statements. *Principles of Accounting ACCP02-5* is a prerequisite for this module.

#### **Business Ethics BUSE02-6**

Ethical behaviour by employees makes a substantial contribution to the long-term viability of a business. In this context, decisions are taken by individuals or groups within an organisation. The purpose of this module is to enable students to participate in ethical decision-making in the business environment. The module covers the importance of corporate governance globally, as well as locally, with the focus on the individual and the business environment.

#### **Business Law BLAW1B-6**

This module covers the South African legal framework as it relates to the business environment. Specific reference is made to the principles of contracts applicable in the commercial environment. The requirements for a valid contract, as well as the consequences of valid, void and voidable contracts are dealt with. In order to ensure relevance, the law of contract is dealt with as it applies to different commercial interactions, including agency, sale, letting and hiring, insurance, surety, negotiable instruments, consumer credit agreements, and consumer protection.

#### **Business Mathematics BSMA02-5**

This is a foundation-level module that aims to provide students with an understanding of and an ability to apply a range of mathematical techniques to real-world situations in a quantitative manner. The module emphasises the use of basic principles of mathematics in order to summarise and analyse data from diagrams, distributions and index numbers. Students will also be introduced to basic forecasting techniques, including time-series analysis and relating variables through regression analysis and scatter diagrams, and furthermore perform calculations of simple and compound interest. *Business Numeracy BNUM01-5* is a prerequisite for *Business Mathematics BSMA02-5*.

#### **Business Numeracy BNUM01-5**

In this induction module, students are provided with the essential mathematics and business numeracy skills and knowledge to be successful with entry-level business degree studies in subjects that require these skills and knowledge. The course is divided into two weeks. Topics 1 and 2 focus on the basic numerical skills such as integers, fractions, decimals, notation, percentage, ratio and proportion. Topics 3 and 4 focus on business-related applications such as equations and formulae, representation and analysis of data, measurement and tax calculations.

### **Business Research Methods BREM01-7**

Business research is about a systematic inquiry that helps to solve business problems and contribute to management knowledge. The purpose of this module is to introduce you to basic business research methodology. This module will guide you towards identifying and describing a research problem, drafting a basic research design to investigate the problem, and engaging in a literature review. The final task will be to draft a basic research proposal that will serve as a blueprint for a possible research project.

### **Compliance Risk Management Case Study CRMC01-7**

The purpose of this module is to integrate compliance and risk management knowledge acquired so far in the programme and apply the theory to practical cases. This will enable the student to tackle issues in the workplace head on, with a sense of context, rather than using isolated pieces of knowledge to manage risks in a practical work environment. *Compliance Techniques and Strategies CTST01-6* and *Risk Management RISM01-7* are prerequisites for this module. This module is only on offer in Semester 2.

### **Compliance techniques and strategies CTST01-6**

These compliance techniques and strategies teach students the fundamental principles and standards that drive compliance risk management. In this course, students are introduced to compliance essentials and principles, and compliance governance. This module utilises real-world cases to help generate emotional commitment, which enhances learning in the moment and promotes understanding. *This module is on offer only in Semester 1 on DL.*

### **Fraud Detection FRAD01-5**

The student is introduced to principles that can be applied in order to prevent fraud. The module also covers the indicators that students need to be aware of in the workplace, in order to detect fraud. Students will also be familiarised with the steps to be followed once fraud has been detected.

### **General Management GMAN01-7**

The General Management module builds on the fundamental principles of business management learnt in earlier modules in the first and second years of your study. It aims at developing general management competencies in areas such as planning, organisational structure, decision-making, teamwork, leadership and motivation. It also aims at strengthening your knowledge of critical and contemporary management issues, such as ethics, corporate social responsibility and workforce diversity. The emphasis lies in the integration of these diverse competencies and skills sets to enable you as emerging manager to function effectively in a dynamic business environment. *Management and Leadership MLED02-6* is a prerequisite for this module.

### **Induction to Business Studies INDBS1-5**

On this induction module, students are provided with the skills and knowledge to be successful with entry-level business degree studies. Making the most of the online learning environment is at the heart of success for degree studies and students are exposed to the requirements, practices and techniques that will help them to succeed. The academic reading and writing component exposes students to good reading techniques, guides them through the writing process, and helps them to write successful academic essays. The study skills component is aimed at providing students with basic information and techniques on how to improve their study

skills, from preparation to exams. *Students need to register for this module and Business Numeracy BNUM015 before they will be allowed to register for any further modules.*

### **Intermediate Macroeconomics INME02-6**

This module is aimed at providing students with an understanding of the central concepts of macroeconomics. The students gain a conceptual and contextual understanding of macroeconomic events, as well as policy issues such as balance of payments, unemployment, inflation and economic growth. The module emphasises Classical and Keynesian types of macroeconomic policies. Different monetary policies under various exchange rate regimes are analysed. Students gain a deeper understanding of the functioning of the different markets, that is, the goods market, the financial market and the labour markets. The course will also prepare students for further study in economics. *Principles of Microeconomics PMIC02-5 and Principles of Macroeconomics POME02-6* are prerequisites for this module.

### **International Economics ECIN01-7**

This module is aimed at providing students with fundamental knowledge in the key areas of international trade. Using microeconomic analysis, students will explore trade patterns, that is, the movement of goods and services/factors production – as well as the prices thereof – across borders. In addition, the module covers the flow of goods and services, labour and capital, and the classical theories of trade. The module deals with the standard theory of international trade as a basis for trade as outlined by the factor endowments/proportions theory. International trade policy at an individual country perspective and international trade policy at an aggregate level are also discussed. The course will also prepare students for further study in economics. *Intermediate Macroeconomics INME02-6* is a prerequisite for this module.

### **Interpretation of Statutes in the Compliance Arena COST01-6**

Interpretation of statutes is the understanding of juridical legislation, which deals with the body of rules and principles used to construct the correct meaning of legislative provisions to be applied in practical situations, like in commercial sectors or industries. Therefore, in a compliance context, it is crucial to understand the intended objectives of the applicable regulation(s) to be compliant. This module introduces students to different categories of legislation and the related language, as well as the rules for interpretation. The course further enables students to work with legislation and regulations on a day-to-day basis to help achieve compliance in an organisation. This module is only on offer in Semester 1 on DL.

### **Introduction to Business Management INBM02-5**

This module introduces the students to the fundamental principles of management and the essential skills and competencies needed for effective management. Students are exposed to the primary management tasks of planning, organising, leading and controlling. Supporting management tasks such as communication, motivation and delegation are also covered. Further, students are introduced to how these management competencies and tasks are applied across management functions; notably, operations, financial, marketing, and human resources management.

### **Management and Leadership MLED02-6**

The purpose of this module is to provide a holistic picture of the dynamic and evolving concept of leadership, taking into account typical African circumstances, values and beliefs in order to equip students with entrepreneurial and managerial leadership skills that will contribute towards the facilitation of a transformed African society. Students will be exposed to the basic strategies that can be implemented to ensure successful leadership and change initiatives in the corporate environment. A structured approach to ethical, transformational and entrepreneurial leadership will also be presented. *Introduction to Business Management INBM02-5* is a prerequisite for this module.

### **Operations Management OMAN02-6**

The purpose of this module is to provide students with essential knowledge of how operations management designs for and operates in productive systems. Emphasis is placed on strategic operations management, supply chain management, project management, process design, forecasting, inventory management, materials requirement planning, scheduling, and quality control. *Introduction to Business Management INBM02-5* is a prerequisite for this module.

### **Principles of Accounting ACCP02-5**

This module introduces students to the basic principles of accounting. The double-entry principle and accounting equation are addressed. In addition, students are introduced to different types of journal entries, ledger accounts and bank reconciliation statements. Different types of financial statements are also introduced.

### **Principles of Macroeconomics POME02-6**

Macroeconomics focuses on the economy as a whole. The economic system is studied as a total with special attention paid to aggregate economic behaviour and aggregate economic performance. In order to do this, students will be introduced to topics such as total production, income and expenditure, economic growth, unemployment, inflation and the balance of payments. Through linking economic action on a microeconomic level (the individual), with economic action on a macroeconomic level (all the individuals added together) we develop an overall view of the economy. The aim of this module is to develop students' understanding of the structure and performance of the South African economy.

### **Principles of Microeconomics PMIC02-5**

This module aims to introduce students to the discipline of economics, including microeconomic theory and its application to economic analysis. Economic principles are then applied to a wide range of individual and business applications to give a solid grounding in microeconomics. The module emphasises the importance of managing scarce resources, demand and supply, the price mechanism, and consumer and producer equilibrium in an economy. It also provides a basic understanding of the different market structures that exist. Economic concepts, tools and techniques will be evaluated as explanations of economic behaviour.

### **Risk Management RISM01-7**

This module covers the principles and practices of risk management at corporate, strategic business and project levels. Students become aware of the various types of risks, how to analyse risks, and a range of response

strategies. It also introduces students to principles of corporate governance and the ethical debate in the financial services sector. *This module is only on offer in Semester 1.*

### **Technology and Innovation Management TIMA01-7**

The module aims to equip students with the generic knowledge needed to manage the introduction or change of technology, its impact on the organisation's operations, and ultimately, on the attainment of organisational objectives. Key themes covered in the module include the strategic importance of innovation and technology management, managing disruptive change and harnessing the technology lifecycle. *This module is on offer only in Semester 2 on DL.*

## **Electives**

### **Financial Crime FINC01-6**

This module introduces students to the main aspects of money laundering and terrorist financial risks. This course further introduces students to international and South African legislation relating to anti-money laundering, and how to create a framework within the business to manage financial crime risk. Students are taught how to apply required steps to detect financial crime, avoid bribery and corruption and work with client profiling and sanctions. *This module is on offer only in Semester 2.*

### **Financial Services Regulation FISR01-7**

On this module, students will be exposed to the regulatory regime to which financial institutions are subject. Furthermore, students will be introduced to financial sector regulations that form the basis of deposit-taking institutions and non-deposit-taking institutions. These include specific requirements, restrictions and guidelines that aim to maintain the integrity of the financial system. *Compliance Techniques and Strategies CTST01-6* is a prerequisite for this module. *This module is on offer only in Semester 2.*

### **Fraud Examination FRAE01-6**

This module will focus on identifying the warning signs and red flags as well as implementing processes to prevent fraud from occurring. The fraud examination module will enable students to analyse complex financial transactions using specific methods and applying relevant law. It will also introduce students to ways of resolving allegations of fraud. *This module is on offer only in Semester 1.*

### **General Corporate Regulation GECR01-7**

This module provides a foundation for understanding the regulatory environment that governs business in South Africa, with the purpose of creating a framework for developing the knowledge, skills, attitudes, and competencies for analysing and interpreting compliance requirements and applying them in an organisational context. Students will be equipped with the critical competencies and skills to ensure that business operations are aligned with regulatory requirements to ensure that the organisation is sustainable and functions as a responsible and legally compliant corporate citizen. *Compliance Techniques and Strategies CTST01-6* is a prerequisite for this module. *This module is only on offer in Semester 2.*



## **Project Management PROM02-6**

This module covers the application of fundamental management principles in the management of projects. It runs along the well-known Project Management Body of Knowledge (PMBOK). All the well-known knowledge areas and processes of project management are given detailed treatment. This is further reinforced by the extensive use of case studies and practical scenarios to bring theoretical concepts to life.

### **ADMISSION REQUIREMENTS**

The admission criteria for the Bachelor of Commerce degree are as follows:

#### **If the candidate matriculated in 2007 or earlier**

Candidates who matriculated in 2007 or earlier require:

1. A Senior Certificate with matriculation endorsement/exemption for degree studies. Candidates who have a Senior Certificate but who do not meet the matriculation endorsement/exemption requirements stated above, may apply to Universities South Africa (USAF), for mature age exemption (<https://mb.usaf.ac.za/>).

and

2. A symbol of E or higher for Mathematics on HG, or a symbol of D or higher for Mathematics on SG. Candidates who do not meet the Mathematics requirement may be offered admission on condition that they successfully complete the BCom bridging programme, if they have achieved at least a symbol of E on HG or a C on SG in any two of the following subjects:
  - Economics
  - Business Economics
  - Accounting
  - Physical Science or Physics/Chemistry
  - Natural Science or Biology.

#### **If the candidate matriculated in 2008 or later**

Candidates who matriculated in 2008 or later require:

1. A National Senior Certificate (NSC) with a minimum of 50% in four NSC 20-credit subjects, including English as the language of instruction at Milpark Education, as certified by Umalusi. (Life Orientation is not a 20-credit-bearing subject.) Candidates who have a National Senior Certificate (NSC) but who do not meet the matriculation endorsement/exemption requirements stated above, may apply to Universities South Africa (USAF), for mature age exemption (<https://mb.usaf.ac.za/>)

and

2. A minimum mark of 50% for Mathematics or 70% for Mathematics Literacy. Candidates who do not meet the Mathematics requirement but who have achieved a minimum mark of 50% or higher in any two of the following subjects may be offered admission on condition that they successfully complete the bridging programme:

- Economics
- Business Economics
- Accounting
- Physical Science or Physics/Chemistry
- Natural Science or Biology.

Candidates who have completed a relevant Higher Certificate (NQF 5) or Diploma (NQF 6) in the field of business or commerce, may also be admitted to the BCom degree.

### Other / International certificates

Further to the requirements for admission provided above, foreign nationals or South African nationals, seeking to apply for admission onto the qualification based on a **non-South African/foreign** senior school leaving certificate, must obtain and submit to Milpark, a Certificate of Exemption from Universities South Africa (USAf) ([www.usaf.ac.za](http://www.usaf.ac.za)).

Applicants with foreign senior school leaving certificates, who have already completed the equivalent of a South African Grade 12, are advised to submit their USAf Certificate of Exemption at the time of applying online for the Milpark bachelor's degree.

Any foreign national or South African national, seeking admission based on a **non-South African/foreign tertiary qualification** must obtain and submit to Milpark a Certificate of Exemption from Universities South Africa (USAf) ([www.usaf.ac.za](http://www.usaf.ac.za)) at the time of applying for admission onto the qualification.

### Recognition of Prior Learning (RPL) applications

Milpark admits a small number of students onto its programme via Recognition of Prior Learning (RPL). Applicants interested in applying via RPL will be considered individually by the relevant Head of School.

### MODE OF DELIVERY

Students are required to select their mode of study on admission. Please note that there are mode factsheets available that explain each mode in detail.

A change of mode will only be allowed in specified circumstances. An application has to be submitted to the Academic Committee for consideration.

Select one of the following modes available for this specific programme:

- Distance learning (DL)
- Distance learning online (DLO).

## ACCESS TO TECHNOLOGY

Milpark provides students with materials, resources, formative and summative assessments (including online tests and quizzes), discussion opportunities and a number of administrative services as part of the *myMilpark* and *myCourses* online tuition and support environments. Course materials contain links to additional external resources in the form of links to downloadable documents, websites and videos.

Having access to the above online facilities is essential for efficient communication, learning and success. The student will need continuous (daily) access to study, using the resources mentioned above, and to submit and receive assignments.

Summative assessments (exams) and selected formative assessments will be invigilated remotely with well-proven online proctoring services. Students will need to use their own device and ensure that they have a *stable* internet connection and the minimum system requirements in place.

### Minimum system requirements

1. Reliable broadband (high-speed) internet access
2. Firefox/Chrome/Edge web browser
3. Microsoft Word
4. PDF Viewer
5. Ability to scan and upload documents
6. Email/cellphone for notification and communication
7. Access to Microsoft 365 using Milpark student credentials.

For remotely proctored exams, students need their own device (laptop, Mac or desktop) with the following minimum system requirements in place:

	Windows	Mac	Linux	Chrome OS
Operating System	Windows 7+	macOS 10.11+	Ubuntu 18.04+	Chrome 58+
Processor	Intel Pentium or better	Intel	Intel Pentium or better	Intel or ARM
Free Disk Space	250 MB	250 MB	250 MB	250 MB
Free RAM	2 GB <sup>1</sup>	2 GB <sup>1</sup>	2 GB <sup>1</sup>	1 GB <sup>1</sup>
Upload Speed	0.092 Mbps – 0.244 Mbps <sup>2</sup>			
Microphone	Any Microphone, either internal or external <sup>3</sup>			
Webcam	320x240 VGA resolution (minimum) internal or external <sup>3</sup>			

1. Free RAM is the minimum amount of memory that is not in use by other applications.
2. Depends on the exam settings, secure browser has no upload speed requirement.
3. Only required for proctoring, secure browser functionality does not require audio/visual recording.

## STUDENT SUPPORT

### Library access

The Milpark library provides access to eBooks in a virtual library called Cyberlibris (Scholartext). Lecturers may create smart bookshelves per course or module for students to access (these shelves can contain prescribed and recommended books). Students can also create their own personal smart bookshelves containing resources for their studies. Having access to a digital library means that thousands of students can access books and resources from anywhere at the same time online. There is no need to make reservations and requests, and no limit to the time a student has to access a book. With the implementation of Cyberlibris, students also have access to full-text resources via ProQuest (global), Emerald (global), Ebsco (global) and Sabinet (South African publications) to assist with research and to enrich their learning experience. Access to the library is included in the module fee.

### Tutor

Comprehensive student support services are available. Students are provided with administrative support by Student Services. To assist with understanding content, students have access to tutors whom they can contact individually.

Students who experience study and/or personal problems have access to a student counsellor. All support services are available to registered students via *myMilpark (myCourses)*.

## RULES OF PROGRESSION

Compulsory modules have to be completed by all students. Students are required to select one of the majors, which will determine the electives available to them.

Most of the advanced modules have prerequisites, which are indicated in *Module Descriptions*.

Candidates may NOT register for any Level 2 or Level 3 modules if they still have four or more modules outstanding on the previous level. Candidates with any outstanding first-year module(s) may NOT register for any third-year module.

## ASSESSMENT

Formative assessment contributes 30% to the final mark and consists of a combination of assignments and tests. The exact formative structure per module will be communicated to the student at the start of the semester.

Students will complete a final, summative assessment per module at the end of each semester, which contributes 70% towards the final mark. Students need to obtain a sub-minimum mark of 40% in the final, summative assessment and an overall mark of 50% in order to pass the module.

## DURATION

Part-time and distance-learning students have a minimum of four years and a maximum of nine years to complete the qualification.

## CERTIFICATION

On successful completion of the qualification, the student will receive a Bachelor of Commerce degree, NQF Level 7. The Bachelor of Commerce degree is accredited by the Higher Education Quality Committee of the Council on Higher Education (CHE).

## FURTHER STUDIES

Milpark Education is committed to the process of lifelong learning and to opening up access to higher education. The programme is at NQF level 7 and will provide for articulation options into NQF level 8 programmes. Narrowly, students may proceed to a Postgraduate Diploma in Banking, Investment Management, Financial Planning or Business Administration (offered by Milpark Education) or an Honours degree (at any number of public universities) in one of the disciplines, subject to meeting the admission and selection criteria of the receiving institution.

A student who has completed certain modules on this qualification at Milpark Education and who wishes to transfer to another tertiary-level institution should be able to apply for exemption from relevant modules on the basis of the modules that have been passed at Milpark Education.

## PRICING

All module fees include one round of formative and summative assessments (supplementary examinations excluded). Module fees do not include the cost of prescribed textbooks, which will be for the student's own account. The prescribed book list will be available on *myMilpark* on registration.

## DISCLAIMER

The content of this brochure is accurate at the time of going to print. Milpark Education reserves the right to change the programme content due to changes in legislation, market requirements and other reasons. Notice of such changes will be published on our website.

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