

Seychelles Business Studies



**INFORMATION
LEAFLET**

INTRODUCTION

In the modern business world relevant qualifications are the key to success and all organisations, whatever they do, need employees with business skills.

The Seychelles Business Studies Academy (SBSA) offers training which has enormous employment potential. All programmes on offer lead to a recognised local qualification validated by Seychelles Qualifications Authority which employers can rely upon as evidence that the holder has been well trained and is ready to embark on a successful career in any business environment.

The Seychelles Business Studies Academy is fully dedicated to upholding excellence, integrity, respect and team-work as its values and is fully committed to providing opportunities for life-long learning.

VISION

To remain a successful and regionally recognised Professional Centre producing competent and informed graduates in the business, accounting, finance administration, management and human resource fields.

MISSION

To continue providing a gateway to business, accounting, finance administration, management and human resource opportunities for talented and determined individuals through the promotion of advanced high quality education and training.

CORE VALUES

Excellence: We will strive to develop and pursue higher standards in teaching and learning by anticipating stakeholder needs and responding accordingly to them.

Integrity: We will always uphold the highest moral and ethical principles displaying honesty, truthfulness and sincerity in our behaviour.

Respect: We recognise the expertise of all stakeholders and promote trust through professional courtesy and fair treatment.

Teamwork: We will foster a commitment to common goals based on open and honest communication while showing concern, care and support for each other.

PROGRAMMES ON OFFER

Three Diploma programmes are on offer:

1. **Diploma in Accounting and Finance**
2. **Diploma in Business Management and Administration**
3. **Diploma in Human Resource Management**

All are of 3 years' duration but there can be exit points for those learners who wish to take this after first or second years—however we do encourage completion of all 3 years to be awarded a Diploma.

MODE OF STUDY: Full time including 18weeks work-based experience (WBE) in all 3 years.

One Certificate Programme of 1 year duration is also on offer:

1. **Certificate in Administrative Skills**

MODE OF STUDY: Full time including 12weeks work-based experience (WBE).

DIPLOMA IN ACCOUNTING AND FINANCE

Aims and Objectives of the Programme:

Enable learners to:

- develop the ability of using modern Accounting & Management techniques.
- acquire necessary professional competences required by Seychelles as well as international bodies.
- become graduates who are competitive and attain a level of entrepreneurial spirit which will enable them to generate self-employment to contribute to the overall economic development of the country.

Entry criteria:

S5 Leavers need to meet all 3 set criteria as follows:

1. IGCSE English:

Either English 1st Language at minimum Grade D

Or English 2nd Language at minimum Grade C

2. IGCSE Mathematics at minimum Grade C

3. French/IGCSE ICT/IGCSE Business Studies:

Either DELF B1 at minimum of 50%

Or DELF A2 at Minimum 80%

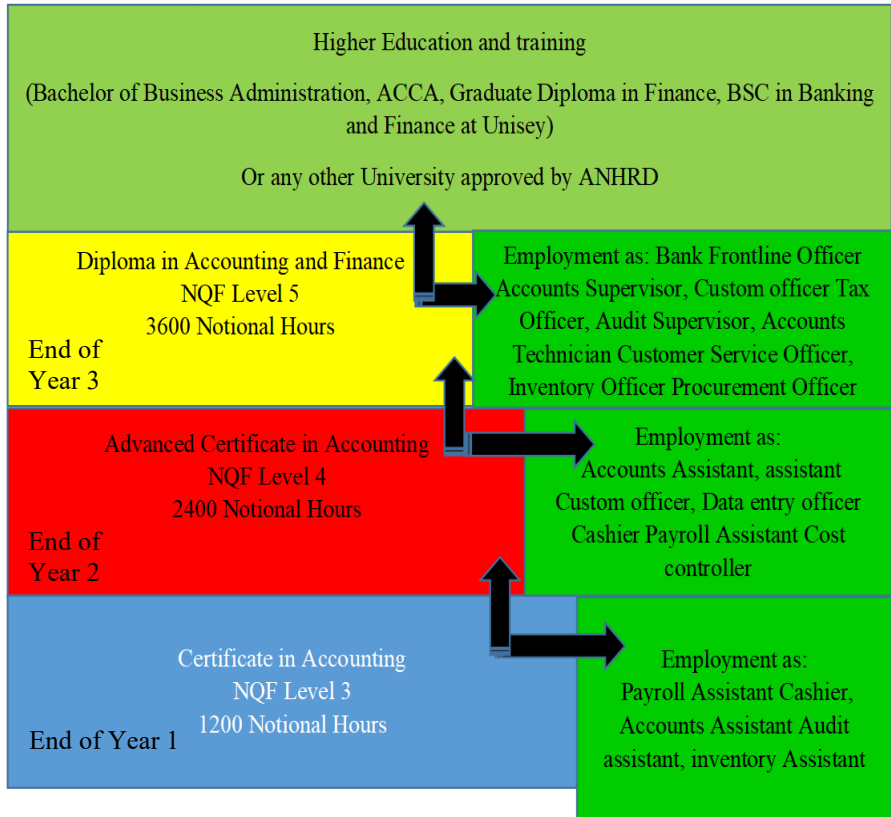
Or French IGCSE at Minimum Grade D

However, to be successful, a candidate MUST have a basic knowledge of French.

Or ICT at Minimum Grade D

Or Business Studies at Minimum Grade D

Exit points, Career paths and Opportunities for further studies:

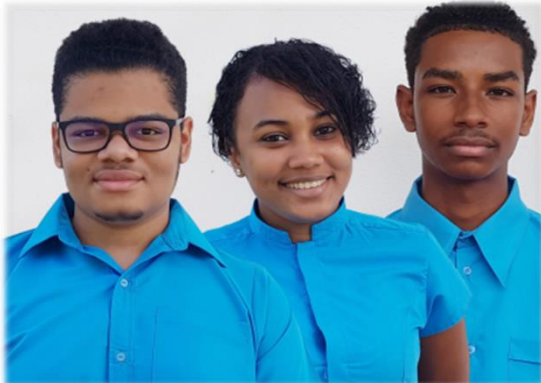


DIPLOMA IN BUSINESS MANAGEMENT AND ADMINISTRATION

Aims and Objectives of the Programme:

Enable learners to:

- gain the skills and knowledge needed to ensure managerial and administrative efficiency in business.
- acquire the competence to operate successfully in the modern business world.
- acquire necessary professional competences required by Seychelles as well as international bodies.
- become graduates who are competitive and attain a level of entrepreneurial spirit which will enable them to generate self-employment to contribute to the overall economic development of the country.



Entry criteria:

S5 Leavers need to meet all 3 set criteria as follows:

1. IGCSE English: **Either** English 1st Language at minimum Grade D

Or English 2nd Language at minimum Grade C

2. IGCSE Mathematics/ICT/Business Studies

Either Maths at minimum Grade D

Or ICT at Minimum Grade D

Or Business Studies at Minimum Grade D

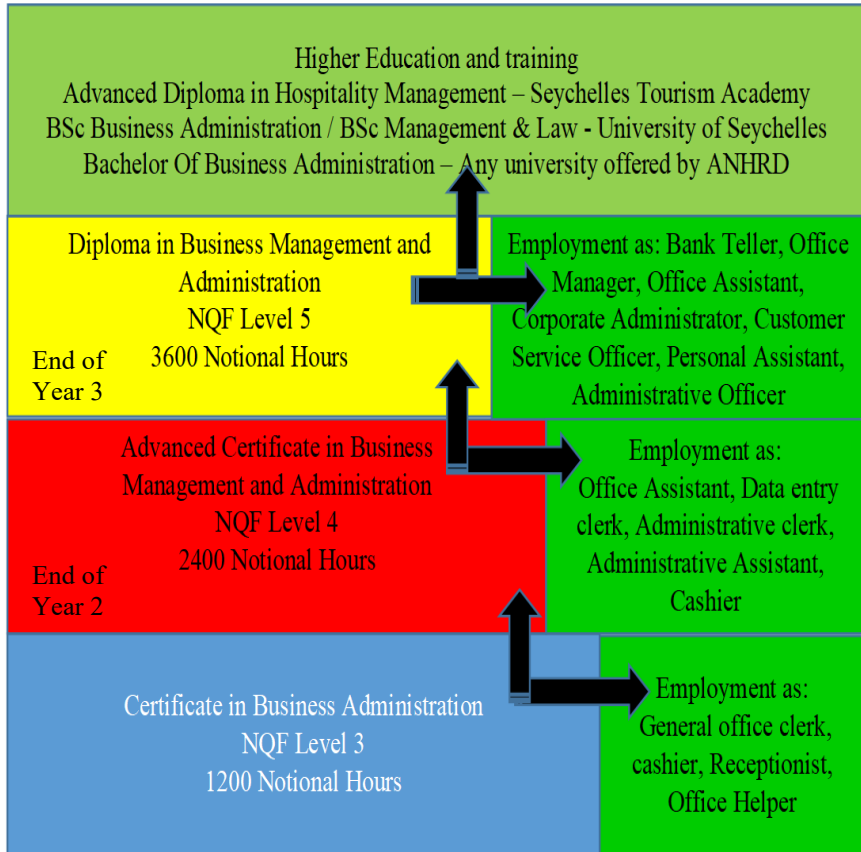
3. French: **Either** DELF B1 at minimum of 50%

Or DELF A2 at Minimum 80%

Or French IGCSE at Minimum Grade D



Exit points, Career paths and Opportunities for further studies:



DIPLOMA IN HUMAN RESOURCE MANAGEMENT

Aims and Objectives of the Programme:

Enable learners to:

- Gain knowledge of all fundamentals of human resource management;
- Acquire required knowledge, skills and expertise to effectively take up roles within the human resource management sector.

Entry criteria:

S5 Leavers need to meet all set criteria as follows:

IGCSE English:

Either English 1st Language at minimum Grade D

Or English 2nd Language at minimum Grade C

Plus any 2 subjects from the 3 options below

1. French:

Either DELF B1 at minimum of 50%

Or DELF A2 at minimum 80%

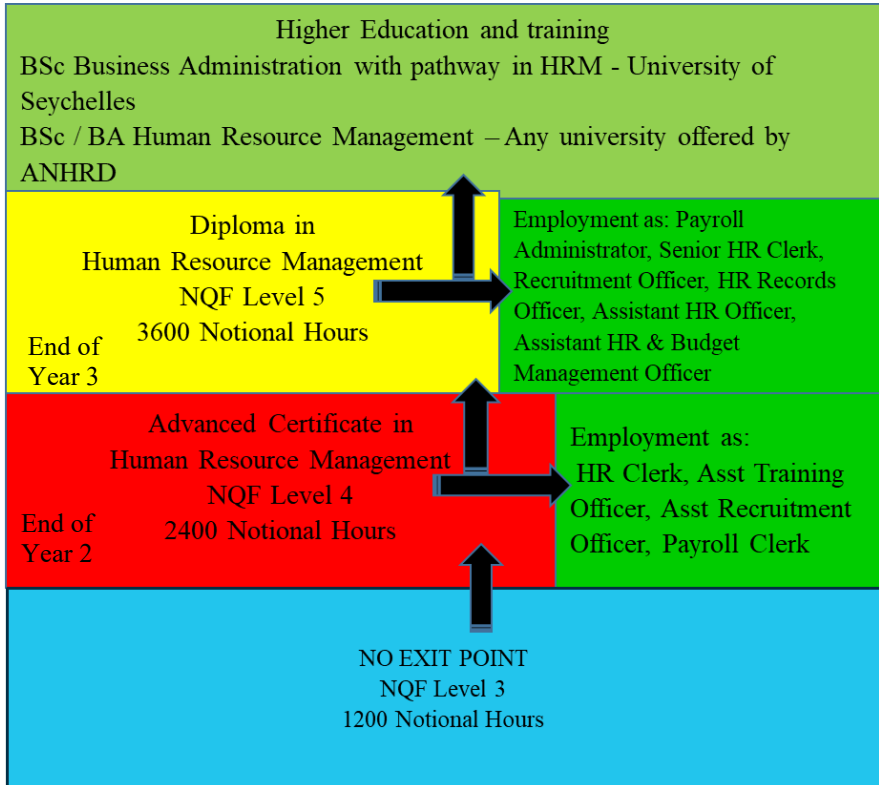
Or French IGCSE at minimum Grade C

2. IGCSE ICT- at minimum Grade D

3. IGCSE Maths - at minimum Grade D



Exit points, Career paths and Opportunities for further studies:



CERTIFICATE IN ADMINISTRATIVE SKILLS

Aims and Objectives of the Programme:

Enable learners to:

- Gain knowledge of all aspects of office skills
- Acquire required knowledge, skills and expertise to ensure administrative efficiency in business

Entry criteria:

S5 Leavers need to have the following National Exams:

- In English at a pass mark of 50%
- In Maths at a pass mark of 50%
- In French at a pass mark of 50%
or French –DELFL A1 50% or above.

Career paths and Opportunities for further studies:

Further Studies:
Successful Candidates with
CGPA of 75% or above can opt to
join the Diploma in Business
Management and Administration
at Year 1

Employment as:
General office clerk, Data
Entry clerk, Receptionist,
Office Helper, Compliance
Officer

Certificate in Administrative Skills
NQF Level 3
1200 Notional Hours



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