

[www.sagittariusglobal.com](http://www.sagittariusglobal.com)

# SAGITTARIUS



Centre for Information Technology & Business Studies  
Suite 54a, NovaBuilding  
St Jean Road, Quatre Bornes  
MAURITIUS  
Tel: (230) 464 0997 Fax: (230) 465 3165



Dear Sir/Madam

***Re: New Courses Starting as from next semester***

Further to your inquiry we are pleased to enclose requested information about the course/s that you are interested in. We are also enclosing the price list as an indication to charges for the course and an enrolment form for you to complete and return, should you have decided to join the course.

We take this opportunity to inform you that all the courses offered at Sagittarius are approved either by the Mauritius Qualifications Authority or the Tertiary education Commission, and that companies sponsoring their employee/s for any of our courses, falling under the 'Training Grant Incentive Scheme', are entitled for refund under the '**Levy and Grant system**' of the HRDC.

Please do not hesitate to contact us, should you require any further information.

Thank you.

Yours sincerely

Management

*This is a computer generated document and requires no signature*

Trying harder - Always

## SAGITTARIUS

Centre for Information Technology & Business Studies (Mauritius) Ltd.  
QuatreBornes – Central Flacq



WHY SETTLE FOR SECOND BEST  
JOIN SAGITTARIUS AND ENJOY THE FOLLOWING BENEFITS

1. Top quality training facilities
2. Internationally qualified lecturers and consultants
3. Support administrators and consultants from the UK
4. Courses approved by the MQA and the TEC
5. Information Technology support and Internet access
6. Latest application softwares
7. Local administration service for students' registration and examinations entries
8. Flexible study hours – (full time/ part time/ on-line courses)
9. Prepayment discounts on full courses and instalment facilities
10. Advice on further education in the UK
11. Repeat classes at discounted cost
12. Branch network : QuatreBornes and Flacq

For any further information on any of the above, please contact us at any of our offices;

*Suite 54A  
Nova Building  
St Jean Road  
QuatreBornes  
Tel: 464 0997, 464 2047*

OR

*3<sup>rd</sup> floor  
Arcade Sibartie  
La Source  
Central Flacq  
UNDER RENOVATION  
465 3165*



## BUSINESS MANAGEMENT & HRM

### Introduction

The effective management of an organisation's human resources is now recognised across the world as a critical component in the success of both public and private enterprises. The recognition of the role and importance of human resource management in the workplace has led to a demand for trained and qualified professionals.

Students who complete the ABE programme will find their HRM skills and their own personal marketability within the organisation enhanced, as well as their ability to progress to a degree and higher levels of qualification.

ABE's new HRM programme builds on the success of the Practitioners Programme in HRM, enabling students to complete the Level 4, 5 and 6 Diplomas in Human Resource Management.

### Entry Requirements

*Level 4 Diploma (broadly equivalent to year 1 of a degree)*

No formal qualifications are required but applicants should demonstrate competence in English

*Level 5 Diploma (broadly equivalent to year 2 of a degree)*

- ABE Diploma Level 4
- Two "A" Level passes plus four GCSE passes at Grade A, B or C, two of which must be English and Maths
- ABE also welcomes applications from candidates without formal qualifications who have been in appropriate employment for at least two years. A reference letter from employer(s) must accompany such applications

### Method of Assessment

All subjects will be assessed by a written external examination of three hours duration

### Course Structure

The Human Resource Management Programme is offered at Levels 4, 5 and 6 Diplomas. The modules and requirements for each level are indicated below.

#### PROGRESS CHART

##### **Level 4 Diploma in Business Mgt & HRM (8 x 15 = 120 credits)**

*Eight compulsory modules*

Dynamic Business Environment  
Enterprising Organisation  
Employability & Self-Development  
Finance for Managers  
Introduction to Entrepreneurship  
Introduction to Quantitative Methods  
Project Management  
Principles of HR

##### **Level 5 Diploma in Business Mgt & HRM (6x20 = 120 credits)**

*Four Core subjects:*

Managing Agile Organizations & People  
Innovative & Business Performance  
Effective Financial Management  
Int. Business Economics and Markets

*Plus two of the following options:*

Human Resource Management  
Employee Engagement  
The HR Professional

##### **Level 6 Diploma in Bus Mgt & HRM (6 x 20 = 120 credits)**

*Four compulsory subjects:*

Leading Strategic Change  
Business Strategy & Decision Making  
Developing International Markets  
Business Ethics & Sustainability

*Plus two of the following options:*

Strategic HRM  
Organisational Design, Development & Perf.  
Contemporary Development in Global HRM

**On completion of the Level 6 Diploma, candidates are eligible to enter directly onto the year three (Top Up) of an UK Honours Degree, offered through Sagittarius**

## Course Enrolment Form

## SAGITTARIUS



### (Bus Mgt/HRM/Marketing)

Level 4      Level 5      Level 6

☐☐☐

### ACCA (Accounting)

Fun

Essn

Prof

☐☐☐

### FIA / CAT (Accounting)

Modules:

### ICSA (Governance)

Professional (CSQS)

International Fin & Admin

☐☐

### CIM (Marketing)

Intro

Prof Cert

Prof Dip

CPGD

☐☐☐☐

### CIPS (Procurement & Supply)

Cert

Dip

A Dip

GDip

☐☐☐☐

### BCS (Information Technology)

☐

(Level) .....

### Other Course

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1. SURNAME (Mr / Mrs / Miss).....
2. OTHER NAME (S) .....  
.....
3. DATE OF BIRTH.....
4. MARITAL STATUS      Single      ☐  
   Married      ☐
5. HOME ADDRESS .....  
.....  
.....  
HOME TEL..... MOBILE .....  
EMAIL.....
6. BUSINESS ADDRESS .....  
.....  
BUSINESS TEL No.....
7. EDUCATIONAL QUALIFICATION/S .....  
.....  
.....
8. PRESENT EMPLOYMENT .....
9. NAME AND ADDRESS OF SPONSOR (if applicable)  
.....  
.....  
TEL No .....
10. COURSE DELIVERY MODE REQUIRED (please tick appropriate boxes)  
FULL TIME ☐      PART- TIME ☐      ONLINE ☐
11. HOW DID YOU COME TO KNOW ABOUT SAGITTARIUS?  
(a) NEWSPAPER ADVERTISEMENT      ☐  
(b) PERSONAL RECOMMENDATION      ☐  
(c) OTHER: Please specify .....
12. PROPOSED DATE OF COURSE COMMENCEMENT  
January .....  
April / May .....  
July .....  
September / October .....

Affix Photo

I have read and understood the terms and conditions provided on the reverse of this form and agree to follow and abide by them, if I am accepted. I enclose Rs100 as enrolment fee which, I understand, is only refunded if my application is rejected.

SIGNATURE.....

DATE.....

Please forward your application plus the appropriate enrolment fee

## Terms and conditions of acceptance

- **Enrolment Fee:** An applicant is required to pay an enrolment fee of Rs 100, for all courses (Rs 500 for undergraduate and post graduate) on joining Sagittarius which is only refundable if the student's enrolment is rejected by the centre.
- **Course Fee:** Applicants should forward the full course fees or agreed course deposit prior to commencement of studies. This fee will only be refunded in full should the centre not offer the course for which the candidate has enrolled.
- **Qualifications:** Students should ensure that they are suitably qualified to be accepted as a *Student Member* by the awarding body prior to commencement of studies.
- **Registration and Examination Fees:** These are separate from course fees of Sagittarius. For full details, consult our office. The amounts payable and payment deadlines are posted on the notice board at appropriate times.
- **Photographs:** Two passport size photographs must accompany your application.
- **Acceptance:** The centre can only confirm course places on receipt of a correctly completed application form and full payment of course fees or course deposit fee.
- **Refunds:** It is regretted that fees cannot be refunded once the course has started. Students are entitled to a refund, less Rs. 500 cancellation fee, if they advise Sagittarius, in writing of their intention to withdraw from the course, two weeks before the start of the course.
- **Sponsors:** In case of a candidate being sponsored by his/her employer, the course fees must be paid in full, prior to commencement of the course.
- **Repeat Classes:** Students who have paid for and attended a full course but have unfortunately failed, are eligible for 50% discount\* when repeating. (\* condition applies)
- **Legal Obligations:**
  - (i) Sagittarius is committed to assist students during the course for which fees have been accepted.
  - (ii) The student also has an obligation that once the course has commenced, he/she should complete the payment of the agreed course fees.

*Sagittarius can administer all correspondences with the examination boards on behalf of the students, if agreed by the student.*

## NOTES (Office use)

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## AGREED FEES

COURSE	FEES	Student Signature