

# COMPARISON SHEET

Arke provides the best customer service with a 'hands on' approach.

|   | ARKE   | COMPANY 1  | COMPANY 2  | COMPANY 3  | COMPANY 4  |
|---|--|--|--|--|--|
| <b>Entry Requirements:</b> Learner required to meet at least one of the below-mentioned for entry into the programme:   | Matric or Equivalent NQF Level 4 <b>OR</b><br><br>2 years working experience <b>OR</b><br><br>21 years + <b>OR</b><br><br>RPL ACCESS | Matric or Equivalent NQF Level 4 <b>OR</b><br><br>2 years working experience <b>OR</b><br><br>23 years and older | Grade 12 with Communication and Numeracy skills at NQF level 4, and Computer skills at NQF level 3 | The entry requirement is a South African Matric or tertiary level learning through life experience for persons 23 years or older | National Senior Certificate; or National Certificate (Vocational) L4; or equivalent qualification <b>OR</b> alternatively Learners can apply for RPL entry into the programme. |
| <b>Face-to-Face Learning (Theory)</b><br>Learners will attend lectures facilitated by a subject matter expert.  | ✓  | ✓  | X  | ✓  | X  |
| Learning is offered on a Full-time or Part-time basis   | ✓  | ✓  | CORRESPONDENCE   | ✓  | CORRESPONDENCE   |
| <b>Accredited Modules (NQF LEVEL 5, 132 CREDITS)</b><br><ul style="list-style-type: none"> <li>• Legal Principles &amp; Practice</li> <li>• Business Principles &amp; Practice</li> <li>• Office Support &amp; Administration</li> <li>• Research Methodology</li> <li>• Aspects of Finance &amp; IT</li> </ul> | ✓  | ✓  | ✓  | X  | X  |
| <b>Pre-assessment:</b><br>Learners complete a questionnaire based on the theoretical learning in order to evaluate their knowledge and understanding.   | ✓  | X  | X  | X  | X  |
| <b>Formative Assessment:</b><br>Formative assessment provides continuous assessment to the learner before writing the summative assessment.   | ✓  | ✓  | ✓  | X  | X  |
| <b>Revision:</b><br>Learners will have access online support sessions to revisit course content for modules and prepare for the summative assessments.  | ✓  | ✓  | X  | X  | X  |
| <b>Summative Assessment:</b><br>Summative Assessment are designed to test the learners' understanding of the course content, knowledge and skill acquired from the module completed and academic competency.  | ✓  | ✓  | ✓  | X  | X  |
| <b>Workplace Training:</b><br>Our learners undergo intensive workplace training which require the learner to assess their daily work routine, adherence to company policy & process and own performance.  | ✓  | ✓  | X  | X  | X  |

|   |  |  |                               |                        |                        |
|---|--|--|-------------------------------|------------------------|------------------------|
| <b>Support provided to the learner to find a Host Employer to complete their Workplace Training</b>   | ✓  | X  | X                             | X                      | X                      |
| <b>6 Short Course Certificates (non-NQF aligned)</b> <ol style="list-style-type: none"> <li>1. Debt Recovery &amp; Legal Drafting;</li> <li>2. Professional Business Writing;</li> <li>3. Call Centre &amp; Customer Care Support</li> <li>4. Family Court Procedures &amp; Protection Orders;</li> <li>5. Labour Law &amp; Procedure</li> <li>6. Wills &amp; Legal Administration of Deceased Estates</li> </ol> | ✓  | ✓<br>5 SCC subjects provided   | X                             | X                      | X                      |
| <b>Soft Skills &amp; Professional Image Training including CV creation</b>  | ✓  | X  | X                             | X                      | X                      |
| <b>Pricing</b>  | R 19 200.00<br>Payment terms available.<br>Customisable                        | R 23 000.00<br>Payment terms available subject to credit check. Pre-set amounts. | R 14 600.00<br>Web price only | R 26 000.00            | R 21 283.80            |
| <b>Course Material – Theory</b>   | Learner can opt to receive printed notes or an e-tablet with notes pre-loaded. | E-Tablet only  | Loaded on USB                 | Printed notes provided | Printed notes provided |
| <b>Course Material – Workplace</b><br>1 x A4 Arch lever file<br>1x JUTA textbook<br>1 x Branded Pen<br>1x Learner ID Card<br>1 x A4 Notepad   | Included in total price  | Extra additional cost  | Not included                  | Not included           | Not included           |
| <b>Graduation Ceremony</b>  | ✓  | ✓  | ✓                             | ✓                      | ✓                      |