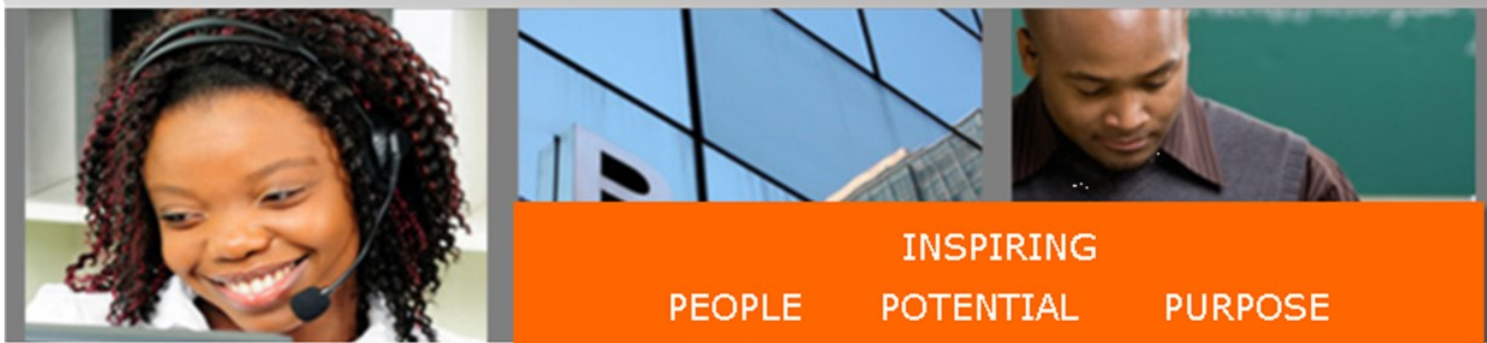


FETC: Business Administration NQF 4



Purpose of the National FET Certificate: Business Administration (NQF 4)

This qualification provides a logical progression from the preceding NQF level 3 Business Administration qualification, although learners can access it without having achieved the level 3 qualification. The core component of the qualification offers learners the knowledge and skills to function effectively in an office environment. Specifically, training covers the following key areas: management of records, comprehension of written and verbal texts, business writing, problem solving, ethics, cultural awareness, self-management, self-development, project teamwork and business policies and procedures. Learners working towards this qualification will find that the acquisition of these competencies will add value to both their current job role and future career prospects.

Delivery methodology

Training is best suited for new entrants to the sector. Chartall Business College can either deliver this qualification as a learnership, which will qualify the sponsoring employer for an additional tax deduction, or it can be offered as a training programme without the learnership requirements. The duration of the training will be approximately 18 full days for learners with workplace exposure, all of which can be scheduled to suit the employers' schedule. Alternatively, the qualification can be acquired by experienced candidates through Recognition of Prior Learning (RPL). RPL is an assessment process that captures a candidate's existing knowledge and skill and matches it to the qualification requirements. With RPL there is no formal training, although our RPL advisers will liaise with learners to assist them to match their current

Flexibility

Chartall Business College believes in flexibility. We have an in-house team of professionals who are able to customise the training curriculum to the needs of your organisation. This may include the addition of job specific unit standards, the selection of particular elective unit standards or even the inclusion of non-unit standard based content (for example your company's processes or product information). In addition, we ensure that the content of the qualification does not conflict with the training, values and procedures prescribed by your company. This ensures complete alignment of standard operating procedures and learning content.

Support

Although the learnership is scheduled to be delivered over 18 full days, it does not mean that the learners will not have access to additional support. Each learner will have access to assistance via email, as well as access to a tutor who is able to provide extra assistance should the need arise. This tutor support can be used to assist learners who are not progressing at the same pace as the rest of the class or it could be used to catch up staff who miss sessions due to illness or annual holidays.

Administration

Chartall Business College will assist you to manage the administration associated with a nationally registered learnership. We will assist with SETA contracting, learnership preparation, briefing of workplace coaches and the SETA reporting. Chartall Business College also has experienced facilitators who can manage projects involving learners with disabilities. **Learners are to note that a final examination is part of this qualification. This will be written once your portfolio has been submitted and you have been found competent.**

Business Administration (NQF4) - Unit standards:

Ethics and fraud detection in the office	
110021	Achieve personal effectiveness in a business environment
110022	Comply with organisational ethics
110026	Assist in the control of fraud
Team work and time management	
7791	Display cultural awareness when dealing with customers
10135	Work as a project team member
15234	Apply efficient time management
13929	Co-ordinate meetings, minor events and travel arrangements
9244	Plan and conduct meetings
Mathematics and accounting	
7468	Use mathematics to investigate the financial aspects of issues
9015	Apply statistics to critically interrogate life related problems
12417	Measure and calculate physical quantities in 2D and 3D space
13945	Manage stock and fixed assets in a business unit
13941	Apply the budget function in a business unit
Trends and marketing	
13943	Analyse new developments reported in the media
10324	Describe features, advantages and benefits of a range of products
Workplace communication skills – oral, reading, writing (two languages)	
8974/8968	Engage in sustained oral communication
8975/8969	Read and respond to a variety of texts
8976/8970	Write for a wide range of contexts
8972	Interpret a variety of literary texts

Chartall Business College (Pty) Ltd

Chartall Campus, Corner Cedar Road and Cedar Boulevard, Broadacres, Johannesburg 2191
Tel: 087 701 4663 Fax: 086 672 7121 Email: info@chartall.co.za