

National FET Certificate: Business Administration



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SAQA ID: 61595 | NQF level: 4 | Credits: 140 | Accrediting body:



Purpose of the qualification

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.

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. In addition, we ensure that the content of the qualification does not conflict with the values and standard operating procedures prescribed by your company.

Support

Although the programme is scheduled to include the specified contact 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 students who are not progressing at the same pace as the rest of the class or miss a session. We also have experienced facilitators who can manage projects involving learners with disabilities.

Delivery methodology

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, 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 an experienced RPL adviser will assist learners to relate their workplace experience to the outcomes of the registered unit standards.

Administration

Chartall Business College will assist with SETA contracting, learnership preparation [if required], briefing of workplace coaches and the SETA reporting.

Programme curriculum

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



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