



FET Certificate Business Administration Services

NQF:	Level 4
SAQA ID:	61595
DOL:	23Q23002541404
Credits:	140
Duration:	12 months

Purpose of Qualification:

This Qualification is for any individual who is or wishes to be involved in the Administration function within any industry, or non-commercial venture/organization. It is also the building block to advance the learner into the National Certificate in Business Administration Services: NQF Level 5.

Qualification Rules:

The Curriculum is aligned to the Further Education and Training Certificate in Business Administration Services with a total credit value of 140 credits. The programme consists of –

Fundamentals	:56 credits
Core	:73 credits
Electives	:11 credits

which may vary based on the individual or company's needs and is available in credit skill blocks. The programme is presented by way of lectures, group discussions, case studies and role plays at NQF Level 4

Admission Requirements

- Matric with Exemption or NQF level 4 Equivalent.

Learning Outcomes:

- Apply such knowledge and maintain the appropriate registers.
- Ensure that employees have the resources they need on an on-going basis through efficiently ordering and distributing stationery and other requirements.
- Control and keep all information required by the organisation up to date.
- Ensure the confidentiality of information.
- Control the availability of resources information.
- Develop administrative procedures relating to the systems and to write them into a manual for use by other employees.

Assessment Structure

To complete the programme successfully, and be awarded a certificate, learners must be found competent in all aspects of the summative assessment according to requirements listed in the relevant student handbook.

Assessment is both Formative and Summative which includes:

- Individual/ group activities; and tasks
- Summative Assessments

