

FETC: Business Administration NQF 4

61595 LP 35928, 140 Credits

Purpose of the Qualification

Learners working towards this Qualification will find that the acquisition of competence in the Unit Standards, which make up the Qualification, will add value to their jobs. This Qualification is intended to enhance the provision of service within the field of Administration within all business and non-commercial sectors. The Qualification ensures progression of learning, enabling the learner to meet standards of service excellence required within the Administration field of learning, through building day-to-day Administration skills as well as general operational.

Rationale

The National Certificate in Business Administration Services: NQF Level 4 is designed to meet the needs of those learners both employed or unemployed, who are already involved or wish to become involved in the field of Administration. Administration is an essential field of learning as Administration competencies apply to all industries and to many non-commercial ventures such as sports/recreation clubs, religious groups, etc. This means that there is an on-going need for skilled Administrative people to carry out these functions both in the commercial and non-commercial sectors. There is also a need to develop career paths in this field so as to offer people involved in Administration the opportunity to continue with a programme of life-long learning, which will make them knowledgeable and skilled employees with enhanced employment opportunities.

Entry Requirements

Learners accessing this Qualification will have demonstrated competence as follows:

- Communication at NQF Level 3 or equivalent.
- Mathematical Literacy at NQF Level 3 or equivalent.
- Computer Literacy at NQF Level 3 or equivalent.



Module Breakdown

Introduction to the Business Environment	Core	110021	Achieve personal effectiveness in business environment	NQF Level 04	6
	Core	10022	Comply with organisational ethics	NQF Level 04	4
	Core	110026	Describe and assist in the control of fraud in an office environment	NQF Level 04	4
	Core	110023	Present information in report format	NQF Level 04	6
	Core	15234	Apply efficient time management to the work of a department/division/section	NQF Level 04	4
Research & Communication	Core	13943	Analyse new developments reported in the media that could impact on a business sector or industry	NQF Level 04	10
	Fundamental	9015	Apply knowledge of statistics and probability to critically interrogate and effectively communicate findings on life related problems	NQF Level 04	6
	Fundamental	8968	Accommodate audience and context needs in oral communication	NQF Level 03	5
	Fundamental	8972	Interpret a variety of literary texts	NQF Level 03	5
	Fundamental	8969	Interpret and use information from texts	NQF Level 03	5
	Fundamental	8970	Write texts for a range of communicative contexts	NQF Level 03	5
	Fundamental	8974	Engage in sustained oral communication and evaluate spoken texts	NQF Level 04	5
	Fundamental	8975	Read analyse and respond to a variety of texts	NQF Level 04	5
	Fundamental	12153	Use the writing process to compose texts required in the business environment	NQF Level 04	5
	Fundamental	8976	Write for a wide range of contexts	NQF Level 04	5
	Introduction to Finance	Core	13941	Apply the budget function in a business unit	NQF Level 04
Fundamental		7468	Use mathematics to investigate and monitor the	NQF Level 04	6



			financial aspects of personal, business, national and international issues		
Management of Service Providers	Core	14552	Contract service providers	NQF Level 04	3
	Core	13945	Describe and apply the management of stock and fixed assets in a business unit	NQF Level 04	2
	Core	109999	Manage service providers in a selected organisation	NQF Level 04	5
Administrative systems and Processes	Core	110003	Develop administrative procedures in a selected organisation	NQF Level 04	8
	Core	110009	Manage administration records	NQF Level 04	4
	Fundamental	12417	Measure, estimate & calculate physical quantities & explore, critique & prove geometrical relationships in 2 and 3 dimensional space in the life and workplace of adult with increasing responsibilities	NQF Level 04	4
Teamwork	Core	7791	Display cultural awareness in dealing with customers and colleagues	NQF Level 04	4
	Core	10135	Work as a project team member	NQF Level 04	8
	Elective	13915	Demonstrate knowledge and understanding of HIV/AIDS in a workplace, and its effects on a business sub-sector, own organisation and a specific workplace	NQF Level 03	4
	Elective	242819	Motivate and Build a Team	NQF Level 04	10

