

NATIONAL CERTIFICATE OFFICE ADMINISTRATION



Elangeni College

For Further Education and Training

A new Vocational study option at Public FET Colleges

Public FET Colleges now offer a new, exciting, modern and relevant range of vocational programmes known as the National Certificate (Vocational). These vocational programmes are high skills, high quality and high knowledge programmes introduced at FET Colleges nationally in 2007 and are intended to directly respond to the priority skills demands of the modern economy.

What is the National Certificate (Office Administration) qualification?

The National Certificate (Office Administration) is a new qualification at each of Levels 2, 3 and 4 of the NQF. This qualification is designed to provide both the theory and practice of Office Administration. The practical component of study may be offered in a real workplace environment or in a simulated experience workplace environment. It will provide students with an opportunity to experience work situations during the period of study.

What are the minimum entry requirements to the qualification?

For entry to the National Certificate (Office Administration) at NQF Level 2, you require

- A year end school report for Grade 9 or higher, or
- An NQF Level 1 qualification, or
- An approved bridging programme designed for the specific purpose to access NQF Level 2, or
- A Recognition of Prior Learning (RPL) assessment to meet the basic requirements for access to NQF Level 2.

How long is the qualification?

The National Certificate (Office Administration) qualification is a full year programme at each of the NQF levels of study. A student is issued with a certificate on the successful completion of each level of study, that is Level 2, Level 3 and Level 4.

Which subjects make up a National Certificate (Office Administration)?

In order to obtain a National Certificate (Office Administration), a student is required to take a total of 7 subjects. These include 3 fundamental subjects and 4 vocational subjects.

Clermont Campus: (Details to be announced) Kwamashu Campus: F5 Malandela Road, Kwamashu, Tel: 031 - 503 9708 Mpumalanga: 280

Shezi Road, Mpumalanga, Tel: 031 771 2568 Ndwedwe Campus: P100 Main Road, Ndwedwe, Tel: 032 - 532 1519

Ntuzuma Campus: Ithendele Drive, Ntuzuma, Tel: 031 - 509 1924 Ohlange Campus: (Details to be announced)

Phelotown Campus: 38 Bamboo Lane, Phelotown 3600, Tel: 031 - 702 3260 Qadi Campus: Zulu Reserve Road, Botha's Hill, Tel: 031 - 777 1742

Central Office: Tel: 031-716 6700 Fax: 031-6777 E-mail: info@efet.co.za Website: www.efet.co.za

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Which are the fundamental subjects?

The 3 fundamental subjects are

- Language – which must be the language of teaching and learning
- Mathematics or Mathematical Literacy, and
- Life Orientation

What are the vocational subjects in Office Administration?

The vocational subjects in Office Administration are

- Business Practice
- Office Practice
- Office Data Processing
- Applied Accounting

These subjects are offered at each of the different NQF Levels of studying the National Certificate (Office Administration) qualification.

What vocational activities would this give you access to?

The holder of the National Certificate (Office Administration) will be able to

- Coordinate office correspondence
- Type letters, reports, memoranda, agendas, minutes
- Maintain equipment and stationery supplies
- Perform receptionist duties
- Coordinate and organise functions
- Organise meetings, staff travel itineraries and accommodation
- Operate office equipment
- Become a call centre operator

What career opportunities do I have after completing the National Certificate (Office Administration)?

The National Certificate (Office Administration) provides an opportunity to access any one of the careers listed below

- Accounting and Bookkeeping
- Office Management
- Office Administration
- Freight Forwarder
- Human Resource Management
- Personnel Management
- Private Secretary
- Front Line Reception
- Recruitment or Employment Agent
- Self Employment
- Legal Secretarial Services
- Personal and General Secretarial Services

PLEASE NOTE: Each Campus has pre-selected subjects. Please enquire with the Campus.

Courses are campus-specific and subject to student enrolments.

Elangeni College is the first educational institution in the country to achieve simultaneous dual SABS certification.

An ISO 9001:2000 and OSHAS 18001:2007

Certified Organisation



All information correct at time of print. E&OE.

