

LEARNERSHIPS QUALIFICATION



NATIONAL CERTIFICATE:
**BUSINESS ADMINISTRATION
SERVICES**
Level 3

SAQA ID: 67465

DURATION
12 MONTHS

**B-BBEE POINTS CLAIMABLE
FOR ALL LEARNERSHIPS**

**TAX CONCESSIONS APPLY BETWEEN
R80 000 - R120 000
PER CANDIDATE**

BOOK YOUR SEAT

NATIONAL CERTIFICATE:

BUSINESS ADMINISTRATION SERVICES

Level 3

Course Purpose

This qualification is for any individual who is, or wishes to be, involved in the Administration function in any organization or business in any sector, or field as well as in non-commercial organisations such as clubs and charitable organisations. It contains all the competencies, skills and values required by a learner who wishes to access the National Certificate in Business Administration Services at NQF: Level 4

The certificate will enable qualifying candidates to:

- Gather and report information.
- Plan, monitor and control and information system.
- Demonstrate an understanding of employment relations.
- Coordinate meetings, minor events, and travel arrangements.
- Plan and conduct basic research in an office environment.
- Utilise technology to produce information.
- Participate in meetings and process documents and communications related thereto.
- Maintain booking systems.

Who should study Business Administration Level 3

Business Administration Level 3 is intended for employed and unemployed individuals who wish to be involved in the Administration function within any industry, or non-commercial venture/organisation. This qualification equips learners with skills, knowledge and values required in the Business Administration industry

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US	Name of Unit Standard
8000	Apply basic business principles.
8420	Operate in a team.
7785	Function in a business environment.
9960	Communicate verbally and non-verbally in the workplace.
13933	Plan, monitor an information system in a business environment.
8968	Accommodate audience and context needs in oral communication.
8969	Interpret and use information from texts.
8970	Write texts for a variety of communicative contexts.
9533	Use communication skills to handle and resolve conflict in the workplace.
13934	Plan and prepare meeting communication.
7860	Introduce new staff to the workplace.
7796	Maintain a secure working environment.
14357	Demonstrate an understanding of a selected business environment.
13928	Monitor and control reception area.
13930	Monitor the satisfaction of visitors.
7567	Produce and use spread sheets for business.
7570	Produce word processing documents for business.
7573	Demonstrate ability to use the World Wide Web.
7706	Maintain a Booking System.
13929	Co-ordinate meetings, minor events, and travel arrangements.
10170	Demonstrate understanding of employment relations in an organisation.
13937	Monitor and control office supplies.
13931	Monitor and control the maintenance of office equipment.
9012	Write texts for a range of communicative contexts.
13935	Plan and conduct basic research in an office environment.
13941	Perform basic business calculations.
9010	Demonstrate an understanding of the use of different number bases and measurement units and an awareness of error in the context of relevant calculations.
9013	Describe, apply, analyse and calculate shape and motion in 2-and 3-dimensional space in different contexts.
7456	Use mathematics to investigate and monitor the financial aspects of personal, business, and national issues



BCONSULT

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OUTRANK YOUR COMPETITORS**

↓ COMPANY PROFILE

CLICK TO VIEW RELATED COURSES



BUSINESS ADMINISTRATION LEVEL 4

SAQA ID: 61595

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BUSINESS PRACTICE LEVEL 1

SAQA ID: 61755

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GET IN TOUCH

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