

Business Administration Services:

NQF Level 4

SAQA: 61595

Every organization needs an efficient team to provide the administrative support and back-up required to sustain a business. This learnership provides the necessary skills required for the efficient performance of administrative functions in any commercial or non-commercial environment.

CONTENT

Course content and outcomes include:

1. Self-Management

- Time management
- Problem solving and decision making.

2. Communication and Presentations

- Written and verbal communication
- Presentation skills (for the purposes of a meeting, training or information sharing)

3. Operational Skills

- Identify, develop relationships with, contract and manage internal and external service providers.
- Project manage basic projects, contracts, contractors and physical areas within a business unit.

4. Financial Skills

- Develop and maintain a budget for a department or sector; and perform associated financial planning and control functions.
- Interpret basic financial statements by applying knowledge of basic accounting principles.

5. Basic Industrial Relations

- Demonstrate an understanding of the required pieces of legislation that govern the South African workplace (Occupational Health, Safety and Environment, Basic Conditions of Employment, Labour Relations Act as well as the National Qualifications Framework)