

PROGRAMME TITLE	LEVEL	SAQA ID	NQF
National 'N' Diploma Management Assistant	N4	66876	5
	N5	66956	5
	N6	67001	5
*Only offered at DHET registered exam centre campuses			

### DESCRIPTION

The purpose of this course is to equip you with knowledge and skills for successful entry into the secretarial field in any industry sector. The curriculum will provide an in – dept. knowledge of business related and secretarial skills. The programme combines theoretical learning with practical skills to ensure secretarial and general office management competencies in all industries.

### CAREER FIELDS

With this qualification, successful learners could pursue a career as a:

- Executive Assistant
- Private Secretary
- Office Manager
- Front Desk Reception
- Senior Administrative Clerk.

### PROGRAMME OUTLINE

#### National N4 Certificate

##### 1<sup>st</sup> Year 1<sup>st</sup> Semester Subjects

1. Intro. Communication	N4
2. Intro. Entrepreneurship & Business Management	N4
3. Intro. Personnel Management	N4
4. Intro. Marketing	N4

#### National N4 Certificate

##### 1<sup>st</sup> Year 2<sup>nd</sup> Semester Subjects

1. Office Practice	N4
2. Information Processing	N4
3. Communication	N4
4. Entrepreneurship & Business Management	N4

#### National N5 Certificate

##### 2<sup>nd</sup> Year 1<sup>st</sup> Semester Subjects

1. Office Practice	N5
2. Information Processing	N5
3. Communication	N5
4. Entrepreneurship & Business Management	N5

#### National N6 Certificate

##### 2<sup>nd</sup> Year 2<sup>nd</sup> Semester Subjects

1. Information Processing	N6
2. Office Practice	N6
3. Communication	N6
4. Entrepreneurship & Business Management	N6

### TYPE OF PROGRAMME

- Full Time: Minimum 2 Years
- In-Service Training: 18 Months



## Berea Technical College

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[www.btc.edu.za](http://www.btc.edu.za) | City Campus: 539 Anton Lembede St, Durban

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### ADMISSION REQUIREMENTS

A National Senior Certificate / Senior Certificate/ NCV Level 4 Certificate/ ABET Level 4 Certificate.

### LEARNER MATERIAL

All text books and Lab manuals are included in the tuition fees. A list of textbooks will be provided by your campus academic department.

### PRICING

Enquire at the Berea Technical College campus for a current programme pricelist.

### EXAMINATION AUTHORITY

- All examinations are National Examinations, set and administered by the Department of Higher Education and Training.

### CERTIFICATION

- Certificates and diploma are issued by the Department of Higher Education and Training.
- All qualifications are nationally recognised by industry and universities.

Upon successful completion of this programme, learners will receive a:

- National Certificate at each level N4, N5, N6
- National N Diploma in Management Assistant (on completion of N4-N6 and 18 months in-service training)

### ARTICULATION

A candidate who has successfully completed the N4, N5 and N6 Certificates, may pursue the following path in order to obtain the National N Diploma, as per Report 191 by the DHET. The candidate must have:

- A minimum of 12 advanced instructional offerings, with at least a pass in four instructional offerings in each of the following levels: N4, N5 and N6.
- 2 instructional offerings at N6 level must be relevant to the candidate's vocation.
- The candidate must obtain work experience of 18 months in industry that has as its main function the practical execution of the 2 instructional offerings mentioned above.
- At the end of this period, the candidate is required to produce documentary proof to the DHET (a logbook which has to be completed by the employer, stating KPAs and date of employment period) of applicable experience.
- Candidate must present the N4, N5 and N6 certificate, together with above logbook from employer, to the DHET to apply for the National N Diploma.

### FURTHER STUDIES

Please enquire at the nearest Berea Technical College campus for the prospectus containing post-certificate studies.



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**DISCLAIMER**

*The information contained in this fact sheet is accurate at the time of printing. However, factors beyond Berea Technical College control (such as environmental, regulatory or technical changes) may cause the contents of this fact sheet or of the programme to change. In the event of any such change, Berea Technical College will formally notify current learners. All possible measures will be taken to minimise inconvenience to learners.*

Name of Learner: I....., hereby acknowledge that I understand the information stated in this document and fully comprehend the specifics explained above pertaining to this qualification.

Signature of Learner: .....

Name of Legal Guardian: .....  
(if applicable)

Signature: .....

Name of Sales Consultant: .....

Signature: .....

Name of Head of Department: .....

Signature: .....

Date: .....

\* Please note the original signed copy should be kept on the learner record file.



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