

PROGRAMME TITLE	NQF	SAQA ID	Credits
<b>Certificate: Secretarial Studies</b>	<b>4</b>	<b>21055</b>	<b>120</b>

**DESCRIPTION**

The primary purpose of the qualification is to provide qualifying learners with the basic business skills and knowledge necessary to further their careers.

**CAREER FIELDS**

Students can pursue a career in the following:

Junior Secretary

**PROGRAMME OUTLINE**

1. Identify and solve problems in which responses display that responsible decisions using critical and creative thinking have been made
2. Collect, analyse, organise and critically evaluate information
3. Reflect on and explore a variety of strategies to learn more effectively
4. Communicate effectively using language skills
5. Stimulate and develop thinking patterns involving creativity
6. Interpret information from various sources

**TYPE OF PROGRAMME**

- Full Time: 1 Year
- Part-time: 2 Years

**ADMISSION REQUIREMENTS**

Articulation possibilities exist with the Institute of Administration and Commerce (IAC), as learners may choose to write their examination. Upon demonstrating competence, they will be awarded the IAC Certificate in Secretarial Studies.

**LEARNER MATERIAL**

All textbooks and other required manuals are included from 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.

**ADDITIONAL COSTS**

Students must make provision for additional items such as textbooks, stationery, supplementary examinations, research costs and printing of study guides etc.

**EXAMINATION AUTHORITY**

All Examinations are set by Berea Technical College.

**CERTIFICATION**

Upon successful completion of the programme, the student will receive a Berea Technical College Certificate in Secretary Studies.

**ARTICULATION**

Articulation possibilities exist with the Institute of Administration and Commerce (IAC), as learners may choose to write their examination. Upon demonstrating competence, they will be awarded the IAC Certificate in Secretarial Studies

**FURTHER STUDIES**

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

**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



## Berea Technical College

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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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