

Guided RPL Learnership in Business Administration Services NQF Level 2 - SAQA ID: 23833 (130 Credits)



8½ Days*



R 24, 550 Ex VAT



JHB and Onsite Nationally

* Contact sessions are split over a 12 month period

About this Learnership

This Guided RPL (Recognition of Prior Learning) in Business Administration Services NQF Level 2 Learnership allows companies to send administrative staff with 1 – 2 years' work experience on 8 assessment preparation workshops, where they take part in guided discussions and assessment briefings designed to assist them in completing Portfolios of Evidence (PoE's) on their administration skills.

What is needed before attending this learnership

- Delegates must have completed a Grade 9 (Std 7) , passed 2 languages, and competent in Standard Grade Maths and English Literacy at a Grade 9 or NQF Level 1
- Delegates must have at least 1-2 years' working experience in an administrative position

Course Outline - Modules included Portfolio of Evidence (PoE)

- The Business Environment**
- Communication at Work**
- Personal Growth at Work**
- Teamwork and Managing your Time**
- Office Skills**
- Basic Finance Skills**
- Using a Computer**
- Working with Data**

These PoE's will be assessed and moderated, and if found competent, in all 8 areas, delegates will receive a *National Qualification.**

NB: It is the responsibility of the employer to complete and submit a learnership agreement to their relevant SETA for registration purposes. CBM Training will register the students on the SERVICES SETA LMIS System against the selected Qualification

Qualification Breakdown

Unit Standard	Learning Unit /Module	Credits
Module 1: The Business Environment - 27 Credits (US 14344, 14343, 14339, 13915)		
14344	Demonstrate an understanding of a selected business environment	10
14343	Investigate the structure of an organisation as a workplace	8
14339	Identify and maintain the types of records required in own industry and understand why it is necessary to create evidence and maintain confidentiality	5
13915	Demonstrate knowledge and understanding of HIV/AIDS in a workplace, and its effects on a business sub-sector, own organisation and a specific workplace	4
Module 2: Communication at Work - 19 Credits (US 14341, 8963, 8965, 8964)		
14341	Keep informed about current affairs related to one's own industry	4
8963	Access and use information from texts	5
8965	Respond to literary texts	5
8964	Write for a defined context	5
Module 3: Personal Growth at Work - 18 Credits (US 13943, 14552, 109999)		
14359	Behave in a professional manner in a business environment	5
8618	Organise oneself in the workplace	3
120308	Apply knowledge of self in order to make a personal decision	3
110064	Contribute to the health, safety and security of the workplace	4
Module 4: Working as a Team Member - 15 Credits (US 8420, 11235, 14342, 14352)		
8420	Operate in team	4
11235	Maintain effective working relationships with other members of staff	1
14342	Manage time and work processes within a business environment	4
14352	Manage a diary of self and others	4
Module 5: Office Skills - 22 Credits (US 8104, 14338, 8962, 14348, 14349, 14355)		
8104	Operate and take care of equipment in an office environment	2
14338	Attend to customer enquiries in an office setting	5
8962	Maintain and adapt oral communications	5
14348	Process incoming and outgoing telephone calls	3
14349	Receive and execute instructions	2
14355	Order and distribute office supplies	5



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Course Programme - Training Outcomes

Unit Standard	Learning Unit /Module	Credits
Module 6: Basic Finance Skills - 11 Credits (US 7469, 14353, 7480, 12444)		
7469	Use mathematics to investigate and monitor the financial aspects of personal and community life	2
14353	Conduct basic financial transactions	3
7480	Demonstrate understanding of rational and irrational numbers and number systems	3
12444	Measure, estimate and calculate physical quantities and explore, describe and represent	3
Module 7: Using a Computer - 15 Credits (US 7566, 7547, 7568, 7571)		
7566	Operate personal computer peripherals	3
7547	Operate personal computer systems	6
7568	Demonstrate knowledge of and produce word processing documents using basic functions	3
7571	Demonstrate the ability to use electronic mail and software to send and receive messages	3
Module 8: Working with Data - 14 Credits (US 14346, 9009, 9007, 14340)		
14346	Process numerical and text data in a business environment	2
9009	Apply basic knowledge of statistics and probability to influence the use of data	3
9007	Work with a range of patterns, functions and solve problems	5
14340	Maintain an existing information system in a business	4



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