Guided RPL Learnership in Business Administration Services NQF Level 4 - SAQA ID: 61595 (140 Credits)

🗓 **5½ Days***

🏷 **R 23, 400 Ex VAT**

📍 **JHB and Onsite Nationally**

* Contact sessions are split over a 12 month period

About this Learnership

This RPL (Recognition of Prior Learning) Learnership allows companies to enrol more experienced administrative professionals (minimum of 3 years' work experience and Matric) on a programme that consolidates and recognises their work experience. Delegates attend 5 assessment preparation workshops where they take part in guided discussions and assessment briefings designed to assist them to complete Portfolios of Evidence on their administrative skills.

What is needed before attending this learnership

- Delegates must have completed a Matric (Std 10/Grade 12) , passed 2 languages, and competent in Standard Grade Maths and English Literacy
- Delegates must also be computer literate or have completed the Business Administration Services NQF Level 3 Learnership
- Delegates must have at least 3 years' working experience in an administrative position

Course Outline - Modules included Portfolio of Evidence (PoE)

1. *Personal Effectiveness and Ethics*
2. *Effective Administration and Finance Services*
3. *Managing Contracts and New Developments*
4. *Working as a Team Member*
5. *Effective Communication and Reporting*

These PoE's will be assessed and moderated, and if found competent, in all 5 areas, delegates will receive a **National Qualification*.**

*Qualification Certificates are issued by Services SETA.

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

CBM Training a division of **ArcSkills**

Proud BEE **LEVEL 2** Contributor

🎓 **Learnerships**

SERVICES SETA

ArcSkills

Qualification Breakdown

Unit Standard	Learning Unit /Module	Credits
Module 1: Personal Effectiveness and Ethics - 22 Credits *(US 110021, 10022, 110026, 7791, 15234)*		
110021	Achieve personal effectiveness in the business environment	6
10022	Comply with organisational ethics	4
110026	Describe and assist in the control of fraud in an office environment	4
7791	Display cultural awareness in dealing with customers and colleagues	4
15234	Apply efficient time management to the work of a department, division or section	4
Module 2: Effective Administration & Finance Services - 35 Credits *(US 13945, 13941, 110009, 110003, 7468, 9015, 12417)*		
13945	Describe and apply the management of stock and fixed assets	2
13941	Apply the budget function in a business unit	5
110009	Manage administration records	4
110003	Develop administrative procedures in a selected organisation	8
7468	Use mathematics to investigate and monitor the financial aspects of personal, business, national and	6
9015	Apply knowledge of statistics and probability to critically interrogate and effectively communicate findings	6
12417	Measure, estimate and calculate physical quantities and explore, critique and prove geometrical	4
Module 3: Managing Contracts and New Developments - 18 Credits *(US 13943, 14552, 109999)*		
13943	Analyse new developments reported in the media that could impact on a business	10
14552	Contract service providers	3
109999	Manage service providers in a selected organisation	5
Module 4: Working as a Team Member - 21 Credits *(US 10135, 13912, 242817)*		
10135	Work as a project team member	8
13912	Apply knowledge of self and team in order to develop a plan to enhance team performance	5
242817	Solve problems, make decisions and implement solutions	8
Module 5: Effective Communication and Reporting - 46 Credits *(US 110023, 8968-8970, 8972, 8974-8976, 12153)*		
110023	Present information in report format	6
8968	Accommodate audience and context needs in oral communication	5
8972	Interpret a variety of literary texts	5
8969	Interpret and use information from texts	5
8970	Write texts for a range of communicative contexts	5
8974	Engage in sustained oral communication and evaluate spoken texts	5
8975	Read, analyse and respond to a variety of texts	5
12153	Use the writing process to compose texts required in the business environment	5
8976	Write for a wide range of contexts	5

📞 **(011) 454 5505**   ✉️ **info@arcskills.co.za**   🌐 **Www.arcskills.co.za / www.cbmtraining.co.za**