

Business Administration Services



**AMALGA
TRAINING**

Equips learners with the broad knowledge, skills and values required to run efficient administrative functions in commercial and non-commercial organisations across South Africa.

SAQA ID

61595

NQF LEVEL

4

MINIMUM CREDITS

142

DURATION

12 Months

▼ Purpose of the Qualification

This qualification equips learners with the broad knowledge, skills and values required to perform efficient administrative functions in any commercial or non-commercial organisation in South Africa. It covers records management, business writing and comprehension, problem solving, ethics and cultural awareness, self-management, project teamwork, and business policies and procedures.

▼ Entry Requirements

A learner must hold **one** of the following:

- ▲ A **Grade 12 National Senior Certificate** or **National Certificate (Vocational)** at NQF Level 4.
- ▲ An **equivalent NQF Level 4 qualification** with proven Communication and Mathematical Literacy proficiency.

▼ A qualified learner will be able to:

Administration and records

01

Manage records, budgets, stock and the systems that control organisational information.

Communication and conduct

02

Write, report and communicate effectively, manage time and self, and work ethically in a team.

COMPLETION PATHWAY ► FORMAL LEARNING, WORKPLACE PRACTICE, THEN CERTIFICATION

1 THEORY

Formal Learning 30% of programme

Facilitated workshops covering the theory of all six modules.

2 PRACTICAL

Applied Practice 70% of programme

Workplace implementation (75%) and assessment activities (25%).

3 ASSESSMENT

Formative & Summative

Internally assessed

Ongoing checks in class; portfolio and demonstration at work.

★ FINAL

Certification SAQA ID 61595

Awarded once the learner is competent in every module.

Six modules across the programme

The programme is geared towards application: 70% practical — 75% workplace implementation and 25% assessment activities — and 30% theory delivered as formal learning and workshop time.

142

TOTAL CREDITS

Self-management in Business

32 CREDITS

Personal effectiveness, ethics, teamwork and context analysis.

Business Administration

31 CREDITS

Budgets, stock management, record management and procedure development.

Business Management

24 CREDITS

Reporting, time management, reception control and customer relations.

Business Calculations

16 CREDITS

Statistics, geometry and financial mathematics applied to business issues.

Business Communication 1

20 CREDITS

Foundational writing, reading and oral communication processes.

Business Communication 2

20 CREDITS

Advanced oral communication, text interpretation and contextual writing.

Assessment & Certification

Assessment is conducted by the accredited skills development provider and externally moderated. A learner must be found competent in every module before the qualification is awarded.

- ✓ Formative assessment in class
- ✓ Summative assessment at work
- ✓ Workplace mentor sign-off