The National Certificate (Vocational) Office Administration gives Grade 9 learners a Vocational alternative to an academic Grade 10-12 by offering industry-focused training on the NQF Levels 2-4.

These qualifications are designed to provide both the theory and practice. The practical component of study may be offered in a real workplace environment or in a simulated workplace environment. It will provide students with an opportunity to experience real work situations during the period of study.

Career Options

What will I be qualified as once I’ve completed this course?

- Administration Officer
- Financial Administrator
- Human Resource Administrator
- Receptionist/Switchboard Operator
- Entrepreneur
- Hospital Administrator
- Personal Assistant
- Secretary

What will I be able to do?

- Any administrative related work e.g. prepare and conduct meetings, report writing, managing customers, filing, and utilising office equipment e.g. email, fax, telephone, photocopy machine, etc.
- Project Management-related activities e.g. planning, conducting and administration of micro and small projects.

In which industries will I be able to work?

Successful students will be able to work in any industry where their specific skills are required.

What could I do to further improve my skills and my chances of furthering my career?

Achieving the necessary entry requirements at academic level during this course will enable you to continue studying in a business-related field of study. This can be done by studying towards a specific business qualification at an institution of Higher Education, such as a University or University of Technology.

Programme Structure

What will I be studying during this course?

LEVEL 2 – 4 FUNDAMENTAL SUBJECTS (COMPULSORY)

- Language
- Life Orientation
- Mathematical Literacy

LEVEL 2 VOCATIONAL CORE SUBJECTS

- Business Practice
- Office Data Processing
- Office Practice
- Entrepreneurship

LEVEL 3 VOCATIONAL CORE SUBJECTS

- Business Practice
- Office Data Processing
- Office Practice
- Project Management
LEVEL 4 VOCATIONAL CORE SUBJECTS

- Business Practice
- Office Practice
- Office Data Processing
- Personal Assistance at Crawford Campus / Project Management at Guguletu Campus

Admission Requirements

What do I need to have completed before I can apply to study this course?

- Level 2 – Grade 9
- Level 4 – Level 3 qualification
- Level 3 – Level 2 qualification

Duration

- 3 years full-time (1 year per level)
- Enrolment in January

(Part-time - Not available)