

FET 2017 FACT SHEET

FACULTY OF MANAGEMENT AND HUMANITIES PART TIME

Programme Title	SAQA ID	NQF Level
*National N Diploma: Management Assistant (SAQA ID 90674)	N4 66876	5
	N5 66956	5
	N6 67001	5

1. Type of Programme

- Part time
- National qualification

2. Description

This qualification has been developed to enable learners who are particularly interested and talented in Management Assistant to develop competencies which will enable them either to study further or to be employed and be productive in the sector at entry level and/or second tier level. This qualification is aimed primarily at giving the learner technical, theoretical knowledge, practical knowledge and workplace knowledge and skills required in Management Assistant. The design of the qualification is such that it enables learners to progressively obtain the qualification by completing the related N4, N5 and N6 courses. The N4+N5+N6, regardless of the manner in which they are completed, must be followed by or integrated with the relevant 18 months of practical workplace learning for the learner to be awarded the National N Diploma, Level 6

3. Admission Requirements

Senior Certificate or National Senior Certificate or relevant NATED N3 qualification.

4. Duration

A minimum of three years and 18 months in-service training. Programmes are offered on Saturdays.

5. Study Guides

Study guides will be provided.

6. Pricing

Enquire at the nearest CTC campus for a current programme pricelist.

7. Additional Costs

Students must make provision for additional costs such as textbooks, stationery, examination rewrites and certificates.

8. Curriculum

Year 1:

SUBJECTS	
Semester 1	Semester 2
Office Practice N4	Information Processing N4
Entrepreneurship and Business Management N4	Communication N4

Year 2:

Office Practice N5	Public Administration N4
Communication N5	Information Processing N5

Year 3:

Office Practice N6	Legal Practice N5
Information Processing N6	Communication N6



Central Technical College (Reg No. 2014/FE07/001) is provisionally accredited by Umalusi, the Council for Quality Assurance in General and Further Education and Training. The accreditation numbers are as follows: Durban FET 00880PA, Cape Town 16FET0200040PA, Pretoria 16FET020032PA. Central Technical College is accredited with the Quality Council for Trades and Occupations (QCTO). The accreditation numbers are as follows: Durban 13/0007, Braamfontein 13/0026, Cape Town 13/0025, Pretoria 13/0027. (E&OE).

FET 2017 FACT SHEET

FACULTY OF MANAGEMENT AND HUMANITIES PART TIME

9. Career Fields

Once you have completed Management Assistant N6 at Central Technical College, you will be equipped to apply for the following positions:

- Administrative Assistant
- Personal Assistant
- Marketing Assistant
- Executive Secretary
- Data Capturer

10. Certification

On successful completion of the programme, you will receive a National Certification in Management Assistant.

***NATIONAL CERTIFICATE AT EACH LEVEL: N4, N5, N6**

***NATIONAL N DIPLOMA** (on completion of N4-N6 and 18 months in-service training).

All examinations are National Examinations, set and administered by the Department of Higher Education and Training.

Certificates and diplomas are conferred by the Department of Higher Education and Training.

All qualifications are nationally recognised by industry and universities.

Note:

- Number of modules for study - subject to choice of the individual student
- The duration for the completion of the National N Diploma (part time) is relative to each student
- Mode of instruction: Tuition is face to face
- Choice of modules to facilitate credits towards a qualification: National Certificate and/or National N Diploma
- Saturday classes: 08:00-14:00

11. Further Studies

Students may pursue further studies in the Faculty of Management and Humanities at a University of Technology.

Disclaimer

The information contained in this fact sheet is accurate at the time of printing. However, factors beyond the control of CTC (such as environmental, regulatory or technical changes) may cause the contents of this fact sheet or/of the programme to change. In the event of any such change, CTC will notify current students. All possible measures will be taken to minimise inconvenience to students.

I (Name of student):....., hereby acknowledge that I understand the information stated in this document and fully comprehend the specifics explained above pertaining to this qualification.

Signature of student:.....

Name of legal guardian:.....
(If applicable)

Signature:.....

Name of sales consultant:.....

Signature:.....

Date:.....

Please note the original signed copy should be kept on the student record file.



Central Technical College (Reg No. 2014/FE07/001) is provisionally accredited by Umalusi, the Council for Quality Assurance in General and Further Education and Training. The accreditation numbers are as follows: Durban FET 00880PA, Cape Town 16FET0200040PA, Pretoria 16FET020032PA. Central Technical College is accredited with the Quality Council for Trades and Occupations (QCTO). The accreditation numbers are as follows: Durban 13/0007, Braamfontein 13/0026, Cape Town 13/0025, Pretoria 13/0027. (E&OE).