



RPL Learnership in Business Administration Services - NQF Level 3

Qualification Title:

RPL Learnership in Business Administrative Services

Credits:	NQF Level:	Qualification ID:	Learning Programme:
121	Level 3	67465	23655

Duration:

6 and a half days over 12 months

Price:

R19, 350 Excluding VAT

About this learnership

This RPL (Recognition of Prior Learning) Learnership allows companies to send administrative staff with 1 - 2 years' work experience on 6 assessment preparation workshops, where they take part in guided discussions and assessment briefings designed to assist them in completing a Portfolio of Evidence on their administrative skills. These PoE's will be assessed and moderated, and if found competent, in all 5 areas, delegates will receive a National Qualification*.

What is needed before attending this learnership

Learners need at least a Grade 10 (Std 8) with 1-2 years' experience in an administrative role. They need to be competent at a Grade 10 Level in Maths Literacy and Communications (NQF Level 2).

Portfolio of Evidence (PoE)

- Team Management
- Managing Reception
- Events Management
- Business Numeracy
- Office Management and Business Communication

* Certificates are issued by the 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 (Learnership).

Contact Nadia now to make a booking or for a free Skills Development consultation:

Course Programme - Training Outcomes

QUALIFICATION BREAKDOWN

Unit Standard	Learning Unit / Module	Credits
Module 1		
14357	Demonstrate an understanding of a selected business environment	10
8420	Operate in a team	4
10170	Demonstrate understanding of employment relations in an organisation	3
9533	Use communication skills to handle and resolve conflict in the workplace	3
7860	Introduce new staff to the workplace	1
Module 2		
9960	Communicate verbally and non-verbally in the workplace	8
13930	Monitor and control the receiving and satisfaction of visitors	4
7177	Attend to customer enquiries face-to-face and on the telephone in a banking environment	5
7796	Maintain a secure working environment	1
7706	Maintain a booking system	3
13935 (SO1)	Plan and conduct basic research in an office environment	
7573	Demonstrate ability to use the World Wide Web	3
Module 3		
7570	Produce word processing documents for business	5
13934	Plan and prepare meeting communications	4
13929	Co-ordinate meetings, minor events and travel arrangements	3
9960	Communicate verbally and non-verbally in the workplace	8

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Course Programme - Training Outcomes

QUALIFICATION BREAKDOWN

Unit Standard	Learning Unit / Module	Credits
Module 4		
9013	Describe, apply, analyse and calculate shape and motion in 2- and 3-dimensional space in different contexts	5
9010	Demonstrate an understanding of the use of different number bases and measurement units and an awareness of error in the context of relevant calculations	4
7456	Use mathematics to investigate and monitor the financial aspects of personal, business and national issues	5
9012	Investigate life and work related problems using data and probabilities	5
13935 (SO2 & 3)	Plan and conduct basic research in an office environment	
Module 5		
11241	Perform basic business calculations	6
7567	Produce and use spreadsheets for business	5
13931	Monitor and control the maintenance of office equipment	4
13933	Plan, monitor and control an information system in a business environment	3
13937	Monitor and control office supplies	2
7785	Function in a business environment	4
Module 6		
8968	Accommodate audience and context needs in oral communication	5
8969	Interpret and use information from texts	5
8970	Write texts for a range of communication contexts	5
13935 (4&5)	Plan and conduct basic research in an office environment	

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