



# Fredstone

## City College

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### **NATIONAL CERTIFICATE VOCATIONAL (NCV)**

### **Office Administration Level 3**

Certification Body

**UMALUSI**

## **INTRODUCTION**

The National Certificate Vocational (NCV) Office Administration Level 3 is the 2<sup>nd</sup> (second) Year of a three year (Levels 2 - 4) qualification building on the knowledge and skills gained in the previous level (Level 2) that combines theory with Practical office skills in careers like Administrative Assistant, Receptionist, Data Capturer, Filing Clerk, Switch board Operator among others.

The practical component of the study is offered in a real workplace environment or in a simulated workplace environment. This provides students with an opportunity to experience workplace situations during the period of study.

## **ENTRY REQUIREMENTS**

National Certificate Vocation (NCV) Level 2

## **DURATION**

12 Months (1 Year)

## **EXAMINATION AND ASSESSMENT**

This qualification is externally assessed by Department of Higher Education and Training at the end of each level for the modules that the learner registered in that particular level. To qualify for this assessment, the learner has to obtain 40% in the Internal Continuous Assessments (Tests and assignments) conducted internally during the course of the year.

## **CERTIFICATION**

A National Certificate Vocational (NCV) certificate in Office Administration Level 3 will be issued on successful passing of all required modules. This certificate is issued by the UMALUSI as the quality assurance body in coordination with the Department of Higher Education and Training as the assessment organ.

## **ARTICULATION**

**Vertical Articulation (Progression):** Learners who successfully complete NCV Level 3 can proceed to NCV Level 4 as the last level of the qualification.

## CAREER OPTIONS

- ✧ Administrative Assistant
- ✧ Receptionist
- ✧ Switchboard Operator
- ✧ Data Capture
- ✧ Junior Secretary
- ✧ Filing Clerk

## REGISTRATION REQUIREMENTS

- ✧ Applicant's certified ID Copies
- ✧ Parent / Guardian ID Copies
- ✧ Proof of Address
- ✧ 2 ID Photos
- ✧ Certified latest academic transcript

## COURSE OUTLINE / LEVEL 3 MODULES

Subject Code	Subject Name	Credits	Field
<i>Fundamentals / Compulsory subjects</i>			
1. 04101113	English First Additional Language	19	3
2. 10401023	Mathematical Literacy	16	3
3. 07601023	Life Orientation	01	3
<i>Vocational compulsory subjects</i>			
4. 03061003	Business Practice	25	3
5. 03061013	Office Practice	25	3
6. 03061023	Office Data Processing	25	3
<i>Optional vocational subjects (Choose 1)</i>			
7. 03011003	Applied Accounting	25	3
8. -	2 <sup>nd</sup> Language	25	3
9. 03011033	New Venture Creation	25	3

## QUALIFICATION FEES STRUCTURE

*Registration fee is R1000.00 and Nonrefundable.  
(Registration and Admission only applies to new students)*

SUBJECTS	6 SUBJECTS	5 SUBJECTS	4 SUBJECTS	3 SUBJECTS	2 SUBJECTS	1 SUBJECTS
ADMISSION	R 1200.00	R 1000.00	R 800.00	R 600.00	R 400.00	R 200.00
MONTHLY INSTALMENTS	R 1200.00 * 12	R 1000.00 * 12	R 800.00 * 12	R 600.00 * 12	R 400.00 * 12	R 200.00 * 12
<b>TOTAL FEES</b>	<b>R 16 600.00</b>	<b>R 14 000.00</b>	<b>R 11 400.00</b>	<b>R 8 800.00</b>	<b>R 6 200.00</b>	<b>R 3 600.00</b>
EXAM ONLY	Registration: R 1200.00			R 600.00 Per Subject		

### College banking details

Standard Bank SA

Fredstone City College Pty Ltd

Account No: 10117596939

Branch code: 018105

Reference: Learner / Applicant full names

*NB: All deposit slips must be submitted to the college for recording*

EST 2005



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