



NATIONAL N CERTIFICATE MANAGEMENT ASSISTANT N6

INTRODUCTION

This course builds on the knowledge and skills that you gained in the previous level, and further prepares you for the workplace by introducing you to various aspects of the secretariat. It also equips you with more of the knowledge and skills that you need to work in the field with management assistant responsibilities. It's the final theoretical component to gain entry into internship

ENTRY REQUIREMENT

1. A National N Certificate: Management Assistant N5 or an equivalent qualification

DURATION

6 Months.

EXAMINATION / ASSESSMENTS

The learner is externally assessed by Department of Higher Education and Training at the end of each semester in the modules that the learner registered in that particular semester. 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 semester.

CERTIFICATION

A National N Certificate in Management Assistant N6 will be issued on successful passing of all required N6 modules. This certificate is issued by the Department of Higher Education and Training (DHET) as the assessment body in coordination with the Quality Council for Trades and Occupations (QCTO) as the quality assurance body

DIPLOMA ISSUING

A National N Diploma will be issued by the Department of Higher Education and Training after the 18 Months of in-service training on provision of all the required training evidence. This process will be managed by the college and it will take approximately 3 Months after the application date

COURSE OUTLINE / N6 MODULES

Subject Code	Subject Name	Credits	Field
<i>Compulsory Modules</i>			
1. 04021236	Office Practice N6	0.125	3
2. 06020275	Information Processing N6	0.125	10
<i>Choose two from the following</i>			
3. 21010024	Public Administration N4 or N5 or N6	0.125	8
4. 04090336	Entrepreneurship & Business Management N6/5/4	0.125	3
5. 06030165	Computer Practice N5	0.125	10

In order for a candidate to qualify for the Diploma, he/she must pass Information Processing N6

CAREER OPTIONS

- Office Managers
- Administrative Clerk
- Private Secretary
- Front desk receptionist

REGISTRATION REQUIREMENTS

- Applicant Certified ID / Passport copies
- Parent / guardian / next of keen ID copies
- 2 ID sized passport photographs
- Proof of address
- Certified N5 certificates & result statements

THE QUALIFICATION FEES STRUCTURE

Registration fee is R1000.00 and Nonrefundable.

SUBJECTS	4 SUBJECTS	3 SUBJECTS	2 SUBJECTS	1 SUBJECT
ADMISSION	R 1200.00	R 900.00	R 600.00	R 300.00
MONTHLY INSTALLMENT	R 1000 * 5 = R 5000	R 800 * 5 = R 4000	R 600 * 5 = R 3000	R 400 * 5 = R 2000
TOTAL FEES	R 7200.00	R 5900.00	R 4600.00	R 3300.00

College banking details

Bank Name: Standard Bank SA

Account holder: Fredstone City College Pty Ltd

Account Number: 10117596939

Branch code: 018105

Ref: Learner / Applicant full names