



Fact Sheet

Management Assistant



Creative &
Technology
Universitas

Management Assistant

FACULTY OF BUSINESS AND MANAGEMENT

Occupational Studies: 2024 Fact Sheet

Programme Title	SAQA ID	Credits	NQF
Occupational Certificate: Management Assistant	101876	316	5

Programme description

This qualification equips you with the skills to coordinate organisational activities, provide top-notch administrative support, and manage special projects. Whether working with a team or independently, you'll be the gatekeeper promoting a professional image for managers and organizations. Prepare to embark on a versatile career path with opportunities for further study and advancement in secretarial or personal assistant roles.

A qualified learner will be able to:

- ▶ Plan, organise and support department meetings and workshops.
- ▶ Apply appropriate personal and interpersonal skills to a range of situations to facilitate the smooth relations between internal and external stakeholders according to organisational standards.
- ▶ Apply basic knowledge of relevant administration governance, policies and procedures to manage resources effectively in the organisation.
- ▶ Plan, administer and provide support services to a special project within an organisation.
- ▶ Promote professional documentation by utilising effective and accurate information processing and research skills to enhance the professional image of the organisation or industry.

Mode of study | Duration

Day Classes (full time): 24 Months (5 days/week)

Evening Classes (part time): 24 Months, (2 x evening classes per week, 18:00 - 21:00, Mon & Wed or Tues & Thurs as well as 2 x Saturday classes per month)

Distance Learning (self study): 24 Months

This is a self-study programme. However, students will be privileged to attend tutorial classes twice a month from 9 am – 4 pm (Optional).

Programme outline

Year 1

- ▶ Document Management and Record-keeping
- ▶ Computerised Information Processing
- ▶ Resource and Procurement Management
- ▶ Social Media and Digital Literacy
- ▶ Office Protocol, Deportment and Etiquette
- ▶ Business Communication and Customer Services

Year 2

- ▶ Ready for Work Standards
- ▶ Basic Business Calculations
- ▶ Apply End User Computing
- ▶ Business Documentation and Design
- ▶ Meeting Administration
- ▶ Introductory Project Management

Admission requirements

The minimum entry requirement for this qualification is:

- ▶ NQF Level 4 qualification with Communication

Teaching and Learning Methodology

A blended teaching and Learning methodology is followed. All theory classes will be conducted Virtually through Lecturer-led interactive teaching on a national basis. A flipped classroom approach will be followed in some sessions. This means that students are introduced to content at home and practice working through it during the applicable session, either the virtual theory sessions or the practical sessions.

All students will be allocated to lecturers that are not necessarily based at the campus of enrollment but who will always be subject matter experts. CTU implements a national academic standard and all lecturers have been appointed on the same criteria and use the same academic content in the teaching and learning process. The adherence to a national academic standard is monitored by the Academic Management team at the Head office. Therefore, all students will continue to receive the same quality of education. Students will attend some practical, group, and research sessions on campus or virtually. The same work and time will be spent on both methods, face to face and VLIT, with students. Extra practical sessions can be booked at the campus with the Campus Operational Manager. Students will be expected to attend practical, group, and research classes on campus a minimum of two days a week, as per the campus schedule.

Textbooks and e-guides

A list of prescribed textbooks will be provided in your e-guides. Students will receive an electronic version of the academic guides (e-guides) for this programme on the Teaching and Learning platform. Access is available to an electronic library of textbooks on O'Reilly, and it is included in the fees. Refer to the [Device Specifications and Stationery List](#) document for more information.

Student Support

Student support sessions with the facilitator will also take place on a one-on-one basis either virtually or physically at the campus per appointment or per the academic schedule.

Certification

On successful completion and verification by the Quality Assurance Partner of the programme, the student will receive an Occupational Certificate Management Assistant. Note that the process of issuing a Certificate might take up to three years to be finalised.

Students may also get international certification in:

- ▶ **Year 1:** Microsoft Word
- ▶ **Year 2:** Microsoft PowerPoint

Further studies

Students may pursue further studies at CTU by enrolling for the Occupational Certificate – Bookkeeper.

Career fields

Students can be employed in the following career fields:

- ▶ Management Assistant
- ▶ Office Manager
- ▶ Office Administrator
- ▶ Administrative Supervisor

What is EISA?

The External Integrated Summative Assessment (EISA) is an integral and critical component of the QCTO's quality assurance system. It is a single national assessment leading to the awarding of an Occupational Certificate. EISA ensures that the assessment of occupational qualifications, part qualifications and trades is standardised, consistent and

credible.

For learners to qualify for entry to EISA, they must provide proof of completion of all required knowledge, practical and work experience modules as stipulated in the qualification. The statement of results obtained from the Skills Development Provider serves as proof that the candidate has satisfied all the requirements to be admitted to sit for EISA.

Pricing*

Programme	Registration fees	Tuition fee
Year 1	R9 000	R55 000
Year 2	R9 000	R57 750

* **Prices are subject to annual adjustments.**

Payment

Visit our website to view the payment method. [Payment Methods.](#)

[APPLY for Student Loan HERE!](#)

Additional costs

Students must make provision for additional items such as textbooks, stationery, supplementary examinations, research costs and printing, field trips etc.

Disclaimer

The content of this fact sheet is subject to change without notification due to market trends in the industry, legislation and/or programme version updates. Refer to website for the latest version of the prospectus. Creative & Technology Universitas, a division of CTU Training Solutions (PTY) Ltd, reserves the right to change the programme content without prior notice. Additional international exams may be written but are not included in the programme fee. Minimum student (capacity) group sizes will fall into the Virtual Instructor-Led programme commencing in the months of February & July of each year.

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.

Student signature:.....

Signature of legal guardian:.....

Name of legal guardian:.....

Consultant signature:.....

Name of sales consultant:.....

Date:.....

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

CONTACT US

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