



N4-N6 MANAGEMENT ASSISTANCE

This Management Assistant qualification provides opportunities to access typist, office administration, secretarial, receptionist and personal assistant careers. The person that will make a success of a career in administration or as management assistant is a person that is organised and methodical.

This course consists of an N4 Certificate, N5 Certificate and N6 Certificate. After completing the N6 Certificate students need to submit proof of 18 months experience in industry/practical in order to qualify for the National N-Diploma through the Department of Higher Education and Training.

ADMISSION REQUIREMENTS

Grade 12 or an equivalent qualification i.e N3 or NCV Level 4

The medium of teaching in this course is English and students must be able to speak and write English.

COURSE DURATION

6 months per level full-time (3 semesters to complete up to N6 level)
18 months practical experience

N4 CERTIFICATE

- Communication N4
- Office Practice N4
- Information Processing N4
- Computer Practice N4

N5 CERTIFICATE

- Communication N5
- Office Practice N5
- Information Processing N5
- Computer Practice N5

N6 CERTIFICATE

- Communication N6
- Office Practice N6
- Public Relations N5
- Information Processing N6

Note: After completing the N6 Certificate, students need to complete 18 months of practical experience in their area of study to obtain a National N-Diploma.