



Level 2 – BBB-EE



Ubuntu Enterprise Development (Pty) Ltd

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Level 1 – BBB-EE

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Promoting Skills

Imparting Experience

Enhancing Employability

National Certificate: Business Administration Services
NQF3
SAQA ID 67465

Unit Standards Covered in this 9 Month Learnership
Facilitated Online or Face-to-face

Core	7573	Demonstrate ability to use the World Wide Web
Core	8420	Operate in a team
Core	13929	Co-ordinate meetings, minor events and travel arrangements
Core	10170	Demonstrate understanding of employment relations in an organisation
Core	7785	Function in a business environment
Core	7860	Introduce new staff to the workplace
Core	7706	Maintain a Booking System
Core	7796	Maintain a secure working environment
Core	13937	Monitor and control office supplies
Core	13931	Monitor and control the maintenance of office equipment
Core	13935	Plan and conduct basic research in an office environment
Core	13934	Plan and prepare meeting communications
Core	13933	Plan, monitor and control an information system in a business environment
Core	7567	Produce and use spreadsheets for business
Core	7570	Produce word processing documents for business
Core	14357	Demonstrate an understanding of a selected business environment
Core	9533	Use communication skills to handle and resolve conflict in the workplace
Elective	8000	Apply basic business principles
Elective	13928	Monitor and control reception area
Elective	13930	Monitor and control the receiving and satisfaction of visitors
Elective	13932	Prepare and process documents for financial and banking processes

N.B. It is assumed that Learners have achieved Maths and English at NQF Level 3

Training Costs, recovered through SARS Allowances!