



Level 2 – BBB-EE



Ubuntu Enterprise Development (Pty) Ltd

Contact number: 041 363 0466  
Email: [nviniwe@ubuntued.co.za](mailto:nviniwe@ubuntued.co.za) / [nbeaton@ubuntued.co.za](mailto:nbeaton@ubuntued.co.za)

Level 1 – BBB-EE

17 Pickering Street, Newton Park, Port Elizabeth (Gqeberha)  
Website: [www.award.co.za](http://www.award.co.za) E mail: [admin@award.co.za](mailto:admin@award.co.za)

Promoting Skills

Imparting Experience

Enhancing Employability

## FET Certificate: Management - Administration

NQF4

SAQA ID 57712 L/P 58344

### Unit Standards Covered in this 9 Month Learnership

Facilitated Online or Face-to-face

Core	242816	Conduct a structured meeting
Core	242822	Employ a systematic approach to achieving objectives
Core	242821	Identify responsibilities of a team leader in ensuring that organisational standards are met
Core	242811	Prioritise time and work for self and team
Core	242824	Apply leadership concepts in a work context
Core	242819	Motivate and Build a Team
Core	242810	Manage Expenditure against a budget
Core	242829	Monitor the level of service to a range of customers
Core	242815	Apply the organisation's code of conduct in a work environment
Core	242817	Solve problems, make decisions and implement solutions
Elective	13915	Demonstrate knowledge and understanding of HIV/AIDS in a workplace, and its effects on a business sub-sector, own organisation and a specific workplace
Elective	110003	Develop administrative procedures in a selected organisation
Elective	110009	Manage administration records
Elective	109999	Manage service providers in a selected organisation
Elective	15234	Apply efficient time management to the work of a department/division/section

N.B. It is assumed that Learners have achieved Maths and English at NQF Level 4

Training Costs, recovered through SARS Allowances!