



62% Black Owned

Vital College

B-BBEE Level 2

SKILLS PROGRAMME: BA2 - ADMINISTRATIVE EFFICIENCY

Outcomes

Abilities and Skills Developed:

Planning and organising own work and maintaining files and records.

Establishing and maintaining work relationships.

Relating the purpose, content, form, frequency and recipients of a range of reports to the information needs.

Identifying time management profiles and understanding the principles of time management.

Drawing up and implementing time efficient work plans to carry out department / division / section work functions.

Developing a plan of action to enhance team performance and using a variety of strategies to deal with potential conflict in a team or group.

About

Business Administration Skills Programmes are based on the qualification Further Education and Training Certificate: Business Administration Services (SAQA 61595) at NQF level 4 and are intended for any individual who is interested in the administration function of any business/workplace. Several skills programmes may lead to attaining the full qualification.

They are designed to add value to work performance and is intended to enhance service delivery and standards within the field of management and administration with all sectors of the economy.

These Skills Programmes enable learners to acquire knowledge and the necessary skills and values needed to excel in administration within the business/workplace. This will include effective communication, ethics, service provider administration, effective teamwork and financial administration.

Unit Standards

Unit Std ID	Unit Standard Title	NQF Level	Credits
110021	Achieve personal effectiveness in business environment	4	6
110023	Present information in report format	4	6
15234	Apply efficient time management to the work of a department/ division/ section	5	4
13912	Apply knowledge of self and team in order to develop a plan to enhance team performance	3	5
			31

Requirements for these Skills Programmes

- LAPTOP OR SMARTPHONE
- ACCESS TO DATA OR WIFI

LEARNERS ACCESSING THIS SKILLS PROGRAMME SHOULD BE COMPETENT IN:

- COMMUNICATION AT NQF LEVEL 1 / STD 7 / GR 9
- MATHEMATICAL LITERACY AT NQF LEVEL 1 / STD 7 / GR 9

ENROLMENT

To enrol onto this course, you will need to create a student account by clicking on the link below.

WWW.VITALONLINE.CO.ZA/MOODLE/LOGIN

ONCE YOU HAVE CREATED AN ACCOUNT CLICK ON THE LINK BELOW TO TAKE YOU TO THE PAYMENT AND ENROLMENT PAGE FOR THIS COURSE.

[CLICK HERE](#)

Contact Us

Telephone: 031 573 5409

Email: training@vitalonline.co.za

Website: www.vitalonline.co.za

Facebook: Vital College

Instagram: @Vital_College