



Vital College

62% Black Owned

B-BBEE Level 2

SKILLS PROGRAMME: BA5 - SERVICE PROVIDER ADMINISTRATION

Outcomes

Abilities and Skills Developed

Describing the elements of service provider management.

Developing contracts for service providers and evaluating the deliverables.

Identifying and verifying the nature of service provision required and drafting basic terms of reference.

Utilising the most appropriate tool to source applications from prospective service providers.

Analysing articles and reports from current print and electronic media relating to a specific business sector or industry.

Demonstrating knowledge and understanding of the latest innovations and developments in technology that could impact a specific business sector or industry.

Analysing proposed business/industrial developments and issues in the media relating to labour that could impact on the physical environment.

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
109999	Manage service providers in a selected organisation	4	5
14552	Contract service providers	4	3
13943	Analyse new developments reported in the media that could impact on a business or industry	4	10
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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

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