



ICB
INTERNATIONAL
CERTIFICATIONS FOR BUSINESS

OLPR

Office and Legal Practice Professional Certificate

- Duration:** 48 study hours / 12 weeks
- Format:** Online, Distance or Classroom
- ICB Fees:** ICB Exam Fees + Registration
- Other Costs:** Study Materials + Tuition Fees

This professional certificate prepares students for the role and responsibilities of an administrative assistant, focusing on the essential skills and functions required to support an organisation effectively. Students will understand the secretary's role comprehensively, develop traditional and advanced technical skills and learn how to advise junior employees on performance. Emphasis is placed on professional telephone etiquette, managing routine business correspondence, drafting memoranda, minutes, and reports, and demonstrating organisational skills. Topics include reception and diary management, office equipment and ergonomics, office supplies management, creating and maintaining confidential records, mail handling, travel and events management, business document creation, banking and cash control, an introduction to business law, and relevant acts and laws for business.

FACT SHEET

MODULE / SUBJECT CERTIFICATE	IQB FULL QUALIFICATION CERTIFICATION*	NQF FULL QUALIFICATION*
<p>Receive a Subject Certificate endorsed by IQB for each successful subject.</p> 	<p>Receive a co-branded ICB and IQB Professional International Certification</p> 	<p>NQF level 5, SAQA ID- 23619 Credits 240. (Only for legacy students)</p> 

*only after completion of all subjects in qualification