



DURATION:	18 - 36 months
ENTRY REQUIREMENTS:	Grade 12 (Std 10) or NQF 3 or Equivalent
ICB FEES:	From: R1050 per subject + annual registration
ACCREDITATION:	NQF 5 – 6 or IQB Professional International Certificate.



Office Administration Qualification

FOUNDATION LEVEL



INTERMEDIATE LEVEL



ADVANCED LEVEL

Office Administrator

Senior Office Administrator

Office Manager

18 MONTHS

SUBJECTS

- Business and Office Administration 1 (BOA1)
- Bookkeeping to Trial Balance (BKTB)
- Business Literacy (BUSL)
- Marketing Management and Public Relations (MMPR)
- Business Law and Administrative Practice (BLAP)
- Cost and Management Accounting (CMGT)

Accreditation

*Certificate: Office Administration NQF L5 (SAQA ID: 23618)

or
IQB Professional International Certificate

+ 9 MONTHS

SUBJECTS

- Business and Office Administration 2 (BOA2)
- Human Resources Management and Labour Relations (HRLR)
- Economics (ECON)

Accreditation

*Higher Certificate: Office Administration NQF L5 (SAQA ID: 23619)

or
IQB Professional International Certificate

+ 9 MONTHS

SUBJECTS

- Business and Office Administration 3 (BOA3)
- Financial Statements (FNST)
- Management (MGMT)

Accreditation

*Diploma: Office Administration NQF L6 (SAQA ID: 35958)

or
IQB Professional International Certificate



*NQF only applicable to students who enrol prior to 30 June 2026

