



# Part-Time Qualification

## HIGHER CERTIFICATE IN OFFICE ADMINISTRATION

The Independent Institute of Education (The IIE)

(Contact: Part-time)

This qualification is an entry level qualification which is vocational and industry orientated. It encapsulates introductory knowledge in the areas of general business administration within an office environment and will prepare the successful graduate for a position in the general business environment. If you would like an office job, or are looking for a career in office administration then this qualification is for you.

### What is this Higher Certificate's accreditation status?

This IIE Higher Certificate is accredited by the Council on Higher Education (CHE) and is also registered by the South African Qualifications Authority on the National Qualifications Framework (NQF) as a 120-credit qualification on Level 5 (SAQA ID No: 73371).

### Who is this Higher Certificate aimed at?

This qualification is aimed at students who wish to develop their administration and management support skills, including communication skills and other related vocational skills.

## What entry requirements will I need to study this Higher Certificate?

Minimum Admission Requirements	English	Notes
NSC: HC pass with	30%	
NC(V): HC pass	40%	
SC: Endorsement - none	33.3%	
SC(a): HC pass with	A minimum of 30% in LOLT in NSC/ SC(a) <b>OR</b> with a min. of 33.3% in SC	
International	A SAQA Evaluation Certificate with NSC L4 equivalence with at least 30% or equivalent for English. Refer to the International Admissions Spreadsheet	
<b>Senate Discretionary Admissions</b>	Mature Age Exemption	Candidates must have attempted the Senior Certificate or equivalent, attained the age of 23 before or during the first year of registration with three years' work experience and proven ability relating to the proposed programme as well as adequate communication skills; <b>OR</b> Candidates must have attained the age of 45 before or during the first year of registration.
	Recognition of Prior Learning (RPL)	Where candidates do not satisfy the formal admission requirements for this qualification, The IIE may consider an admission application in terms of the Credit Accumulation and Transfer, Recognition of Prior Learning and Qualification Completion Policy (IIE010).
	General Education Development (GED) - An USA qualification developed by the American Council on Education (ACE)	Candidates with a GED qualification may be admitted if they have a SAQA Evaluation Certificate with NSC L4 equivalence as well as NBT: AQL results and have obtained a score of at least 37 for Academic Literacy (AL) and a score of at least 37 for Quantitative Literacy (QL).
	OQSF Qualifications	Candidates with an OQSF Level 5 or N4-N6 qualifications or combination of N3 and SC subjects, or an NSC (FET Colleges) with N3 subjects may be admitted to Higher Certificate Studies.

## **What is The Teaching and Learning Strategy of The IIE's Varsity College, and how will it help prepare me for the 21st century working world?**

Our teaching and learning approach is based on active learning which enables us to focus on the skills you need to succeed in the New World. This way, the student is at the centre of learning. Academic life, we believe, should be as relevant and participative as possible – a dynamic, two-way exchange. This enables students to:

- Engage with subject material
- Build understanding
- Develop critical thinking and problem-solving skills for the 21st Century workforce.

This collaborative approach teaches you how to think, and to ask questions; the right questions. We call it New World Thinking.

Our active learning approach is structured as a blend between online and face-2-face lectures. This allows us to take learning beyond the confines of the lecture room. Our Learning Management System called VCLearn enables this blend and affords you a range of approaches to teaching and learning, and resources that are designed to promote self-organised learning and thought leadership.

## **How is this Higher Certificate structured?**

The IIE Higher Certificate in Office Administration is an 18-month programme and consists of 8 modules. This qualification is offered via the part time contact mode of delivery. Students will be required to complete various forms of assessments and activities, with final assessments being written at the end of the semester. Please engage with your consultant for the full qualification fee.

Please note that in line with academic practice, The IIE's curriculum is annually reviewed thus changes may occur in module structure and sequence in order to ensure that the qualification remains relevant. The exit level outcomes of the programme do not change. Registered students receive an updated programme curriculum on an annual basis.

## What will I study in this Higher Certificate?

### CURRICULUM FOR STUDENTS STARTING IN 2021

#### Year 1

Module	NQF Level	Credit Value
Semester 1		
Quantitative Thinking and Techniques IQTT5111p	5	15
Digital and Academic Literacies DIAL5111p	5	15
Office Administration 1A OFAD5111p	5	15
Semester 2		
End User Computing (C) ENUC5112p	5	15
Office Administration 1B OFAD5112p	5	15
Business Management 1B BUSM5112p	5	15

#### Year 2

Module	NQF Level	Credit Value
Semester 1		
Introduction to Public Relations INPR5111p	5	15
Work Integrated Learning XCOA5129p	5	15

#### **Work Integrated Learning (WIL)**

The aim of this practical component is to provide students with the opportunity to apply their skills and knowledge covered in the theoretical modules of this programme to different areas of law. A series of practical individual and group tasks, all of which form part of a Portfolio of Evidence (PoE), need to be completed for this practical component of the programme.

Students must complete the Work Integrated Learning component to achieve the graduation requirements of this programme.

#### **What must I pass in order to graduate with this Higher Certificate?**

In order to be awarded this qualification, you must have achieved a minimum final year mark of fifty percent (50%) for each module on the programme; and have met all the Work Integrated Learning requirements, where applicable.

#### **How long do I have to complete this qualification?**

Students have a maximum of 3 years to complete this qualification.

## **With what qualification will I graduate?**

You will graduate with The IIE Higher Certificate in Office Administration

## **Career opportunities: what employment opportunities can I pursue after I have completed this Higher Certificate?**

After completion of this IIE qualification you can pursue a career as a:

- Sales administrator
- Office administrator
- Personal assistant
- Receptionist
- Data-capturer
- Administrator
- Admin clerk or secretary.

## **Website for you to visit:**

<https://www.opsa.org.za/>

<https://www.pnet.co.za/jobs/Admin-Office-Support-Services.html>

<http://www.saspa.co.za/>

<https://www.chartsec.co.za/>

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*Disclaimer: Please note that this fact sheet is accurate at the time of publication. The Independent Institute of Education (The IIE) reserves the right to alter any of the content prior to commencement of registration due to changes in regulation, policy, market requirements or any other valid reason.*



## **British Accreditation Council**

The IIE is not only accredited in South Africa but its dedication to providing quality education also led to it being accredited by the British Accreditation Council (BAC) in 2014. The British Accreditation Council is an independent authority in the United Kingdom that accredits private providers globally, including Greece, Switzerland, Singapore, India, Mauritius and the United Arab Emirates. In 2017 The IIE had its accreditation status confirmed by the BAC as an Independent Higher Education Institution confirming our confidence in the international comparability of our standards.

“South African students need to know, when they select a private higher education institution,

that the standards offered are equivalent to those of a public University. Our students get this from our extensive local accreditation and registration. The students also benefit from knowing that we meet international standards too. The IIE is accredited as an Independent Higher Education Institution by the British Accreditation Council. Locally and internationally we have demonstrated the quality of what we offer,” said Dr Coughlan, Director, The Independent Institute of Education.

The IIE’s Varsity College students can be confident that their IIE learning experience meets international best practice standards.