

Fasset Learnerships: Certificate Office Administration



Professional Body:	The Institute of Certified Bookkeepers (ICB)
Learnership Title:	Office Administration Learnership
Learnership Code:	01/Q010021/00/120/5
NQF Level:	5

The ICB was established in 1931 with the objective of promoting quality training and qualifications for Junior Bookkeepers, Senior Bookkeepers and Accounting Technicians in Southern Africa, as well as providing qualifications in the realm of Office Administration and Business Financial Management.

Since then thousands of learners have completed their studies through the ICB and have become members of the professional body which accrues various benefits to those who have maintained their membership by paying their annual subscriptions to the ICB.

All the qualifications are South African based and are registered on the South African National Qualifications Framework (NQF) and the outcomes are relevant to the South African market. The ICB is owned by the Institute of Financial Accountants (IFA) and the International Association of Bookkeepers (IAB), both based in the United Kingdom. Together the ICB, IFA and IAB are represented in over 100 countries around the world, and together represent over 35 000 Bookkeepers, Accounting Technicians and Financial Accountants. Learners, who have achieved certain qualifications of the ICB, may apply for membership of either the IFA and/or IAB.

Learnership Information

It is presumed that learners are competent in Communication and Mathematical Literacy at NQF Level 4. A process of Recognition of Prior Learning is in place. This allows the learner to apply to the Institute for credits towards the registered qualification based on previous work experience and/or previous qualifications relevant to the learnership.

Syllabus

This learnership comprises of both a theory and practical component. The theory component is assessed by national assessments set and administered by the Institute. The practical component is assessed by a registered assessor in the workplace as stipulated in the assessment guidelines document.

1. Theory component

This is the structured learning component of the learnership. Learning is to be completed at an accredited training provider and the learner is assessed via the means of a three hour time constraint assessment (examination) in the following learning areas:

- a. Communication
- b. Public Relations
- c. Administrative Practice
- d. Business and Office Administration
- e. Financial Accounting
- f. Cost and Management Accounting
- g. Marketing

2. Practical Component

This is the work-based component of the learnership. Learners are required to undergo monitored workplace training, after which the learner will be assessed against the practical component of the learnership. The practical component must be completed at an accredited workplace provider.

Duration of the Learnership

The duration of this learnership is twelve (12) months, during which time the learner is required to complete both the theory and practical components of the learnership.

Assessments

The theory component of the learnership is assessed by the learner completing a three hour assessment (examination), whilst the practical component of the learnership will be assessed after the learner has completed the required practical portfolio of evidence.

Work functions

This learnership provides an opportunity for the learner to acquire a range of administrative skills crucial to the successful functioning of any organisation.

Contact Details:

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