



**Growth Institute**  
 Workplace Integrated Training Solutions  
*An approved private college*

## WORK READY IN ONE YEAR<sup>1</sup>

### Program Details: Office Administration<sup>2</sup>

Program Level	Foundation Level (NQF 4)	Intermediate Level (NQF 5)	Advanced Level (NQF 6)
<b>Entry Requirements</b>	Grade 12 or equivalent. No prior accounting knowledge needed	Completion of the Foundation Level Program	Completion of Intermediate Level Program
<b>Program Cost (Price per Module Includes Professional Body Fees, Class Fees, Books, Exam Fees and Annual Online Exam Coach Licence)</b> <b>Notes:</b> 1. Prices exclude VAT at the current rate	Once-Off Deposit: R 3 280 per student Price Per Module: R 3 280 per module	Once-Off Deposit: R 3 280 per student Price Per Module: R 3 280 per module	Once-Off Deposit: R 3 280 per student Price Per Module: R 3 280 per module
<b>“Pay As You Go” Option Available</b>	Yes (Terms and Conditions Apply)	Yes (Terms and Conditions Apply)	Yes (Terms and Conditions Apply)
<b>Program Duration</b>	18 months	9 Months	9 Months

<sup>1</sup> Growth Institute embraces a philosophy of innopreneurship and creating one’s own work instead of search for jobs. Students are provided with all the skills to become independent service providers within the economy.

<sup>2</sup> The accredited provider for this program in the Growth Group is Workplace Integrated Training Solutions.

Program Level	Foundation Level (NQF 4)	Intermediate Level (NQF 5)	Advanced Level (NQF 6)
<b>Subjects</b>	<ul style="list-style-type: none"> <li>• Bookkeeping to Trial Balance</li> <li>• Business and Office Administration</li> <li>• Business Literacy A &amp; B<sup>3</sup></li> <li>• Marketing Management and Public Relations</li> <li>• Business Law and Administrative Practice</li> <li>• Cost and Management Accounting</li> </ul>	<ul style="list-style-type: none"> <li>• Business and Office Administration II</li> <li>• Human Resources Management &amp; Labour Relations</li> <li>• Economics</li> </ul>	<ul style="list-style-type: none"> <li>• Business and Office Administration III</li> <li>• Financial Statements</li> <li>• Management</li> </ul>
<b>Qualification Details</b>	Certificate: Office Administration SAQA ID 23618 120 credits	Higher Certificate: Office Administration SAQA ID 23619 240 credits	Diploma: Office Administration SAQA ID 35958 360 credits
<b>Professional Body Memberships</b>	<a href="#">Institute of Certified Bookkeepers &amp; Accountants</a>	<a href="#">Institute of Certified Bookkeepers &amp; Accountants</a>	<a href="#">Institute of Certified Bookkeepers &amp; Accountants</a>
<b>Professional Body Designations<sup>4</sup></b>	<b>YES</b>	<b>YES</b>	<b>YES</b>

<sup>3</sup> Students are encouraged to pass this exam at Level 5, otherwise they have to repeat the subject every year

<sup>4</sup> Subject to the requirements of the relevant professional body

<b>Program Level</b>	<b>Foundation Level (NQF 4)</b>	<b>Intermediate Level (NQF 5)</b>	<b>Advanced Level (NQF 6)</b>
<b>Can I get tax rebates for this learnership</b>	<p>Yes. The workplace could qualify for the following tax deductions on the IT 118 form:</p> <ul style="list-style-type: none"> <li>• Minimum of R 40 000 per person at start or learnership</li> <li>• Minimum of R 40 000 per person at end of learnership</li> </ul> <p>Note: The rebate increases to R 60 000 per person with a disability certified by a doctor.</p>	<p>Yes. The workplace could qualify for the following tax deductions on the IT 118 form:</p> <ul style="list-style-type: none"> <li>• Minimum of R 40 000 per person at start or learnership</li> <li>• Minimum of R 40 000 per person at end of learnership</li> </ul> <p>Note: The rebate increases to R 60 000 per person with a disability certified by a doctor.</p>	<p>Yes. The workplace could qualify for the following tax deductions on the IT 118 form:</p> <ul style="list-style-type: none"> <li>• Minimum of R 40 000 per person at start or learnership</li> <li>• Minimum of R 40 000 per person at end of learnership</li> </ul> <p>Note: The rebate increases to R 60 000 per person with a disability certified by a doctor.</p>
<b>Is program flexible to suit the needs of people already in the workplace?</b>	Yes	Yes	Yes
<b>Do students have access to an Online Learning Platform?</b>	Yes. An annual license fee applies. Call for more details	Yes. An annual license fee applies. Call for more details	Yes. An annual license fee applies. Call for more details
<b>What can I do on completion of the program?</b>	<ul style="list-style-type: none"> <li>• Become an effective office administrator <ul style="list-style-type: none"> <li>• Master basic bookkeeping</li> </ul> </li> <li>• Understand cost accounting principles</li> <li>• Understand marketing &amp; PR principles</li> <li>• Understand the principles of economics <ul style="list-style-type: none"> <li>• Understand HR principles</li> </ul> </li> <li>• Understand management and accounting principles <ul style="list-style-type: none"> <li>• Apply learning to the real world</li> </ul> </li> </ul>		
<b>Can these programs be linked to learnerships?</b>	Yes		

Program Level	Foundation Level (NQF 4)	Intermediate Level (NQF 5)	Advanced Level (NQF 6)
<b>How much study must be undertaken?</b>	<p>Each program requires a <u>minimum</u> of:</p> <ul style="list-style-type: none"> <li>• 40 hours per module in terms of class work               <ul style="list-style-type: none"> <li>• 40 hours per module self-study</li> </ul> </li> </ul> <p>Learnership programs require an additional minimum of 20 hours workplace experience per subject</p>		
<b>Is this program internationally accredited?</b>	<p>Programs are recognised by local and international professional bodies that are in partnership with the ICB who is the independent examining body for all qualifications associated with this program</p>		
<b>Besides the Institute of Certified Bookkeepers and Accountants (ICBA), which other professional bodies recognise the qualification associated with the program?</b>	<p>Other professional bodies could have specific entry requirements to consider</p>		