



Growth Institute
 Workplace Integrated Training Solutions
An approved private college

WORK READY IN ONE YEAR¹

Program Details: Office Administration²

Program level	Foundation Level (NQF 4)	Intermediate Level (NQF 5)	Advanced Level (NQF 6)
Entry requirements	Grade 12 or equivalent. No prior accounting knowledge needed	Completion of the Foundation Level Program	Completion of Intermediate Level Program
Program cost for self-funded private students	Prices available on request. Subsidies offered for high performing students		
# of subjects	7	3	3
Corporate learnership/apprenticeship cost	Available on request	Available on request	Available on request
“Pay as you go” option available	YES		
Program duration	18 months	9 Months	9 Months
Subjects	<ul style="list-style-type: none"> • Bookkeeping to Trial Balance • Business and Office Administration • Business Literacy A & B³ • Marketing Management and Public Relations • Business Law and Administrative Practice • Cost and Management Accounting 	<ul style="list-style-type: none"> • Business and Office Administration II • Human Resources Management & Labour Relations • Economics 	<ul style="list-style-type: none"> • Business and Office Administration III • Financial Statements • Management
Qualification details	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

¹ 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.

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

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

Program level	Foundation Level (NQF 4)	Intermediate Level (NQF 5)	Advanced Level (NQF 6)
Professional body memberships	Institute of Certified Bookkeepers & Accountants	Institute of Certified Bookkeepers & Accountants	Institute of Certified Bookkeepers & Accountants
Professional body designations ⁴	YES	YES	YES
Can i get tax rebates for this learnership	<p>Yes. The workplace could qualify for the following tax deductions on the IT 118 form:</p> <ul style="list-style-type: none"> • Minimum of R 40 000 per person at start or learnership • Minimum of R 40 000 per person at end of learnership <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"> • Minimum of R 40 000 per person at start or learnership • Minimum of R 40 000 per person at end of learnership <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"> • Minimum of R 40 000 per person at start or learnership • Minimum of R 40 000 per person at end of learnership <p>Note: The rebate increases to R 60 000 per person with a disability certified by a doctor.</p>
Is program flexible to suit the needs of people already in the workplace?	Yes	Yes	Yes
Do students have access to an online learning platform?	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
What can i do on completion of the program?		<ul style="list-style-type: none"> • Become an effective office administrator <ul style="list-style-type: none"> • Master basic bookkeeping • Understand cost accounting principles • Understand marketing & PR principles • Understand the principles of economics <ul style="list-style-type: none"> • Understand HR principles • Understand management and accounting principles <ul style="list-style-type: none"> • Apply learning to the real world 	
Can these programs be linked to learnerships?		Yes	
How much study must be undertaken?		<p>Each program requires a minimum of:</p> <ul style="list-style-type: none"> • 40 hours per subject in terms of class work <ul style="list-style-type: none"> • 40 hours per subject self-study <p>Learnership programs require an additional minimum of 20 hours workplace experience per subject</p>	
Is this program internationally accredited?	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		
Besides the institute of certified bookkeepers and accountants (icba), which other professional bodies recognise the qualification associated with the program?	Other professional bodies could have specific entry requirements to consider		

⁴ Subject to the requirements of the relevant professional body