

PHYSICAL LOCATIONS

Campus A

No 6 Kotze street Next to McDonald's restaurant

Campus B

No 100 Beyers Naude Next to the police station (Venue for classes for this qualification)

Campus C

87 Beyers Naude street (also known as student support center)

Main Campus

Portion 24 & 50 of Farm Kroondal 304

Kwamhlanga Campus

Mandela Outline Kameelpoortnek C

CONTACT DETAILS

Tel: 014 592 9121

WhatsApp: 014 592 0963/ 0785467282

Email: info@springfieldfet.co.za

Email: springfieldfet@gmail.com

www.springfieldfet.co.za

Apply online: <https://www.springfieldcollege.co.za/Admissions/AddStudent.aspx>



MANAGEMENT ASSISTANT Occupational Certificate NQF Level 5

Accreditation

QCTO 06-QCTO/SDP061125043112

SAQA ID:101876, NQF Level 05

Why study with Springfield College

- **Accredited Program:** Springfield College offers accredited programs recognized by relevant educational authorities, by ensuring that your qualification is valued by employers.
- **Experienced Faculty:** Our College boasts a team of qualified and experienced educators who bring industry knowledge and practical expertise in the classroom
- **State-Of-The-Art Facilities:** Modern learning environments, including well-equipped classrooms and computer labs.
- **Affordable Fees:** The College provides competitive tuition fees, with options for

Course Entry Requirements

- Grade 12 or any equivalent qualification
- You need to be 16 years of age
- If you don't have grade 12. You can start with a noncredit bearing bridging course
- You could be credited for some subjects on Nated courses if those subjects articulate with the modules you are going to study
- Proficiency in reading and writing in English will be an added advantage

Non Credit bearing (Bridging Course)

A non-credit bearing course will be applied as a precursor to RPL assessment, this will be mandatory to any person who does not meet the minimum course entry requirements

Old Legacy Nated Courses N4-N6 Financial Management

Credit transfer will be considered for some students who are in the process of completing their National Diploma and a student who has completed N4, N5 or N6 will be admitted into this qualification

Occupational Qualifications NQF Level 5 Bookkeeping

Qualification Overview

This is a comprehensive, industry-recognized qualification quality assured by the Quality Council for Trades and Occupations (QCTO). It is designed to equip learners with the knowledge, practical skills, and work experience need to operate as professional bookkeeper across all sectors of commerce and industry.

Key Components

The qualification includes three components: Knowledge (theoretical understanding), Practical skills (applying theory), and Workplace Experience (structured learning in a work environment).

Key Learning Outcomes

Career Opportunities

- Frontline Reception
- Personal & General
- Secretarial Service
- Administrative Assistant
- Data Capturer
- Management Assistant
- Office Administrator
- Personal Assistant
- Typist
- Administrator
- Switchboard Operator

Choosing a career in Management assistant

Vertical and Horizontal Articulation

Horizontal articulation (at NQF level 5) in higher certificate in accounting, Higher

Vertical Articulation

Learning Modes

Springfield offers traditional on-campus learning experiences, it has physical campuses and facilities for in-person classes. A mix of on and off campus blended learning is part of the structure of delivery for this qualification with a blend of online lessons

Campus Life

Our campuses are more than just a place to learn- it's a vibrant community that offers endless opportunities for growth, connection and fun, while ensuring a safe and secure campus.

Learner Support

Springfield College offers learner support services including academic advices, guidance from registration to certification, administrative queries, financial support and support is also assessed on individual level to meet each student's specific needs.

Learner Feedback

"I feel more confident in my ability to apply the skills learned in this course"

"The lecturer was approachable and responsive to questions"

"The admin team is very patient and kind, they helped me understand my fee structure and how to break them down to my financial capabilities"

