



OCCUPATIONAL QUALIFICATION: MANAGEMENT ASSISTANT

SAQA ID 101876, Credit 316, NQF Level 05

A management assistant provides administrative support to managers and executives. They schedule appointments, manage calendars, organize meetings, prepare reports, and handle correspondence. They also maintain databases, update records, and assist with budgeting. A management assistant ensures the smooth operation of a business by managing day-to-day administrative tasks and supporting senior leadership. They have excellent organizational and [communication skills](#), be proficient in technology, and be able to work in a fast-paced environment.

What are the duties and tasks of a Management Assistant?

A management assistant is responsible for organizing all clerical and administrative tasks in an organization by

- setting up appointments and meetings,
- updating records,
- writing reports,
- preparing important documents.

They can do multitasking and possess excellent communication and strong decision-making skills to be able to recruit and train sales associates, inventory monitoring, and ordering merchandise that is on-demand aside from conducting research about competitive products and analysing customer behavior to meet customer expectations.

What skills do I need to become a Management Assistant?

These are the skills you need to become a successful [Management Assistant](#):

- Have strong communication skills
- Have great interpersonal skills
- Be adaptive and ready for change
- Be hard-working
- Have a good attitude
- Be tech-savvy
- Have good organisational skills
- Be able to mediate situations
- Leadership skills
- Problem-solving skills
- Be a proactive thinker

What are the minimum entry requirements to study Management Assistant?

What is the minimum entry level?

Grade 9, NQF Level 1 with English & Mathematical Literacy

Recognition of Prior Learning (RPL):

RPL for access to the external integrated summative assessment: Accredited providers and approved workplaces must apply the internal assessment criteria specified in the related curriculum document to establish and confirm prior learning. A statement of result or certified work experience record must then be issued by the accredited provider or workplace to confirm prior learning.

Articulation Options Horizontal Articulation:

- Occupational Certificate: Office Administrator, Level 5.
- Occupational Certificate: Conference and Events Organiser, Level 5.
- Certificate: Executive Secretarial Studies, Level 5, (ID: 57204).

Vertical Articulation:

- Diploma in Conveyancing Secretary, Level 6 (ID: 15536).
- Diploma: Professional Secretary, Level 6 (ID: 21073).
- Higher Diploma in Legal Secretary, Level 6 (ID: 15539).
- Diploma in Office Support and Secretarial Studies, Level 6 (ID: 6067)
- National Diploma in Office Management and Technology, Level 6 (ID 2252).

What can I become?

These are the jobs that are available for you when you complete your course

- Management Assistant
- Senior Personal Assistant
- Medical Assistant
- Receptionist
- Secretary

Where can I work?

- Hospitals and clinics, Municipalities
- Government Departments
- Manufacturers
- Research organisations
- SA Defence Force
- Mines
- Department of Agriculture

What is the duration of the course?

- The Duration is 3 years

How Much is the tuition fees?

- Registration fees: R1000
- Deposit fess: R5000 (**Includes Course Materials, Student Card, Assessment fees, Certification fees**)
- Monthly Instalment Fees: R2000

