



Business & Management (N4):

# N4 Management Assistant

National Certificate

## I. KEY QUALIFICATION DETAILS

Detail	Description
Qualification Category	Business & Management (N4)
NQF Level	5 (N4)
SAQA Qualification ID	66876
Minimum Credits	60 Credits
Estimated Duration	1 semester

The curriculum is fully aligned with Quality Council for Trades and Occupations (QCTO) standards, ensuring practical expertise for industrial environments.

## II. ENTRY AND PROGRESSION

The foundational qualifications required to start this course and the subsequent academic pathways available after successful completion are detailed below.

### Minimum Entry Requirements:

- Service Letters must: Be on an official company letterhead, Indicate the period of employment, State the position held and duties performed, and Be signed and dated by the employer

### Promotion Requirements:

Successful completion of four instructional offerings at N4 level for progression to N5

### Articulation Options:

Progress to N5 and N6 Management Assistant

## III. COURSE CONTENT & FOCUS

The curriculum is fully aligned with Quality Council for Trades and Occupations (QCTO) standards, ensuring practical expertise for industrial environments.  
Office Practice N4; Information Processing N4; Communication N4; optional Computer Practice/Accounting modules

### Core Content Areas:

Office administration, information processing, business communication

### Compulsory Modules:

Office Practice N4; Information Processing N4; Communication N4.

### Optional Specialization:

Computer Practice N4, or an alternative approved module

## IV. CAREER OUTLOOK

Potential job titles, relevant industries, and opportunities for professional advancement are outlined following this heading.

### Career Path / Outcomes / Jobs:

Office admin, management assistant

### Industry Relevance:

Office administration, administrative assistant roles; foundation for NQF 6 supervisory roles.

## V. FINANCIAL INFORMATION

Mandatory registration costs, applicable payment schedules, and the overall fee structure for the qualification are presented in the text below.

### Registration Cost:

All registration requires a **non-refundable R 950** registration deposit that forms part of the overall course fee.

## Overall Fee:

Deposit: R 1450 (Full Qualification and Skill Programme Courses Only (Issuing of student Card/Number))

Payment Terms: 5 x R 750


**Total Cost: R 6150**

## CONTACT US

Contact details, including the official website, dedicated email address, and primary telephone number, are available for direct communication.

 [www.rihinstitute.co.za](http://www.rihinstitute.co.za)

 [richbaminvestmentsales@outlook.com](mailto:richbaminvestmentsales@outlook.com)

 +27 71 348 1720



View the SAQA Course Details:

<https://regqs.saqa.org.za/viewQualification.php?id=66876>

## MORE ABOUT US

### OUR MANDATE

RIH Institute was established to bridge this gap. We provide accredited, practical training that directly fuels the region's most vital industries.

### THE OPPORTUNITY

The Steelport region is the engine room of South Africa's mining sector, a global hub for platinum and chrome. This world-class industry demands a world-class workforce.

### THE CHALLENGE

As identified by industry veterans, a critical gap exists for certified, high-demand artisan and technical skills. Local industry requires job-ready professionals who can immediately contribute to complex, high-stakes operations.



## CREDENTIALS

### Primary Accreditation Body:

Quality Council for Trades and Occupations (QCTO)

### Accreditation Numbers:

**09-QCTO/SDP131124082647** for National Certificates in Human Resource Management and Management Assistant (N4, N5, N6 levels)

Trade Test Centre (TTC):  
AC TTC070225201340



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*Bothashoek, Phologong Section, Burgersfort, Limpopo, 1150*