



MANAGE GENERAL ADMINISTRATION

Unit Standard: 114805



Course Information



Qualification Title	Further Education and Training Certificate: New Venture Creation
Course Title	Manage General Administration
Course Level	4
Course Credits	4
Course Duration	Three days
Cost of Course	R 2 800,00 per delegate (excluding 15% VAT)

Course Overview

The person credited with this Unit Standard can correctly process payments to suppliers, employees, and vendors and manage and coordinate all promotional activities to general sales.

Further Education and Training Certificate: New Venture Creation

Who Should Attend?	• Office Administrator or anyone involved in the general administration of an organisation. • Entrepreneurs.
Course Objectives	• Processing payments. • Coordinating and monitoring promotional activities. • Controlling and dealing with confidential information and documents. • Implementing control measures with individuals.
Benefits	Benefits of this course include learning to: • Work effectively with others when coordinating promotions • Organise and manage oneself and one's activities responsibly and effectively to manage the cost management and promotional activities • Collect, analyse, organise and critically evaluate all information when preparing for a promotion, and manage cash flow • Use science and technology effectively when making payments to suppliers, employees vendors etc. • Understand the world as a set of related systems whereby, effective cash management ensures the success of a business

Course Content

Course Modules	Course modules consist of: 1. Process payments. 2. Coordinate and monitor promotional activities. 3. Control and deal with confidential information and documents. 4. Implement control measures with individuals.
Certification and Assessments	All delegates who complete the summative assessment will be assessed, moderated, and receive a SOR (Statement of Results). Thereafter a Certificate of Competence from WWiSE (or SETA for qualifications) will be issued.

About WWiSE

Who are we?

World Wide Industrial & Systems Engineers (WWiSE) is an ISO consultancy, training, business solutions, and systems implementation firm based in Southern Africa that provides clients with effective business processes management solutions in preparation for ISO compliance. The solutions we provide and implement allow our clients to compete favourably in modern competitive business environments, both locally and internationally. We also strive to be the leading training providers in SHERQ, ISO, Engineering, Finance, Business, and Project Management.

What do we do?

Our services are aimed at the improvement of quality, efficiency, knowledge, and competitiveness of client companies. This service range includes:

- ISO and SHERQ Systems implementation services, whereby we assist clients in meeting the requirements of (but not limited to) ISO 9001, 14001, 22000, 31000, 27001, 20000-1, 50001, and ISO 45001 Standards.
- Integrated Management Systems development whereby we integrate several business systems and management solutions into a single management system to comply with standards.
- Training of all employees (Shop Floor to Executive Management) in the fields of SHERQ, Engineering, Finance, Business, and Project Management to meet job responsibilities and expertise requirements of International Standards.
- ISO and Legal Auditing which includes Gap Analysis Audits, Product, Process, Procedural, and Systems auditing by our registered SAATCA Auditors.
- Customised web-based solutions integrating current systems to be in line with ISO requirements.

We are a Level 1 BBBEE Contributor that specialises in systems development, consultancy, training, and auditing.