

# Management Assistant - subjects per qualification

**A leader is as strong as their support. Be at the heart of the business.**

Course name	SAQA ID	Subject level	SAQA ID	Subject name
<b>MANAGEMENT ASSISTANT</b> National N-Diploma: Management Assistant	ID: 90674	National Certificate: Management Assistant N4	66876	Office Practice N4
				Communication N4
				Information Processing N4
				Entrepreneurship and Business Management N4
		National Certificate: Management Assistant N5	66956	Office Practice N5
				Communication N5
				Information Processing N5
				<b>PLUS ONE OF:</b> <ul style="list-style-type: none"> <li>• Computer Practice N5</li> <li>• Entrepreneurship and Business Management N5</li> <li>• Financial Accounting N5</li> </ul>
		National Certificate: Management Assistant N6	667001	Office Practice N6
				Information Processing N6
				<b>PLUS ANY TWO OF:</b> <ul style="list-style-type: none"> <li>• Computer Practice N6</li> <li>• Entrepreneurship and Business Management N6</li> <li>• Public Relations N5</li> </ul>

***“I want to see increasingly the TVET sector becoming a confident, able and very visible part of the skills institutions in South Africa. I want you to stop being shy cousins and to be very visible leaders in skills development in South Africa.”***

***“I want to make TVET colleges a very attractive option for young people and I want even the brightest young people to say, “That’s where I want to go.”***

## **Naledi Pandor**

*Former Higher Education and Training Minister Naledi Pandor has challenged Technical Vocational Education and Training (TVET) colleges to become part of the critical drive for skills development in South Africa.*