



CAREERS
BUSINESS INSTITUTE

www.cb institute.co.za

Office Administrator (NQF 5) Certificate

**OFFICE
SUPERVISOR
NQF 5**



Careers Business Institute has been empowering the community since its inception in 1991. We provide a comprehensive range of Management, Office Administration, Financial and IT courses that have been designed to help you launch your successful career. The Careers Training Group has campuses in Umhlanga Ridge and at the Chatsworth Centre in Kwazulu Natal

Microsoft
CERTIFIED
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sage
Pastel
Business Partner
Authorised
Training Centre

QCTO
Quality Council for Trades & Occupations

Office Supervisor Certificate (NQF 5)

What is an Office Supervisor?

As an Office Supervisor, it is important to ensure the smooth and efficient daily operation of a work environment. Office Supervisors are tasked with managing staff, handling administrative duties, and seeing that workers adhere to the guidelines and regulations of the company.

This involves motivating and encouraging office staff to maximize their productivity, efficiently manage stock and supplies, and ensure office equipment is regularly serviced and up to date.



Office Supervisor

Additionally, Office Supervisors understand the importance of strong interpersonal skills and often assume a leadership role, delegating tasks, and addressing any issues in a professional and effective manner. Ultimately, Office Supervisors ensure that the office runs smoothly and efficiently, and are committed to maintaining a collaborative atmosphere where office staff can thrive.

The Office Supervisor Certificate Solution by Quality Council for Trades & Occupations (QCTO)

The QCTO is responsible for overseeing the development, implementation and maintenance of qualifications within the South African National Qualifications Framework (NQF).



As an integral part of South Africa's education and training system, the QCTO is responsible for ensuring that the skills development programmes meet the required standards and are in line with South Africa's economic and social goals. By setting and maintaining high standards, the QCTO contributes to the overall improvement of skill development and workforce quality.

Is an Office Supervisor Career for me?

Office Supervisor careers have the following characteristics; technical proficiency, resourcefulness, and the ability to troubleshoot and problem-solve in high-pressure situations. They also have good communication and teamwork skills. If you display any of these characteristics a Career as an Office Supervisor may be perfect for you.

Office Supervisor Certificate (NQF 5)

Office Supervisor (NQF 5) certification at Careers Business Institute

The purpose of this qualification is to prepare the learners to operate as efficient Office Supervisors. Office Supervisors plan, organize, lead and control office functions in a business environment.

The students completing the qualification will be able to; Provide planning support on recruitment, selection, and disciplinary processes of an organization. Organize and coordinate work activities with other work units or departments. Coach and mentor administrators in an office environment. Handle internal communications within an office environment. Handle conflicts and solve problems within an office environment. Ensure compliance with regulations and company procedures. Perform financial controls and reporting in an office environment.



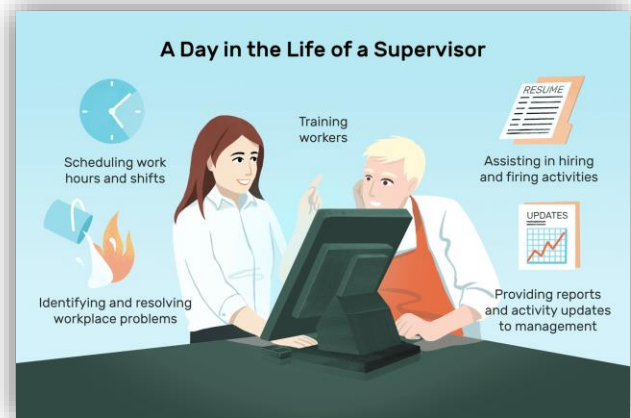
The office supervisor position is a critical role in any organization. They must be able to manage a variety of tasks and be attentive and proactive to the needs of the organization. This has resulted in sustained demand from the employment sector both nationally and internationally.

Careers Business Institute have been producing professional graduates for over 30 years, being Nationally & Internationally accredited has assisted our alumni in finding employment sooner!

I'm a Certified Office Supervisor, What now?

Certified Office Supervisor have a wide range of Career Opportunities available. We have listed some of the more widely available careers for certified supervisors;

- Junior Office Supervisor
- Assistant Office Manager
- Assistant Office Administrator
- Assistant Administrative Supervisor



Students have the option of specialization through Management, HR or IT programs offered at Careers Business Institute. Are you looking to become a Computer Technician or a Cyber Security Specialist? Many you'd like to become a Human Resource Practitioner? Contact a Careers Business Institute Campus to find more about these courses and their requirements!

Office Supervisor Certificate (NQF 5)

Course Breakdown: Knowledge Modules

- Role, Functions and Fundamentals of Office Supervision
- Communications
- Internal Controls in an Office Environment



Course Breakdown: Practical Modules

- Provide Planning Support on Recruitment, Selection and Disciplinary Processes of an Organization
- Organizing and Coordinating Work Activities
- Coaching and Mentoring of Personnel Clerks, Filing Clerks and Data Capturers in an Office Environment
- Handle Internal Communications within an Office Environment
- Handle Conflicts and Solve Problems within an Office Environment

- Handle Compliance to Regulations and Company Procedures
- Perform Financial Controls and Reporting in an Office Environment

Course Breakdown: Work Experience Modules

- Recruitment, Selection and Discipline Maintenance Support
- Scheduling and Coordination of Various Activities in and Outside Own Department
- Coaching, Mentoring and Team Building
- Communications
- Conflict Resolution in an Office
- Office Internal Controls
- Office Financial Controls

Minimum Requirements & Details

Minimum Requirements: Grade 12 (English) or any NQF 4 Qualification

Full - Time: 2 Years (Part time also available)

SAQA ID: 118740 Credits: 240

Assessment method: External Integrated Summative Assessment (EISA).

Includes FREE Learning Materials – No hidden costs!

Course Fees

Careers Business Institute has developed easy payment options for all courses. Please enquire for a full fee schedule