



## National Certificate: Financial Management N4-6

### Overview:

The purpose of this qualification is to provide qualifying learners with the skills and knowledge necessary to become a competent personnel assistant or office clerk..

### Duration:

18 months Theory (Semesters)

18 months Practical experience in workplace

### Admission Requirements:

- Grade 12 or equivalent
- With English and Mathematics Literacy

### 1st Semester (Level: N4 ID Number: 5040415)

Code	Instructional Offering	Credits	Fields
4110424	Personnel Management N4	0,125	3
409030	Entrepreneurship and Business Management N4	0,125	3
514036	Management Communication N4	0,125	4
4010154	Introductory Accounting N4	0,125	3

### 2nd Semester (Level: N5 ID Number: 50504013)

Code	Instructional Offering	Credits	Fields
4110455	Labour Relations NS	0,125	8
4110445	Personnel Training Ns	0,125	3
4110435	Personnel Management NS	0,125	3
22020034	Economics N4	0,125	3



### **3rd Semester (Level: N6 - Optional ID Number: 50604016)**

#### **This qualifies the candidate for a Diploma**

<b>Code</b>	<b>Instructional Offering</b>	<b>Credits</b>	<b>Fields</b>
4110486	Labour Relations N6	0,125	8
4110466	Personnel Management N6	0,125	3
4110486	Labour Relations N6	0,125	8

#### **Learning Methods & Delivery:**

- All our training is delivered in a classroom environment. We have learning platform for those students in the working environment with a blended learning class.
- Referral and assistance to workplace.
- National examinations written at the exam center.

**For additional information please contact [info@jfa2training.co.za](mailto:info@jfa2training.co.za)**