



**Bellview Institute**  
OF DISTANCE LEARNING



Management Assistant  
National Diploma Programme



## The Premier Distance Education Experience

Bellview is the premier private distance college, offering top quality accredited qualifications to professionals. If you are driven, and building a successful career, then we are the right partner for you.

Our professional and high impact courses are carefully designed to ensure you can work and study at the same time. We give you what you need, so you can pass, qualify, and take a step up in life - fast.

Let us help you complete your qualification now. Your qualification is the key that unlocks that corner office door!

## Bellview NATED programmes

The NATED programmes have been designed by the Department of Higher Education and Training (DHET). These Qualifications are registered with SAQA on the NQF. And they are examined by the DHET twice a year. Leading to National Certificates and National Diplomas, these are the highest level and most recognised non-degree studies you can do in South Africa today.

Bellview have been Accredited by the QCTO to offer these programmes - QCTO Accreditation Number: SDP1228/18/00113. And we have also been Registered by the DHET Exams Division with Exam Numbers for Distance Learning (Exam Number: 11 9999 5016) as well as Classroom Studies (Exam Number: 01 9999 2110).

## Registration Process

If you have completed a form on our website, you can expect a call from us in the near future. Alternatively you can **call us toll-free at 0800 39 00 27**.

One of our friendly student registrars will guide you through the course you are interested in as well as our available payment options.

**Before you can start your academic studies, you will need to do the following:**

- Submit the documentation required by DHET for exam registration to us.
- Make your first payment.

Once this is done, we will deliver your first set of books and you'll be ready to start studying.

## Course Costs

At Bellview, we make use a various payment structures which you will be explained in detail during the registration process. The reason for this is that we try to keep the course as affordable as possible for you.

When you speak to one of our Student Registrars, you will be guided through the various payment options and their individual benefits.



Management assistants help oversee employees and making sure operations run smoothly. They usually do some managerial tasks and duties, including preparing meetings, supervising employees, and office procedures.

## Programme Summary

Accreditation	The Quality Council of Trades and Occupations (QCTO)
Award Type	National N Diploma
Award Issued By	The Department of Higher Education and Training (DHET)
Entry Requirements	Any NQF 4 qualification is acceptable for entry to NATED. (Grade 12; or National Certificate: NTC3, or National Senior Certificate.)
Course Duration	1 year per certificate level. (3 years Total)

## Course Subjects

### Management Assistant N4

- Office Practice N4
- Communication N4
- Information Processing N4
- Computer Practice N4

### Management Assistant N5

- Office Practice N5
- Communication N5
- Information Processing N5
- Computer Practice N5

### Management Assistant N6

- Office Practice N6
- Communication N6
- Information Processing N6
- Computer Practice N6

## Exams and Assignments

There are two assignments and one internal exam, per subject. As well as a final exam set by the Department of Higher Education and Training (DHET). In order to obtain your level certificate, you will need to complete and pass all of your assignments and final exams for each of the courses.

The yearly exam periods are in June and November. You will need to have passed all of your assignments before you can register for your final exam.

**NOTE:** The final exam is an external exam. The external exam fees are covered in your course fees.

\* (These are provisional dates and do not reflect the exact cut-off time for exam registration. )

## Practical Work requirements for your Diploma

Once you have finished all three certificate levels (N4-N6), you'll need to do 18 Months of practical work experience before you can get your National Diploma. Once you have completed the work experience, you submit proof to the College, and we submit that to the Department of Higher Education. After which they issue you your National Diploma.



## FAQs

### **Are there any additional Costs?**

No, We supply all of your required text books, study material and pay for one exam per subject. So you won't need to worry about hidden costs or surprise fees.

### **Can I apply for Exemption?**

Yes, you can apply to be exempted from subjects that you have already passed at a different institution. You need to submit proof that you have passed the subjects, and then you apply for exemption as part of your registration process with us.

### **What happens if I don't finish in time?**

If you don't finish your course in time, then you can simply apply for a course extension. That means you get another six months or a year to study and write exams, and you keep on paying your normal monthly fee in that time.

### **What are the Pass Requirements?**

You will need to get a minimum of 50% for your assignments and internal examination in order to register to write your final exam with the Department of Higher Education and Training (DHET).

### **What happens if I fail a subject?**

If you fail a subject, you can continue studying (another six months) for a flat fee of R2 500, and write again at the next exam session. This fee includes the fee of the exam re-write.

### **Do I get a certificate at each level of the programme?**

Yes, once you pass the exams for each level of the course, you will receive a National Certificate from the Department of Higher Education and Training (DHET) for the level you completed.

### **How long will it take to get my certificate?**

Each certificate level will take one year to complete.

### **Do you help me with getting my internship?**

Unfortunately we do not offer placement services yet, however, you can make use of the Department of Higher Education and Training's free placement service. Find out more by visiting <https://webapps.dhet.gov.za/iWIL>.

If you have any additional questions, you can **call us toll-free at 0800 39 00 27**. Our Friendly staff will be happy to assist you with any queries you may still have regarding studying with us. We look forward to hearing from you.