



Weza School of Business & Technology

"Imagined Reality Education and Skills"

Reg No. 2015/270221/07

Secretary Course



Weza School of Business & Technology

"Imagined Reality Education and Skills"



Phone: (063) 205 1003 / (031) 701 6380

E-mail : info@wezasbt.co.za / registrations@wezasbt.co.za

Website: www.wezaonline.co.za

Address: 19C Umdoni Centre, 28 Crompton Street, Pinetown 3610



Secretary Course (NQF Level 5)

Secretary Study Details

Duration

4 to 6 months depending on your study plan and pace.

We offer tuition/classes through:

➤ **Venue Based**

Available from Monday to Friday, depending on the school timetable for classes. This study method is great for learners living close to our venues, and also available to attend during the week.

➤ **Distance Learning**

Available from Monday to Sunday through our Moodle E-Learning Platform. Through this platform you will be able to attend our online classes from anywhere, and during anytime through your cellphone, laptop or computer. This study method is great for learners living not close to our venues, or maybe not available to attend during the week due to work or other commitment.

Part-time Learning

- Available from Monday to Sunday through our Venue Classes and Moodle E-Learning Platform. Through this platform you will be able to attend our online classes as well as venue classes. This study method is great for learners living close to our venues and maybe not always available to attend during the week due to work or other commitment. This study method allows you to attend venue classes when you are available, while also attending online classes when you are unable to attend the venue classes.

Choose your suitable tuition method.



Fee Structure

Once- off Registration Fee =R1 750

Once-off Payment Plan

(Option 1)

One Time Payment

Example

-Once-Off Payment =R5 000

-Total =R5 000

Instalment Payment Plan

(Option 2)

Per Month Payment

Examples

-1st Month =R1 250

-2nd Month =R1 250

-3rd Month =R1 250

-4th Month =R1 250

-Total =R5 000

Choose your suitable payment plan.

For more course details, turn-over leaf





Secretary Course (NQF Level 5)

SECRETARY COURSE

NQF Level 5

This course combine a bit of computer course, taxation course and a bit of company compliance units as per South African business landscape, ultimately equipping our learners with skills to oversee an entire company compliance irregardless of size. This practical and flexible course combines theory and practice to ensure learners can immediately apply their skills in practice for corporate, personal, VAT and payroll taxation in a South African context.

APPLY NOW



Skills to be learned:

- Understanding South African tax laws
- Understanding personal tax
- Understanding business tax
- Calculating tax liability
- SARS E-filing (Bonus)
- Submitting tax returns (Bonus)
- Company Compliance (Bonus)
- Digital Wellbeing (Bonus)

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Qualification Details

NQF Level

This short course is available from NQF Level 5

Requirements

Candidates with grade 9 to grade 11 will enroll from NQF level 3. Candidate with grade 12 and accounting will start enrollment from NQF Level 4

Skills Acquired

*Understanding of South African tax law
Offer tax advice
Operate in a tax-efficient way
Calculate your tax liability*

Career Paths

*Local Government
Public Sector
Private Sector*

Qualification Recognition

1

This short course is nationally recognised under the South African Qualifications Authority (SAQA) and as well as in other 16 countries under the **Commonwealth of Nations** such as Australia, United Kingdom, United State of America and others

Work Integrated Learning

2

Connects theory and the practice of work

Improves Employability

3

Due to this qualification being practically based qualification, it bridges the gap between tertiary education and work readiness, which will improve employability with proven skills and abilities.

4

Practical Based Qualification

Provides valuable practical experience directly related to the qualification

5

Flexible Learning Approach

Takes learners from foundational level to advanced level of computer knowledge with different modes of learning and examination



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or

Application Link: <https://wezasbt.co.za/Short/short.php> 

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