



COMPETENCE CENTRE  
Deutsche Industrie- und Handelskammer für das südliche Afrika  
Southern African-German Chamber of Commerce and Industry

# Commercial Advancement Training (CAT)

## Dual Vocational Education and Training

 47 Oxford rd, Forest Town, Johannesburg |  [info.cats@germanchamber.co.za](mailto:info.cats@germanchamber.co.za)

## Business/Office Administration

This two-year programme integrates academic learning (30%) in class with practical experience (70%) in the workplace. On completion, graduates obtain an NQF5 Certificate as Senior Office Administrator and a German Accredited Certificate. There is an option to complete four additional Modules in the third year and receive an NQF6 Diploma Certificate in Office Administration.

Since its inception in 1985, over 3500 graduates have transitioned into various careers and senior positions across many sectors and corporates in South Africa.

You will enjoy obtaining an overview of business operations through planned rotations in various company divisions and departments. This unique intervention provides a holistic view and understanding of business functions, helping participants to choose their best fit within the business.

### Modules Covered

Business and Office Administration 1 & 2 //  
Bookkeeping  
Marketing Management and Public Relations //  
Business Law and Administration Practice // Cost  
and Management Accounting // Human Resource  
Management and Labour Relations // Economics //  
Project Planning and Execution // Purchasing and  
Financing // Logistics and production.

### Application requirements

NSC (National Senior Certificates) or N4 with English (40% / Level 3), Mathematics (50% / Level 4) or Maths Literacy (65% / Level 5), Accounting (50% / Level 4) and or another business-related subject such as Economics, Business Studies, Business Management, etc. (50% / Level 4)

*Candidates who meet the criteria can forward a professional CV, a certified copy of ID, an NSC/Matric certificate, including all other certificates and accolades obtained to*