

JUNIOR BUSINESS ADMINISTRATOR

This intensive **12-month learnership**, running from **2026 to 2027**, is designed as a high-impact, once-off national intervention to empower young South Africans with future-ready workplace competencies. Accredited at **NQF Level 4** by the **Services SETA**, the programme is delivered in the **German dual training model**, giving partnering organisations access to attractive **B-BBEE benefits** and **related tax incentives**.

Built for real business success, the curriculum starts with essential workplace skills and progresses to industry-aligned knowledge so that learners can contribute meaningfully from day one.

Get in touch

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Programme Orientation:

- Introduction to the dual vocational training model and key stakeholder roles
- Workplace success and professionalism course
- Foundational computer and digital literacy

Core Learning Modules:

- Basic mathematics
- Professional business communication
- Personal effectiveness and self-management
- Principles of business administration
- Coordinate meetings, minor events and travel arrangements
- Organisational development, ethics, and culture
- Managing stakeholders and service providers
- Apply a range of project management tools

Pathway to Long-Term Employment:

Partner companies may, **at their discretion**, offer top-performing learners an **additional 18-month contract** to complete the German Industriekaufmann/-kauffrau qualification. To qualify, learners must successfully complete the first 12-month learnership, demonstrate exceptional performance, and show strong future potential. Ongoing mentoring and coaching ensure learners build the skills needed to thrive in the workplace and secure long-term career opportunities.



Deutsche Industrie- und Handels-
kammer für das südliche Afrika
Southern African-German Chamber
of Commerce and Industry

Supported by:



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