

# Business Administration Services

(NQF3)

NLRD67465, L/P23655

Enjoy the SARS tax benefits of R80, 000 per Learner AND improve your BEE rating!



Get Qualified

TYPE	ID	UNIT STANDARD TITLE	CREDITS
Core	7573	Demonstrate ability to use the World Wide Web	3
Core	8420	Operate in a team	4
Core	13929	Co-ordinate meetings, minor events and travel arrangements	3
Core	10170	Demonstrate understanding of employment relations in an organisation	3
Core	7785	Function in a business environment	4
Core	7860	Introduce new staff to the workplace	1
Core	7706	Maintain a Booking System	3
Core	7796	Maintain a secure working environment	1
Core	13937	Monitor and control office supplies	2
Core	13931	Monitor and control the maintenance of office equipment	4
Core	13935	Plan and conduct basic research in an office environment	6
Core	13934	Plan and prepare meeting communications	4
Core	13933	Plan, monitor and control an information system in a business environment	3
Core	7567	Produce and use spreadsheets for business	5
Core	7570	Produce word processing documents for business	5
Core	14357	Demonstrate an understanding of a selected business environment	10
Core	9533	Use communication skills to handle and resolve conflict in the workplace	3
Elective	8000	Apply basic business principles	9
Elective	13928	Monitor and control reception area	4
Elective	13930	Monitor and control the receiving and satisfaction of visitors	4
Elective	13932	Prepare and process documents for financial and banking processes	5
Fundamental	8968	Accommodate audience and context needs in oral communication	5
Fundamental	9960	Communicate verbally and non-verbally in the workplace	8
Fundamental	9010	Demonstrate an understanding of the use of different number bases and measurement units and an awareness of error in the context of relevant calculations	2
Fundamental	9013	Describe, apply, analyse and calculate shape and motion in 2-and 3-dimensional space in different contexts	4
Fundamental	8969	Interpret and use information from texts	5
Fundamental	9012	Investigate life and work related problems using data and probabilities	5
Fundamental	11241	Perform Basic Business Calculations	6
Fundamental	7456	Use mathematics to investigate and monitor the financial aspects of personal, business and national issues	5
Fundamental	8970	Write texts for a range of communicative contexts	5

## LEARNERSHIPS AND SARS TAX ALLOWANCE MODEL

**Company** wishes to undertake Learnerships:

- 18.1's (Currently Employed Learners)
- 18.2's (Unemployed Learners)

Accredited **Training Provider** Approached  
(Award Training):

- Rates per Learner agreed upon
- Service Level Agreement signed

**SETA** informed of Learnerships:

**SARS** informed of Learnerships at Companies tax year end, so that incentives can be deducted from profits. **SARS IT180** form refers (R40,000 per Learner or R11,200 net).

Process is **repeated** next tax year end for 2<sup>nd</sup> incentive for successful Learners (R40,000 per Learner or R11,200 net).

**Company** assisted to apply to SETA for **discretionary grants** for Learnerships undertaken.

- Company pockets the funds awarded for Learnerships to **cover the costs of training Learners**
- **Unfunded Learners are substantially subsidised** by the SARS tax allowances.

**Benefits explained to Company:**

- **Learner:**
  - Lifelong learning /Personal Development
  - Morale boosting
- **Company benefits:**
  - Improved Productivity
  - BEE Status uplifted
  - SARS Tax allowances:
    - R40,000 per Learner 1<sup>st</sup> year (net R11,200 @ 28% Co. tax rate)
    - R40,000 per Learner 2<sup>nd</sup> Year (net R11,200 @ 28% Co. tax rate)

**Training Commences:**

- Learnership Agreements signed
- One Year Training Programme Commences

**Award Training Invoices Company monthly over 12 months for training**

**Once Training is Complete:**

- Learners are certified; and
- Encouraged to study the next level up