



Maldives National Skills Development Authority



National Competency Standard for Company Administration

Standard Code: SOC07S18V2

**Qualification Name: National Certificate III in Company Administration
Qualification Code: SOC07SQ1L318**

Technical Panel members		
Name	Designation	Company
Ali Ahmed	Sales and Marketing Manager	Island Beverages Maldives Pvt Ltd
Aishath Reesha	HR and Project Manager	Maris Construction
Hassan Adil	HR Officer	Amin Construction
Developer		
Name	Designation	Organization
TVET Authority	-	Ministry of Education

KEY FOR CODING

Coding Competency Standards and Related Materials

Industry Sector as per ESC (Three letters)	Construction Sector (CON) Fisheries and Agriculture Sector (FNA) Transport sector (TRN) Tourism Sector (TOU) Social Sector (SOC) Foundation (FOU)
Competency Standard	S
Occupation with in a industry Sector	Two digits 01-99
Unit	U
Common Competency	1
Core Competency	2
Optional/ Elective Competency	3
Assessment Resources Materials	A
Learning Resources Materials	L
Curricula	C
Qualification	Q1, Q2 etc
MNQF level of Qualification	L1, L2 etc
Version Number	V1, V2 etc
Year of endorsement of standard, qualification	By two digits Example- 07

Endorsement Application for Qualification 01

NATIONAL CERTIFICATE III IN COMPANY ADMINISTRATION

Qualification code:
SOC07SQ1L318

Total Number of Credits: 40

Purpose of the qualification

The holders of this qualification are expected to work as an Administrative Officers, mainly in an office and will be working under the supervision of an Office Administrator

Regulations for the qualification

National Certificate III in Company Administration will be awarded to those who are competent in units
1+2+3+4+5+6+7+8+9+10

Schedule of Units

1. Observe personal and workplace hygiene practices
2. Practice health, safety and security practices
3. Provide effective customer care
4. Practice effective workplace communication
5. Perform computer operations
6. Organise schedules
7. Maintain financial records
8. Process payroll
9. Organise workplace information
10. Maintain business resources

Accreditation requirements

The training provider should have an office set up or similar training facility to provide the trainees the hands-on experience related to this qualification

Recommended sequencing of units

As appearing under the section 06

Endorsement Application for Qualification 02

NATIONAL CERTIFICATE IV IN COMPANY ADMINISTRATION

Qualification code:
SOC07SQ2L418

Total Number of Credits: 130

Purpose of the qualification

The holders of this qualification are expected to work as an Administrative Officers, mainly in an office and will be working under the supervision of an Office Administrator

Regulations for the qualification

National Certificate IV in Company Administration will be awarded to those who are competent in units
1+2+3+4+5+6+7+8+9+10+11+12+13+14+15+16+17+18+19+20+21+22+23

Schedule of Units

1. Observe personal and workplace hygiene practices
2. Practice health, safety and security practices
3. Provide effective customer care
4. Practice effective workplace communication
5. Perform computer operations
6. Organise schedules
7. Maintain financial records
8. Process payroll
9. Organise workplace information
10. Maintain business resources
11. Support the recruitment, selection and induction of staff
12. Supervise an established records system to ensure its integrity
13. Organize and provide information in response to requests
14. Provide advice in order to meet current and anticipated client requirements

15. Apply knowledge of employee's and employer's rights and responsibilities to workplace environment	
16. Plan meetings to enable the stated objectives of the meetings to be met	
17. Produce complex documents	
18. Identify and use new and existing technology to meet the needs of the enterprise	
19. Plan business trip and associated itineraries	
20. Produce reports as required for cash flow forecasts and budgetary purposes	
21. Supervise the team to ensure team goals are achieved	
22. Plan and promote a Training Program	
23. Review training	
Accreditation requirements	The training provider should have an office set up or similar training facility to provide the trainees the hands-on experience related to this qualification
Recommended sequencing of units	As appearing under the section 06

UNIT DETAILS

UNIT DETAILS				
1.	Observe personal and workplace hygiene practices	SOC03S1U01V 1	3	3
2.	Practice health, safety and security practices	SOC03S1U02V 1	3	3
3.	Provide effective customer care	SOC03S1U03V 1	3	3
4.	Practice effective workplace communication	SOC03S1U04V 1	3	3
5.	Perform computer operations	SOC03S1U05V 1	3	5
6.	Organise schedules	SOC25S1U01V 1	3	3
7.	Maintain financial records	SOC25S1U02V 1	3	5
8.	Process payroll	SOC25S1U03V 1	3	5
9.	Ogranise workplace information	SOC25S1U04V 1	3	5
10.	Maintain business resources	SOC25S1U05V 1	3	5
11.	Support the recruitment, selection and induction of staff	SOC25S1U06V 1	4	8
12.	Supervise an established records system to ensure its integrity	SOC25S2U01V 1	4	6
13.	Organize and provide information in response to requests	SOC25S2U02V 1	4	6
14.	Provide advice in order to meet current and anticipated client requirements	SOC25S2U03V 1	4	6
15.	Apply knowledge of employee's and employer's rights and responsibilities to workplace environment	SOC25S2U04V 1	4	10

16.	Plan meetings to enable the stated objectives of the meetings to be met	SOC25S2U05V 1	4	6
17.	Produce complex documents	SOC25S2U06V 1	4	10
18.	Identify and use new and existing technology to meet the needs of the enterprise	SOC25S2U08V 1	4	6
19.	Plan business trip and associated itineraries	SOC25S2U09V 1	4	6
20.	Produce reports as required for cash flow forecasts and budgetary purposes	SOC25S2U11V 1	4	10
21.	Supervise the team to ensure team goals are achieved	SOC25S2U12V 1	4	6
22.	Plan and promote a Training Program	SOC25S2U13V 1	4	5
23.	Review training	SOC25S2U14V 1	4	5

Packaging of National Qualifications:

National Certificate III in Company Administration will be awarded to those who are competent in units 1+2+3+4+5+6+7+8+9+10

Qualification Code: SOC25SQ1L318

National Certificate IV in Company Administration will be awarded to those who are competent in units 1+2+3+4+5+6+7+8+9+10+11+12+13+14+15+16+17+18+19+20+21+22+23

Qualification Code: SOC25SQ2L418

Competency Standard for

Company Administration

1.	Observe personal and workplace hygiene practices
2.	Practice health, safety and security practices
3.	Provide effective customer care
4.	Practice effective workplace communication
5.	Perform computer operations
6.	Organise schedules
7.	Maintain financial records
8.	Process payroll
9.	Ogranise workplace information
10.	Maintain business resources
11.	Support the recruitment, selection and induction of staff
12.	Supervise an established records system to ensure its integrity
13.	Organize and provide information in response to requests
14.	Provide advice in order to meet current and anticipated client requirements
15.	Apply knowledge of employee's and employer's rights and responsibilities to workplace environment
16.	Plan meetings to enable the stated objectives of the meetings to be met
17.	Produce complex documents
18.	Identify and use new and existing technology to meet the needs of the enterprise
19.	Plan business trip and associated itineraries
20.	Produce reports as required for cash flow forecasts and budgetary purposes
21.	Supervise the team to ensure team goals are achieved
22.	Plan and promote a Training Program
23.	Review training

Description of a Company Administration

Administrative Officer in the Maldivian context is a service provider in the field of Office Administration in the social and the private sector. The personnel who completes the Company Administration standard is expected to work under the supervision of a Manager or any other person who is a professional of the field that could provide the required guidance and supervision. The Administrative Officer shall provide customer oriented and friendly service at the required level in Maldives.

Competency Standard Development Process

The competencies were determined based on the analysis of the tasks expected to be performed by a staff working in the Administrative Department in the private sector in the Maldives. The task analysis was based on the existing documents prepared among the experts in the industry and on the advice of the experts in the field of Company Administration training in Maldives. Competency standards used for similar type of training in other countries were also examined. Extensive referencing was done from the training packages available at training.gov.au.
