

Qualification Placement Decision

Profile of Placed Qualification			
Placement ID	Q18-012		
Institution Name	Tylos Human Development		
Listing ID	IL16-005		
Qualification Title	Level 4 Award in Office Management		
NQF Level	4		
NQF Credit	6		
Sector	Vocational Education and Training		
Regulatory Body	Ministry of Labour and Social Development		
Licensing Body	Ministry of Labour and Social Development		
Qualification Approval Number	DVIA-P/2018/691	Licence Expiry Date	16 July 2019
Qualification Description	<p>The Level 4 Award in Office Management qualification is designed by Tylos Human Development to provide learners with essential skills required to effectively manage and operate in an office management role and to ensure that the focus of organisations' resources is on their core products or services. The qualification is delivered in English and comprises six NQF Credits.</p>		

Qualification Placement Decision

Target Learners	This qualification is designed for individuals who are currently employed in an office management role within an organisation, or individuals who are seeking to pursue their careers in office management roles in the industry.
Date of Validation Report	13 January 2019
Overall Validation Judgement	
The Level 4 Award in Office Management offered by Tylos Human Development sufficiently meets all of the Validation Standards, and thus the Overall Judgement is: 'Valid' and to be placed on NQF Level 4.	