



**A SAQA registered qualification for  
Administrative Professionals  
in all Services Sectors  
SAQA ID: 06120 & 06118, NQF Level 5, 12  
Credits**

## **Secretariat and Governance**

**[CLICK HERE FOR FULL COURSE OUTLINE](#)**

### **Face to Face Training**

**Covid 19 Safety Measures in Place.  
We are going above and beyond to make  
Training with us as safe as possible by  
implementing certain measures at your  
Department or Our Venue/Hotels.**

**or**

**Online Virtual Based Training Via Zoom or MS  
Teams**

**Training is facilitated in real-time, providing  
the benefit of hands on learning.**

**Delegates interact with the facilitator and each  
other, as with any other classroom experi-  
ence.**

# **Secretariat and Governance Oversight Programme**

## **Course Outcome:**

- Identifying functions of administration in the public sector.
- Identifying and using organisational policies and procedures to achieve work objectives.
- Identifying and using work area systems to achieve agreed work objectives.
- Operating office communication systems
- Meetings and Minutes Compliance
- Companies Act/ DPSA White Paper
- Batho Pele
- Public Service Act
- Constitution
- Promotion of Access to information Act (PAIA)
- Protection of Personal Information Act (POPI)
- Corporate Governance
- King IV Report

**Contact us today**

**0861 999 973 or**

**Email**

**[sales@dmstraining.co.za](mailto:sales@dmstraining.co.za)**



**Tel: 0861 999 973**

**Email: [sales@dmstraining.co.za](mailto:sales@dmstraining.co.za)**

**Supplier Number: MAAA 0035355**

**SETA Accreditation Number: 2643**