

FACULTY OF HEALTH SCIENCE
N5 CERTIFICATE:
MEDICAL SECRETARY

It is important to share that historic NATED qualifications are being phased out and the last dates of examinations for **N5 Medical Secretary** have been published. If you are wanting to go on this learning journey, please enquire with our student advisors to ensure that you can be enrolled in time. If you would like to consider an alternative, also consider:

- Waterfall School of Business Skills Certificate: Computer Information Systems

Obtain the theoretical foundation required for a National Diploma Medical Secretary with the National Certificate: N5 Medical Secretary course. Complementing this qualification is a practical component that involves 24 months of industry-relevant work experience, ensuring a comprehensive educational journey in the field.

The course advances administrative career prospects in the medical office environment, enhances medical administration skills, and prepares students for further progression to the N6-level course or future university-level education.

Course code:

EN5044-04

Accreditation status:

- Fully accredited by the Quality Council for Trades and Occupations (QCTO)
- SAQA ID: 66957
- NQF Level 5
- 60 credits

Duration:

12 months

Entry requirements:

- Completion of N4 Medical Secretary level course
- Students who desire to further develop their administrative skills, specifically in a medical office environment
- Students wanting to meet entry requirements for the N6-level course
- Students preparing for future university-level education

Topics covered:

- Office Practice N5
- Communication N5
- Information Processing N5
- Medical Practice N5

Assessments:

Students are required to complete the following:

- 1 assignment per topic (subject)
- 2 internal summative assessments per topic (subject)
- 1 external exam per topic (subject)

Type of certificate awarded:

Upon completion of this course, students will be awarded a **Certificate of Achievement: N5 Medical Secretary** from the **DHET**.

CONTACT DETAILS

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