



## **FACULTY OF HEALTH SCIENCES**

**N6 CERTIFICATE:  
MEDICAL SECRETARY**

It is important to share that historic NATED qualifications are being phased out and the last dates of examinations for N6 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, you may choose from:

- Waterfall School of Business Skills Certificate: Bookkeeping
- Waterfall School of Business Skills Certificate: Payroll and Monthly SARS

Take your career as a medical secretary or medical office receptionist to the next level with the National Certificate: N6 Medical Secretary course. This program focuses on refining your skills for success in the medical office environment. Studying this course is an excellent choice if you have completed the N5-level course and:

Seek to develop your medical office administration skills.

Aspire to work towards your National N6 Diploma.

Have plans to pursue university-level education in the future.

Expand your expertise and unlock new opportunities in the dynamic medical administration field.

**Course code:**

EN6044-04

**Accreditation status:**

- Fully accredited by the Quality Council for Trades and Occupations (QCTO)
- SAQA ID: 67002
- NQF Level 5
- 60 credits

**Duration:**

12 months

**Entry requirements:**

- N5 Medical Secretary

**Topics covered:**

- Office Practice N6
- Medical Practice N6
- Information Processing N6
- Computer Practice N4

**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: N6 Medical Secretary** from the DHET.

After students have completed this course and submitted proof that they have gained 18 months of relevant practical experience, they will be awarded a **National N6 Diploma (360 credits)**.

## CONTACT DETAILS

Telephone:  
021 110 0200

Website:  
[www.wsb.edu.za](http://www.wsb.edu.za)

Postal address:  
PO Box 12723,  
Die Boord, 7613

Physical address:  
The Vineyard,  
Devon Valley Road,  
Stellenbosch, 7600

Email Address:  
[info@wsb.edu.za](mailto:info@wsb.edu.za)

