



Accredited Provider
The Skills College for Development and Training (Pty)Ltd.

Further Education & Training Certificate: Generic Management

Qualification ID 57712– NQF 4; 150 Credits

INTRODUCTION

The primary purpose of the qualification is to provide learners with:

This qualification is intended for junior managers of small organisations, junior managers of business units in medium and large organisations, or those aspiring to these positions. Junior managers include team leaders, supervisors, foremen and section heads.

The focus of this qualification has been designed to enable learners to be competent in a range of knowledge, skills, attitudes and values including:

- Gathering and analysing information.
- Analysing events that impact on a business and its competitive environment.
- Complying with organisational standards.
- Motivating an individual or team.
- Negotiating in a work situation.
- Understanding the role of business strategy as it applies to junior management.
- Managing the budget within a specific area of responsibility.
- Applying management principles and practices within a specific area of responsibility.
- Managing work unit performance to achieve goals.
- Behaving ethically and promoting ethical behaviour in a work situation.
- Demonstrating understanding of the consequences in a work unit of HIV/AIDS.

The learners who achieve this qualification will be able to demonstrate competencies in management relating to Planning, Organising, Leading, Controlling and Ethics. Overall, this qualification will ensure that learners are capable of:

- Developing plans to achieve defined objectives.
- Organising resources in accordance with a developed plan.
- Leading a team to work co-operatively to achieve objectives.
- Monitoring performance to ensure compliance to a plan.
- Making decisions based on a code of ethics.

Rationale:

This qualification lays the foundation for the development of management qualifications across various sectors and industries. It specifically develops management competencies required by learners in any occupation, particularly those who are currently operating as junior managers. The qualification introduces key terms, rules, concepts, principles and practices of management that will enable learners to be informed managers in any occupation. It has also been developed to enable

managers or prospective managers to access higher education and provide flexible access to life-long learning.

The scope of management covers four domains: leadership, self-management, people management and management practices. This qualification addresses each of these domains with generic competencies, thereby enabling learning programmes to be contextualised for specific sectors and industries. Provides opportunities for people to transfer between various specialisations within management. This will therefore enable management competencies to be strengthened, and enable managers to better manage systems, processes, resources, self, teams and individuals in various occupations. It is intended to empower learners to acquire knowledge, skills, attitudes and values required to operate confidently as individuals in the South African community and to respond to the challenges of the economic environment and changing world of work. Ultimately, this qualification is aimed at improving the productivity and efficiency of managers within all occupations in South Africa.

Recognition of prior learning:

QUALIFICATION RULES

The Qualification consists of a Fundamental, a Core and an Elective Component.

To be awarded the Qualification, learners are required to obtain a minimum of 150 credits as detailed below.

Fundamental Component:

The Fundamental Component consists of Unit Standards in:

Mathematical Literacy at NQF Level 4 to the value of 16 credits.

Communication at NQF Level 4 in a First South African Language to the value of 20 credits.

Communication in a Second South African Language at NQF Level 3 to the value of 20 credits.

It is compulsory therefore for learners to do Communication in two different South African languages, one at NQF Level 4 and the other at NQF Level 3.

EXIT LEVEL OUTCOMES

Planning

1. Develop plans to achieve defined objectives.

Organising

2. Organise resources in accordance with developed plan.

Leading

3. Lead a team to work co-operatively to achieve objectives.

Controlling

4. Monitor performance to ensure compliance to a developed plan.

Ethics

5. Make decisions based on a code of ethics..

TIME PERIOD

This Learnership can be presented over a period of 12 months. Contact sessions can be determined. This do not need to be 100% contact session based.

A SELECTION OF THE FOLLOWING UNIT STANDARDS WILL BE COMPLETED THAT IS CONSTITUENT TO 150 CREDITS:

ID	UNIT STANDARD TITLE	PRE-2009 NQF LEVEL	NQF LEVEL	CREDITS
Core	242824	Apply leadership concepts in a work context	Level 4	NQF Level 04 12
Core	242815	Apply the organisation's code of conduct in a work environment	Level 4	NQF Level 04 5
Core	242816	Conduct a structured meeting	Level 4	NQF Level 04 5
Core	242822	Employ a systematic approach to achieving objectives	Level 4	NQF Level 04 10
Core	242821	Identify responsibilities of a team leader in ensuring that organisational standards are met	Level 4	NQF Level 04 6
Core	242810	Manage Expenditure against a budget	Level 4	NQF Level 04 6
Core	242829	Monitor the level of service to a range of customers	Level 4	NQF Level 04 5
Core	242819	Motivate and Build a Team	Level 4	NQF Level 04 10
Core	242811	Prioritise time and work for self and team	Level 4	NQF Level 04 5
Core	242817	Solve problems, make decisions and implement solutions	Level 4	NQF Level 04 8
Fundamental	119472	Accommodate audience and context needs in oral/signed communication	Level 3	NQF Level 03 5
Fundamental	119457	Interpret and use information from texts	Level 3	NQF Level 03 5
Fundamental	119467	Use language and communication in occupational learning programmes	Level 3	NQF Level 03 5
Fundamental	119465	Write/present/sign texts for a range of communicative contexts	Level 3	NQF Level 03 5
Fundamental	9015	Apply knowledge of statistics and probability to critically interrogate and effectively communicate findings on life related problems	Level 4	NQF Level 04 6
Fundamental	119462	Engage in sustained oral/signed communication and evaluate spoken/signed texts	Level 4	NQF Level 04 5
Fundamental	119469	Read/view, analyse and respond to a variety of texts	Level 4	NQF Level 04 5
Fundamental	9016	Represent analyse and calculate shape and motion in 2-and 3-dimensional space in different contexts	Level 4	NQF Level 04 4
Fundamental	7468	Use mathematics to investigate and monitor the financial aspects of personal, business, national and international issues	Level 4	NQF Level 04 6
Fundamental	12153	Use the writing process to compose texts required in the business environment	Level 4	NQF Level 04 5
Fundamental	119459	Write/present/sign for a wide range of contexts	Level 4	NQF Level 04 5