



FURTHER EDUCATION AND TRAINING CERTIFICATE: GENERIC MANAGEMENT

NQF



4

SAQA



57712
LP74630

TRAINING DAYS



30

DURATION



12 months

CREDITS



150

SETA



Services SETA

AVAILABLE DELIVERY METHODOLOGY



Online

Online interface training with occasional support



Instructor Led

100% Trainer led methodology in order for learners to achieve applied competence



Blended

Variety of learning methodologies used for learners to achieve applied competence

PURPOSE

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.

Qualification rules for completion:

- Fundamental unit standards totaling 56 credits of which 40 credits are applicable to a first South African language at Level 4 and second South African language at Level 3.
- Core units standards totaling 72 credits.
- Elective unit standards totaling 22 credits.

ENTRY CRITERIA

- Communication at NQF Level 3.
- Mathematical Literacy at NQF Level 3.
- Computer Literacy at NQF Level 3.

SKILLS OUTCOMES

Planning

- Develop plans to achieve defined objectives.

Organising

- Organise resources in accordance with developed plan.

Leading

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

Controlling

- Monitor performance to ensure compliance to a developed plan.

Ethics

- Make decisions based on a code of ethics.

MARKETING INFORMATION

Target Market: Junior Managers | Team Leaders | Supervisors | Managers wanting a formal qualification

Target Industries: Any Industry

RESOURCE REQUIREMENTS

- Hardware: Access to a computer system.
- Software (Minimum): Windows 7 OS system | MS Office 2010.

GENERAL INFORMATION

Credit Accumulation Transfer

(CAT): CAT is applicable for this qualification.

FISA Requirements:

Final Integrated Summative Assessment is not a requirement for the successful completion of this learnership.

Recognition of Prior Learning

(RPL): RPL is available for this qualification.

For more information on how your organisation can benefit, contact Training Force:

011 974 6633

info@trainingforce.co.za

www.trainingforce.co.za

BUSINESS

Cluster 1 Part 1 - Team Management

Outcome	SAQA ID	Name of Unit Standard	Credits
Elective	242812	Induct a member into a team.	4
Core	242819	Motivate and Build a Team.	10
Elective	242820	Maintain records for a team.	4
Core	242821	Identify responsibilities of a team leader in ensuring that organisational standards are met.	6
Core	242811	Prioritise work for self and team	5

Recommended training days for **Cluster 1** is 5 days.

Cluster 1 Part 2 - Communication Skills Level 3 - Credit Accumulation Transfer is applicable to the unit standards below:

Outcome	SAQA ID	Name of Unit Standard	Credits
Fundamental	119457	Interpret and use information from texts.	5
Fundamental	119465	Write/present/sign texts for a range of communicative contexts.	5
Fundamental	119467	Use language and communication in occupational learning programmes.	5
Fundamental	119472	Accommodate audience and context needs in oral/signed communication.	5

Recommended training days for **Cluster 1 Part 2** is 4 days.

Cluster 2 Part 1 - Performance Management

Outcome	SAQA ID	Name of Unit Standard	Credits
Elective	11473	Manage individual and team performance.	8
Elective	242814	Identify and explain the core and support functions of an organisation.	6
Core	242822	Employ a systematic approach to achieving objectives.	10

Recommended training days for **Cluster 2 Part 1** is 5 days.

Cluster 2 Part 2 - Mathematic Skills - Credit Accumulation Transfer is applicable to the unit standards below:

Outcome	SAQA ID	Name of Unit Standard	Credits
Fundamental	7468	Use mathematics to investigate and monitor the financial aspects of personal, business, national and international issues.	6
Fundamental	9015	Apply knowledge of statistics and probability to critically interrogate and effectively communicate findings on life related problems.	6
Fundamental	9016	Represent analyse and calculate shape and motion in 2-and 3-dimensional space in different contexts.	4

Recommended training days for **Cluster 2 part 2** is 3 days.

BUSINESS

Cluster 3 Part 1 - Customer Management

Outcome	SAQA ID	Name of Unit Standard	Credits
Core	242810	Manage Expenditure against a budget.	6
Core	242817	Solve problems, make decisions and implement solutions.	8
Core	242829	Monitor the level of service to a range of customers.	5

Recommended training days for **Cluster 3 Part 1** is 4 days.

Cluster 3 Part 2 - Communication Skills Level 4 - Credit Accumulation Transfer is applicable to the unit standards below:

Outcome	SAQA ID	Name of Unit Standard	Credits
Fundamental	12153	Use the writing process to compose texts required in the business environment.	5
Fundamental	119459	Write/present/sign for a wide range of contexts.	5
Fundamental	119462	Engage in sustained oral/signed communication and evaluate spoken/signed texts.	5
Fundamental	119469	Read/view, analyse and respond to a variety of texts.	5

Recommended training days for **Cluster 3 Part 2** is 4 days.

Cluster 4 - Administration

Outcome	SAQA ID	Name of Unit Standard	Credits
Core	242824	Apply leadership concepts in a work context.	12
Elective	13915	Demonstrate knowledge and understanding of HIV/AIDS in a workplace, and its effects on a business sub-sector, own organisation and a specific workplace.	4
Core	242815	Apply the organisation's code of conduct in a work environment.	5
Core	242816	Conduct a structured meeting.	5

Recommended training days for **Cluster 4** is 5 days.

On successful completion of this qualification the learner will achieve a total of 150 credits.