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| Programme Title | FET Certificate: Generic Management |
| SAQA ID | 57712 |
| NQF Level | 4 |
| Credits | 150 |
| Duration | 6-12 months |
| Admission Requirements | English Proficiency |
| Programme type | Available in Full time and Part time classes |
| Learnership Code | |

Description:

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.

Unit standard alignment to the Learning Programmes

The following table illustrates the unit standard alignment in the Learning Programmes.

Outcome 1: The role of the manager

| ELO | Unit Standard | | | |
|--|---------------|--------|---|---------|
| | Type | NLRD | Title | NQF |
| ELO2. Organise resources in accordance with developed plan | Elective | 242818 | Describe the relationship of junior management to other management roles | Level 4 |
| | Core | 242821 | Identify responsibilities of a team leader in ensuring that organisational standards are met | Level 4 |
| | Elective | 13952 | Demonstrate basic understanding of the Primary labour legislation that impacts on a business unit | Level 4 |

Outcome 2: Occupational learning and second language communication

| ELO | Unit Standard | | | |
|--|---------------|--------|---|---------|
| | Type | NLRD | Title | NQF |
| ELO2. Organise resources in accordance with developed plan | Fundamental | 119467 | Use language and communication in occupational learning programmes (second language) | Level 3 |
| | Fundamental | 119472 | Accommodate audience and context needs in oral/signed communication (second language) | Level 3 |
| | Fundamental | 119457 | Interpret and use information from texts (second language) | Level 3 |
| | Fundamental | 119465 | Write/present/sign texts for a range of communicative contexts (second language) | Level 3 |

Outcome 3: Written communication

| ELO | Unit Standard | | | |
|--|---------------|--------|--|---------|
| | Type | NLRD | Title | NQF |
| ELO2. Organise resources in accordance with developed plan | Fundamental | 119462 | Engage in sustained oral/signed communication and evaluate spoken/signed texts | Level 4 |
| | Fundamental | 119469 | Read/view, analyse and respond to a variety of texts | Level 4 |
| | Fundamental | 119459 | Write/present/sign for a wide range of contexts | Level 4 |
| | Fundamental | 12153 | Use the writing process to compose texts required in the business environment | Level 4 |

Outcome 4: Problem solving

| ELO | Unit Standard | | | |
|---|---------------|--------|---|---------|
| | Type | NLRD | Title | NQF |
| ELO1. Develop plans to achieve defined objectives | Core | 242817 | Solve problems, make decisions and implement solutions | Level 4 |
| | Fundamental | 9015 | Apply knowledge of statistics and probability to critically interrogate and effectively communicate findings on life related problems | Level 4 |
| | Fundamental | 9016 | Represent analyse and calculate shape and motion in 2-and 3-dimensional space in different contexts | Level 4 |

Outcome 5: Leading and motivating a team

| ELO | Unit Standard | | | |
|--|---------------|--------|---|---------|
| | Type | NLRD | Title | NQF |
| ELO3. Lead a team to work co-operatively to achieve objectives | Core | 242824 | Apply leadership concepts in a work context | Level 4 |
| | Core | 242819 | Motivate and Build a Team | Level 4 |

Outcome 6: The code of conduct and customer service standards

| ELO | Unit Standard | | | |
|--|---------------|--------|--|---------|
| | Type | NLRD | Title | NQF |
| ELO4. Monitor performance to ensure compliance to a developed plan ELO5. Make decisions based on a code of ethics | Core | 242816 | Conduct a structured meeting | Level 4 |
| | Core | 242815 | Apply the organisation's code of conduct in a work environment | Level 4 |
| | Core | 242829 | Monitor the level of service to a range of customers | Level 4 |

Outcome 7: Time management

| ELO | Unit Standard | | | |
|---|---------------|--------|--|---------|
| | Type | NLRD | Title | NQF |
| ELO1. Develop plans to achieve defined objectives ELO2. Organise resources in accordance with developed plan ELO4. Monitor performance to ensure compliance to a developed plan | Core | 242811 | Prioritise time and work for self and team | Level 4 |
| | Core | 242822 | Employ a systematic approach to achieving objectives | Level 4 |

Outcome 8: Performance management

| ELO | Unit Standard | | | |
|--|---------------|--------|--|---------|
| | Type | NLRD | Title | NQF |
| ELO4. Monitor performance to ensure compliance to a developed plan | Elective | 242813 | Explain the contribution made by own area of responsibility to the overall organisational strategy | Level 4 |
| | Elective | 11473 | Manage individual and team performance | Level 4 |

Outcome 9: Budgeting

| ELO | Unit Standard | | | |
|--|---------------|--------|---|---------|
| | Type | NLRD | Title | NQF |
| ELO4. Monitor performance to ensure compliance to a developed plan | Core | 242810 | Manage expenditure against a budget | Level 4 |
| | Fundamental | 7468 | Use mathematics to investigate and monitor the financial aspects of personal, business, national and international issues | Level 4 |

Certification

Upon successful completion of Final Assessments and Portfolios, candidates will be rewarded with Provider Certificate.
Services Seta pending

