

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

