

FURTHER EDUCATION AND TRAINING CERTIFICATE: GENERIC MANAGEMENT - LEVEL 4 - 57712

Introduction

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 learners who achieve this qualification will be able to demonstrate competencies in management relating to Planning, Organising, Leading, Controlling and Ethics.

Career Opportunities

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.

Programme Outcomes

- Develop plans to achieve defined objectives.
- Organise resources in accordance with developed plan.
- Lead a team to work co-operatively to achieve objectives.
- Monitor performance to ensure compliance to a developed plan.
- Make decisions based on a code of ethics.

Methodology

- Duration: Minimum 1500 hours
- Qualification: Minimum 150 credits
- NQF Level: 4
- Credits: 150
- Assessment and Registration: On-site assessment of 2 hours per candidate

Target Group

- Junior Managers
- Team Leaders
- Supervisors
- Foremen
- Section leaders

Benefits

- Qualified managers

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Module 1 Communication Skills

ID	UNIT STANDARD TITLE	LEVEL	CREDITS
119472	Accommodate audience and context needs in oral/signed communication	3	5
119457	Interpret and use information from texts	3	5
119467	Use language and communication in occupational learning programmes	3	5
119465	Write/present/sign texts for a range of communicative contexts	3	5
119462	Engage in sustained oral/signed communication and evaluate spoken/signed texts	4	5
119469	Read/view, analyse and respond to a variety of texts	4	5
12153	Use the writing process to compose texts required in the business environment	4	5
119459	Write/present/sign for a wide range of contexts	4	5
TOTAL			40

Module 5 Labour Legislation

ID	UNIT STANDARD TITLE	LEVEL	CREDITS
13952	Demonstrate basic understanding of the Primary labour legislation that impacts on a business unit	4	8
242668	Demonstrate knowledge and application of the Occupational Health and Safety Act, 85 of 1993 (OHSA) (as amended) and the responsibilities of management in terms of the Act	4	4
TOTAL			12

Module 6 Health and Safety

ID	UNIT STANDARD TITLE	LEVEL	CREDITS
251960	Identify and describe disaster related risks and threatening situations utilizing basic disaster management concepts and indigenous knowledge	3	5
13915	Demonstrate understanding of HIV/AIDS and its impact on the workplace	3	4
TOTAL			9

Module 2 Numerical Skills

ID	UNIT STANDARD TITLE	LEVEL	CREDITS
9015	Apply knowledge of statistics and probability to critically interrogate and effectively communicate findings on life related problems	4	6
9016	Represent analyse and calculate shape and motion in 2-and 3-dimensional space in different contexts	4	4
7468	Use mathematics to investigate and monitor the financial aspects of personal, business, national and international issues	4	6
TOTAL			16

Module 7 Lead a team to work co-operatively to achieve objectives

ID	UNIT STANDARD TITLE	LEVEL	CREDITS
242824	Apply leadership concepts in a work context	4	12
242816	Conduct a structured meeting	4	5
242821	Identify responsibilities of a team leader in ensuring that organisational standards are met	4	6
242819	Motivate and Build a Team	4	10
242817	Solve problems, make decisions and implement solutions	4	8
TOTAL			41

Module 3 Develop plans to achieve defined objectives

ID	UNIT STANDARD TITLE	LEVEL	CREDITS
242822	Employ a systematic approach to achieving objectives	4	10
242811	Prioritise time and work for self and team	4	5
TOTAL			15

Module 8 Monitor performance to ensure compliance to a developed plan.

ID	UNIT STANDARD TITLE	LEVEL	CREDITS
242810	Manage Expenditure against a budget	4	6
242829	Monitor the level of service to a range of customers	4	5
TOTAL			11

Module 4 Team Management

ID	UNIT STANDARD TITLE	LEVEL	CREDITS
242812	Induct a member into a team	4	4
242814	Identify and explain the core and support functions of an organisation	3	6
242820	Maintain records for a team	3	4
242818	Describe the relationship of junior management to other management roles	4	5
242813	Explain the contribution made by own area of responsibility to the overall organisational strategy	4	5
1473	Manage individual and team performance	4	8
TOTAL			32

Module 9 Make decisions based on a code of ethics

ID	UNIT STANDARD TITLE	LEVEL	CREDITS
242815	Apply the organisation's code of conduct in a work environment	4	5
TOTAL			5

