



TRAINING FORCE
Linking Training to Industry

BUSINESS

NATIONAL CERTIFICATE: MANAGEMENT

COURSE INFORMATION

SAQA ID: 83946 (LP: 23654)

NQF Level: 3

Learnership Duration: 12 months

Credits: 124

Contact Sessions: Minimum Contact Session, including remediation (if required) and Portfolio Building, for this Qualification is **25 days**.

Accrediting SETA: Services Sector Education & Training Authority

PURPOSE

The purpose of the qualification is to build the knowledge and skills required by employees in junior management who have had schooling below NQF level 3. It is intended to empower learners to acquire knowledge, skills, attitudes and values required to operate confidently as junior managers in the South African community and to respond to the challenges of the economic environment and changing world of work.

ENTRY CRITERIA

- Communication at NQF Level 2.
- Mathematical Literacy at NQF Level 2.

QUALIFICATION RULES

This qualification is made up of fundamental, core and elective unit standards and a minimum of 124 credits is required to complete the qualification:

- Core unit standards totaling 65 credits are compulsory.
- Fundamental unit standards totaling 36 credits are compulsory.
- Elective unit standards totaling 23 credits.

EQUIPMENT NEEDED

- **Hardware:** Access to a computer, display monitor / keyboard / mouse / printer;
- **Software:** Windows 7 OS system | MS Office 2010 | Printer Driver (Where applicable)
- **Instruments:** Ruler • Thermometer • Vernier Caliper • Tape measure

MARKET INFORMATION

Target Market: Any staff in: Secretarial Services • Reception Services • Switchboard Operations • Financial Administration • Banking Administration • Personal Assistants • technical Assistance • Data Capturing • System Administration • Human Resource Administration • Basic Contracts Administration • Change Administration and Management • Relationship Management • Project Coordination

Target Industries: All industries that have an administration and /or operations aspect.

COURSE INFORMATION

- **Mentor Requirements:** Mentor must have at least 3 years' experience in a Management or similar position.
- **Workplace Approval:** Not Applicable
- **Workplace Requirements:** Learners must be exposed to all Outcomes related to this qualification.

SKILLS OUTCOMES

- Co-ordinating with others.
- Making significant choices from a wide range of procedures.
- Operating in a number of contexts.
- Making comparisons.
- Performing junior management functions.
- Maintaining records.
- Carrying out simple research and tasks.
- Interpreting current affairs related to a specific business sector.
- Recognising the effect of HIV/AIDS on the specific workplace, business sub-sector and own organisation.
- Applying knowledge of self and team to enhance team performance.
- Managing time and the work process.
- Explaining the structure of an organisation.
- Conducting a formal meeting.
- Inducting a new member of a team.
- Motivating a team
- Describing the management function of an organisation

GENERAL INFORMATION



Credit Accumulation Transfer (CAT): CAT exemption is only applicable to approved learners. Approved learners will have reduced contact days. Learners who do not meet the CAT requirements will be required to complete Part 1 and Part 2 of every Cluster.



FISA Requirements: Final Integrated Summative Assessment is requirement for the successful completion of this learnership.



Recognition of Prior Learning (RPL): RPL is not available for this qualification

BUSINESS



UNIT STANDARDS

Cluster 1 – Communication – Credit Accumulation Transfer is applicable to the unit standards below

Outcome	SAQA ID	Name of Unit Standard	Credits
Fundamental	8968	Accommodate audience and context needs in oral communication	5
Fundamental	8969	Interpret and use information from texts	5
Fundamental	8973	Use language and communication in occupational learning programmes	5
Fundamental	8970	Write texts for a range of communicative contexts	5

- Recommended training days for Cluster 1 = 4 days

Cluster 2 –Introduction to Supervision

Outcome	SAQA ID	Name of Unit Standard	Credits
Core	13919	Investigate and explain the structure of a selected workplace or organisation	10
Core	14667	Describe and apply the management functions of an organization	10
Elective	13944	Describe the relationship of junior management to the general management function	5

- Recommended training days for Cluster 2 = 5 days

Cluster 3 - Work with a Team

Outcome	SAQA ID	Name of Unit Standard	Credits
Core	13912	Apply knowledge of self and team in order to develop a plan to enhance team performance	5
Core	13917	Indicate the role of a team leader ensuring that a team meets an organisation`s standards	6
Core	13911	Induct a new member into a team	3
Core	13918	Manage time and the work process in a business environment	4
Core	13947	Motivate a team	6

- Recommended training days for Cluster 3 = 5 days

Cluster 4 – Numeracy – Credit Accumulation Transfer is applicable to the unit standards below

Outcome	SAQA ID	Name of Unit Standard	Credits
Fundamental	9010	Demonstrate an understanding of the use of different number bases and measurement units and an awareness of error in the context of relevant calculations	2
Fundamental	9013	Describe, apply, analyse and calculate shape and motion in 2-and 3-dimensional space in different contexts	4
Fundamental	9012	Investigate life and work related problems using data and probabilities	5
Fundamental	7456	Use mathematics to investigate and monitor the financial aspects of personal, business and national issues	5

- Recommended training days for Cluster 4 = 3 days



BUSINESS

Cluster 5 - Research

Outcome	SAQA ID	Name of Unit Standard	Credits
Core	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	14665	Interpret current affairs related to a specific business sector	10
Elective	7573	Demonstrate ability to use the World Wide Web	3
Elective	7570	Produce word processing documents for business	5
Elective	7567	Product and use spreadsheets for business	5

- Recommended training days for Cluster 5 = 5 days

Cluster 6 - Supervise

Outcome	SAQA ID	Name of Unit Standard	Credits
Core	13916	Identify and keep the records that a team manager is responsible for keeping	4
Core	13914	Conduct a formal meeting	3
Elective	13948	Negotiate an agreement or deal in an authentic work situation	5

- Recommended training days for Cluster 6 = 3 days