



NATIONAL CERTIFICATE: MANAGEMENT

NQF



3

SAQA



83946

TRAINING DAYS



25

DURATION



12 months

CREDITS



120

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

The purpose of the qualification is to build 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.

As a qualification that covers management, it provides a framework for learners to develop competencies that will enable them to become competent junior managers.

- The Fundamental Component consists of Unit Standards to the value of 36 credits all of which are compulsory.
- The Core Component consists of Unit Standards to the value of 65 credits all of which are compulsory.
- The Elective Component consists of individual unit standards totalling a minimum of 19 credits.

ENTRY CRITERIA

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

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.

MARKET INFORMATION

Target Market: Individuals in Junior Managers positions or Managers of small businesses.

Target Industry: Generic to all industries.

Mentor Experience: Mentor must have at least 3 years experience in General Management.

Workplace Approval: Not applicable.

Workplace requirements: Learners must be exposed to all outcomes related to this qualification.

GENERAL INFORMATION

<p>Credit Accumulation Transfer (CAT): CAT exemption is only applicable to approved learners. Approved learners will have reduced contact days. Learners who do not meet with CAT requirements will need to complete all Clusters in full.</p>	<p>FISA Requirements: Final Integrated Summative Assessment is a requirement for the successful completion of this learnership.</p>	<p>Recognition of Prior Learning: Application for RPL may allow for accelerated success to further learning.</p>
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For more information on how your organisation can benefit, contact Training Force:

BUSINESS

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.

BUSINESS

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.

Cluster 5 - Current business matters and office automation

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 businesssub-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	7567	Produce and use spreadsheets for business.	5
Elective	7570	Produce word processing documents for business.	5

Recommended training days for Cluster 5 = 5 days.

Cluster 6 - Executing Management Functions

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

Recommended trainings days for Cluster 6 = 3 days.