

SAQA Registration: 57712 (LP58344) – Further Education and Training Certificate Generic Management Level 4

PURPOSE OF THE PROGRAMME

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. It has also been developed to enable managers or prospective managers to access higher education and provide flexible access to life-long learning.

EXIT LEVEL OUTCOMES

On completion of this programme learners will be able to:

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

PROGRAMME OUTLINE

Compulsory Modules

Module 1: Planning and Goal Setting

Module 2: Time Management

Module 3: Team Building

Module 4: Leadership

Module 5: Meeting Skills

Module 6: Budgeting

Module 7: Customer Service

Module 8: Problem Solving

Module 9: Administration Management

LEARNING ASSUMED TO BE IN PLACE

- Communication at NQF Level 3.
- Mathematical Literacy at NQF Level 3
- Computer Literacy at NQF Level 3.

RECOGNITION OF PRIOR LEARNING (RPL)

This qualification can be achieved wholly or in part through Recognition of Prior Learning in terms of the defined exit level outcomes and/or individual unit standards.

METHODOLOGY

Training Programme Duration: 24 Contact days spaced over 12 months (Refer to qualification schedule on www.khulisane.com)

Assessment: The purpose of the qualification is achieved via demonstration of competence in terms of the exit level outcomes, which in turn are a function of the associated unit standards. Candidates will be assessed in an integrative manner per exit level outcome according to the qualification rules.

Certification: This includes obtaining endorsement from the SETQAA.

Qualification: 57712 (LP58344) - Further Education and Training Certificate: Generic Management

Credits: 150

TARGET GROUP

This qualification is intended for 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.

BENEFITS

This qualification will enable management competencies to be strengthened, and enable managers to better manage systems, processes, resources, self, teams and individuals in various occupations. Ultimately, this qualification is aimed at improving the productivity and efficiency of managers within all occupations in South Africa.