

## Further Education and Training Certificate: Generic Management

SAQA QUAL ID	QUALIFICATION TITLE	
57712	Further Education and Training Certificate: Generic Management	
QUALIFICATION TYPE	FIELD	SUBFIELD
Further Education and Training Certificate	Field 03 - Business, Commerce and Management Studies	Generic Management
	PRE-2009 NQF LEVEL	NQF LEVEL
150	Level 4	NQF Level 04
LAST DATE FOR ENROLMENT		LAST DATE FOR ACHIEVEMENT
2024-06-30		2027-06-30

### PURPOSE

The course is designed to empower managers in the four domains of Management, namely leadership, self-management, people management and management practices. This qualification is designed to enable learners to develop knowledge, skills, attitudes, and values including:

- Gathering and analysing information.
- Analysing events that impact on a business and its competitive environment.
- Complying with organisational standards.
- Motivating an individual or team.
- Negotiating in a work situation.
- Understanding the role of business strategy as it applies to junior management.
- Managing the budget within a specific area of responsibility.
- Applying management principles and practices within a specific area of responsibility.
- Managing work unit performance to achieve goals.
- Behaving ethically and promoting ethical behaviour in a work situation.
- Demonstrating understanding of the consequences in a work unit of HIV/AIDS.

### WHO SHOULD APPLY

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

### LEARNING ASSUMED TO BE IN PLACE AND RECOGNITION OF PRIOR LEARNING

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

#### Recognition of Prior Learning:

- 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.
- Evidence can be presented in various ways, including international and/or previous local qualifications, products, reports, testimonials mentioning functions performed, work records, portfolios, videos of practice and performance records.
- All such evidence will be judged in accordance with the general principles of assessment and the requirements for integrated assessment.

#### Access to the qualification:

- Open access, bearing in mind the requirements of 'learning assumed to be in place' and that the learner has access to a work environment where management practice can be implemented.

## **QUALIFICATION RULES**

The Qualification consists of a Fundamental, a Core and an Elective Component.

To be awarded the Qualification, learners are required to obtain a minimum of 150 credits as detailed below.

### **Fundamental Component:**

The Fundamental Component consists of Unit Standards in:

- Mathematical Literacy at NQF Level 4 to the value of 16 credits.
- Communication at NQF Level 4 in a First South African Language to the value of 20 credits.
- Communication in a Second South African Language at NQF Level 3 to the value of 20 credits.

It is compulsory therefore for learners to do Communication in two different South African languages, one at NQF Level 4 and the other at NQF Level 3.

All Unit Standards in the Fundamental Component are compulsory.

### **Core Component:**

- The Core Component consists of Unit Standards to the value of 72 credits all of which are compulsory.

### **Elective Component:**

The Elective Component consists of Unit Standards in a number of specialisations each with its own set of Unit Standards. Learners are to choose a specialisation area and Elective Unit Standards at least to the value of 22 credits.

For a list of elective courses, visit: <https://regqs.saga.org.za/viewQualification.php?id=57712> and review the course under heading – Qualification Rules.

## **EXIT LEVEL OUTCOMES**

### **Planning**

- Develop plans to achieve defined objectives

### **Organising**

- Organise resources in accordance with developed plan

### **Leading**

- Lead a team to work collaboratively towards achieving targets.

### **Controlling**

- Supervise performance to guarantee adherence to the plan

### **Ethics**

- Base decisions on a set of moral principles

## **NB**

This Qualification replaces Qualification 65110, "Further Education and Training Certificate: Management", Level 4, 140 Credits.