

Further Education and Training Certificate: Generic Management

SAQA QUAL ID		QUALIFICATION TITLE	
57712		Further Education and Training Certificate: Generic Management	
PRIMARY OR DELEGATED QUALITY ASSURANCE FUNCTIONARY		NQF SUB-FRAMEWORK	
The individual Primary or Delegated Quality Assurance Functionary for each Learning Programme recorded against this qualification is shown in the table at the end of this report.		SFAP - Sub-framework Assignment Pending	
QUALIFICATION TYPE	FIELD	SUBFIELD	
Further Ed and Training Cert	Field 03 - Business, Commerce and Management Studies	Generic Management	
MINIMUM CREDITS	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:

Assumption: Competence in Communications, Mathematical Literacy and 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.

A minimum of 150 credits as detailed below:

Fundamental Component:

The Fundamental Component consists of compulsory Unit Standards in:

- Mathematical Literacy at NQF Level 4 - 16 credits.
- Communication at NQF Level 4 in a First South African Language - 20 credits.
- Communication in a Second South African Language at NQF Level 3 - 20 credits.
- It is compulsory therefore for learners to do Communications in two different South African languages, one at NQF Level 4 and the other at NQF Level 3.

Core Component:

- The Core Component consists of compulsory Unit Standards -72 credits.

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.

EXIT LEVEL OUTCOMES:

Expected Learning Outcomes are as follows:

- 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