

### National Certificate: Management

SAQA QUAL ID	QUALIFICATION TITLE	
83946	National Certificate: 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
National Certificate	Field 03 - Business, Commerce and Management Studies	Generic Management
MINIMUM CREDITS	PRE-2009 NQF LEVEL	NQF LEVEL
120	Level 3	NQF Level 03
LAST DATE FOR ENROLMENT		LAST DATE FOR ACHIEVEMENT
2024-07-30		2027-07-30

#### **PURPOSE**

The purpose of the qualification is to build the knowledge and skills required by employees in junior management who have completed schooling below NQF level 3.

The qualification provides learners with the framework to develop competencies that will enable them to become competent junior managers. They will examine some theoretical concepts, apply a limited body of knowledge, and develop skills to be informed workers in their various fields.

The program provides flexible access to further education, lifelong learning, higher education, and productive employment in various occupational contexts. In addition, learners will be able to adapt to changes in workplace procedures and processes by applying academic skills in related areas of managerial work.

The National Certificate in Generic Management: NQF Level 3 will assist junior managers to contribute to improved productivity and efficiency within the business environment. Qualifying learners should be competent, at a basic level, in competencies relating to:

- Managing systems and processes, including planning own and group and team members` activities
- Managing resources,
- Managing teams and individuals, including leading teams and participation in meetings and
- Managing self.

#### **WHO SHOULD APPLY?**

The National Certificate in Management: Level 3 is intended for personnel already employed and other learners who intend to follow a career in management across different business sectors and business sizes.

Typical candidates:

- Have attained a National Certificate: Level 2 and wish to continue on a path of life-long learning in the field of management.
- Wish to extend their range of skills and knowledge of management so that they progress within their chosen career path.
- Are team leaders or supervisors and wish to improve their management skills
- See themselves as future managers and need to start their training at the lower end of management.

**LEARNING ASSUMED TO BE IN PLACE:**

**Assumption:**

- Competence in Communication and Mathematical Literacy at NQF Level 2

**RECOGNITION OF PRIOR LEARNING:**

- Application for Recognition of Prior Learning (RPL) may allow for accelerated success to further learning. Credit towards a unit standard is subject to quality assurance by the Services ETQA or a relevant accredited ETQA that has a Memorandum of Understanding with the Services ETQA. This qualification can be obtained in part or in whole through Recognition of Prior Learning. **ACCESS TO THE QUALIFICATION:**

- Open Access

**QUALIFICATION RULES:**

- Compulsory Fundamental Component - 36 credits.
- Compulsory Core Component - 65 credits.
- Elective Component – 19 credits.

**QUALIFYING LEARNERS ARE CAPABLE OF:**

- Carrying out simple research 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.
- Maintaining records.
- 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.

**EXIT LEVEL OUTCOMES:**

Qualifying learners should be capable of:

- 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.
- Learners may have significant responsibility for the quantity and quality of their own output under general supervision. They may be responsible for the output of others.