



FURTHER EDUCATION AND TRAINING CERTIFICATE: GENERIC MANAGEMENT QUALIFICATION ID 57712 - NQF LEVEL 4 - 150 CREDITS

Fundamental

Component:

The Fundamental Component consists of Unit Standards to the value of 56 credits all of which 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 individual unit standards from which the learner must choose unit standards totalling a minimum of 22 credits.

OUTLINE OF LEARNING PROGRAMME

Module 1: Planning: Develop plans to achieve defined objectives

TYPE	UNIT STANDARD CODE	UNIT STANDARD TITLE	UNIT STANDARD LEVEL	CREDITS
Elective	242820	Maintain records for a team	NQF Level 3	4
Core	242822	Employ a systematic approach to achieving objectives	NQF Level 4	10
Core	242816	Conduct a structured meeting	NQF Level 4	5

Module 2: Organising: Organise resources in accordance with developed plan.

TYPE	UNIT STANDARD CODE	UNIT STANDARD TITLE	UNIT STANDARD LEVEL	CREDITS
Core	242815	Apply the organisation's code of conduct in a work environment	NQF Level 4	5
Core	242810	Manage Expenditure against a budget	NQF Level 4	6
Core	242811	Prioritise time and work for self and team	NQF Level 4	5

Module 3: Team Leading: Lead a team to work co-operatively to achieve objectives.

TYPE	UNIT STANDARD CODE	UNIT STANDARD TITLE	UNIT STANDARD LEVEL	CREDITS
Core	242824	Apply leadership concepts in a work context	NQF Level 4	12
Elective	242812	Induct a member into a team	NQF Level 3	4
Core	242821	Identify responsibilities of a team leader in ensuring that organisational standards are met	NQF Level 4	6
Core	242819	Motivate and Build a Team	NQF Level 4	10

Module 4: Controlling: Monitor performance to ensure compliance to a developed plan

TYPE	UNIT STANDARD CODE	UNIT STANDARD TITLE	UNIT STANDARD LEVEL	CREDITS
Core	242829	Monitor the level of service to a range of customers	NQF Level 4	5
Core	242817	Solve problems, make decisions and implement solutions	NQF Level 4	8

Module 5: Ethics: Make decisions based on a code of ethics.

TYPE	UNIT STANDARD CODE	UNIT STANDARD TITLE	UNIT STANDARD LEVEL	CREDITS
Elective	13915	Demonstrate knowledge and understanding of HIV/AIDS in a workplace, and its effects on a business sub-sector, own organisation and a specific workplace	NQF Level 3	4
Elective	242813	Explain the contribution made by own area of responsibility to the overall organisational strategy	NQF Level 4	5
Elective	242818	Describe the relationship of junior management to other roles	NQF Level 4	5

Module Six: Fundamentals

TYPE	UNIT STANDARD CODE	UNIT STANDARD TITLE	UNIT STANDARD LEVEL	CREDITS
Fundamental Literacy 1st Language	119472	Accommodate audience and context needs in oral/signed communication	NQF Level 03	5
	119457	Interpret and use information from texts	NQF Level 03	5
	119467	Use language and communication in occupational learning programmes	NQF Level 03	5
	119465	Write/present/sign texts for a range of communicative contexts	NQF Level 03	5
Fundamental Literacy 2nd Language	119462	Engage in sustained oral/signed communication and evaluate spoken/signed texts	NQF Level 04	5
	119469	Read/view, analyse and respond to a variety of texts	NQF Level 04	5
	12153	Use the writing process to compose texts required in the business environment	NQF Level 04	5
	119459	Write/present/sign for a wide range of contexts	NQF Level 04	5
Fundamental Numeracy	9015	Apply knowledge of statistics and probability to critically interrogate and effectively communicate findings on life related problems	NQF Level 04	6
	9016	Represent analyse and calculate shape and motion in 2-and 3- dimensional space in different contexts	NQF Level 04	4
	7468	Use mathematics to investigate and monitor the financial aspects of personal, business, national and international issues	NQF Level 04	6

QUALIFICATION OUTCOME

Qualifying learners should be capable of:

- Gather and analyse information.
- Analyse events that impact on a business and its competitive environment.
- Comply with organisational standards.
- Motivate an individual or team.
- Negotiate in a work situation.
- Understand the role of business strategy
- Manage a budget within a specific area of responsibility.
- Apply management principles and practices to a specific area of responsibility.

- Manage work unit performance to achieve goals.
- Behave ethically and promote ethical behaviour in a work situation.
- Demonstrate an understanding of the consequences of HIV/AIDS.
- Develop plans to achieve defined objectives.
- Organise resources in accordance with a developed plan.
- Lead a team to work co-operatively to achieve objectives.
- Monitor performance to ensure compliance to a plan.
- Make decisions based on a code of ethics.

INTERNATIONAL COMPARABILITY

The qualification was compared with similar qualifications in New Zealand and the United Kingdom.

The Level 4 and 5 qualifications, which have been developed together with this qualification, were found to have direct equivalence with level 4 and 5 qualifications in New Zealand.

The level 4 qualification was found to be equivalent to the New Zealand Qualification entitled, National Diploma in Business (level 4) and the level 5 qualification.

ARTICULATION OPTIONS

Horizontal Articulation:

This qualification articulates horizontally with the following qualifications:

- FETC: New Venture Creation, SAQA ID: 23953
- FETC: Leadership Development, SAQA ID: 50081
- FETC: Business Systems Operations: End User (ERP), SAQA ID: 49176
- FETC: Small Business Advising (Information Support), SAQA ID: 48883

Vertical Articulation:

- The FETC: Management articulates with the National Certificate: Management at Level 5, SAQA ID: 1093