



NATIONAL CERTIFICATE: MANAGEMENT

QUALIFICATION ID 83946 - NQF LEVEL 3 - 120 CREDITS

INTRODUCTION

The National Certificate in Management - NQF Level 3, is designed to meet the needs of learners who require junior management skills in all sectors of the economy. The purpose of the qualification is to empower delegates to acquire knowledge, skills, attitudes and values required to operate confidently.

It provides an opportunity to learn and apply academic skills in relation to junior management assisting delegates to contribute to improved productivity and efficiency within the business environment.

COURSE OBJECTIVES

- 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

TARGET AUDIENCE

The National Certificate in Management: NQF Level 3, is intended for personnel already employed and other learners who intend to follow a career in management. Junior management positions include team leaders, supervisors, first line managers and section heads.

COURSE CONTENT

Module 1: Team Management

- Motivate a team
- Apply knowledge of self and team in order to develop a plan to enhance team performance
- Identify and keep the records that a team manager is responsible for keeping
- Induct a new member into a team
- Indicate the role of a team leader ensuring that a team meets an organisation`s standards

Module 2: Office Management

- Investigate and explain the structure of a selected workplace or organisation
- Manage time and the work process in a business environment
- Conduct a formal meeting
- Interpret current affairs related to a specific business sector
- Describe and apply the management functions of an organization
- Care for Customers

Module 3: Health and Safety

- Demonstrate knowledge and understanding of HIV/AIDS in a workplace, and its effects on a business sub-sector, own organisation and a specific workplace

Module 4: Business Communication

- Accommodate audience and context needs in oral communication
- Interpret and use information from texts
- Write texts for a range of communicative contexts
- Use language and communication in occupational learning programmes

Module 5: Computer Skills

- Produce presentation documents for business
- Produce word processing documents for business
- Produce and use spreadsheets for business
- Demonstrate ability to use the World Wide Web

Module 6: Numeracy

- Demonstrate an understanding of the use of different number bases and measurement units and an awareness of error in the context of relevant calculations
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- Use mathematics to investigate and monitor the financial aspects of personal, business and national issues
- Investigate life and work related problems using data and probabilities

COURSE DURATION

- RPL Learnership for employed delegates (7 days)
- Full Learnership for employed delegates (14 days)
- Full Learnership for unemployed delegates (20 days - includes bridging classes)