



NATIONAL CERTIFICATE: MANAGEMENT

QUALIFICATION ID 83946 - NQF LEVEL 3 - 120 CREDITS

Fundamental Component:

The Fundamental Component consists of Unit Standards to the value of 36 credits all of which are compulsory

Core Component:

The Core Component consists of Unit Standards to the value of 65 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 19 credits.

OUTLINE OF LEARNING PROGRAMME

Module 1: Team Management

Type	US ID	UNIT STANDARD TITLE	LEVEL	CREDITS
Core	13947	Motivate a team	4	6
Core	13912	Apply knowledge of self and team in order to develop a plan to enhance team performance	3	5
Core	13916	Identify and keep the records that a team manager is responsible for keeping	3	4
Core	13911	Induct a new member into a team	3	3
Core	13917	Indicate the role of a team leader ensuring that a team meets an organisation`s standards	3	6

Module 2: Office Management

Type	US ID	UNIT STANDARD TITLE	LEVEL	CREDITS
Core	13919	Investigate and explain the structure of a selected workplace or organisation	3	10
Core	13918	Manage time and the work process in a business environment	3	4
Core	13914	Conduct a formal meeting	3	3
Core	14665	Interpret current affairs related to a specific business sector	3	10
Core	14667	Describe and apply the management functions of an organization	4	10

Module 3: People Management

Type	US ID	UNIT STANDARD TITLE	LEVEL	CREDITS
Core	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	3	4
Elective	13948	Negotiate an agreement or deal in an authentic work situation	4	3

Module 4: Business Communication

Type	US ID	UNIT STANDARD TITLE	LEVEL	CREDITS
Fundamental	8968	Accommodate audience and context needs in oral communication	3	5
Fundamental	8969	Interpret and use information from texts	3	5
Fundamental	8970	Write texts for a range of communicative contexts	3	5
Fundamental	8973	Use language and communication in occupational learning programmes	3	5

Module 5: Computer Skills

Type	US ID	UNIT STANDARD TITLE	LEVEL	CREDITS
Elective	7571	Demonstrate the ability to use electronic mail software to send and receive messages	3	3
Elective	7570	Produce word processing documents for business	3	5
Elective	7567	Produce and use spreadsheets for business	3	5
Elective	7573	Demonstrate ability to use the World Wide Web	2	3

Module 6: Numeracy

Type	US ID	UNIT STANDARD TITLE	LEVEL	CREDITS
Fundamental	9010	Demonstrate an understanding of the use of different number bases and measurement units and an awareness of error in the context of relevant calculations	3	2
Fundamental	9013	Demonstrate an understanding of the use of different number bases and measurement units and an awareness of error in the context of relevant calculations	3	4
Fundamental	7456	Use mathematics to investigate and monitor the financial aspects of personal, business and national issues	3	5
Fundamental	9012	Investigate life and work related problems using data and probabilities	3	5

QUALIFICATION OUTCOMES

On achieving this qualification, the learner will be able to:

- Applying knowledge of self and team to enhance team performance
- Carrying out simple research and tasks
- Conducting a formal meeting
- Co-ordinating with others
- Describing the management function of an organisation
- Explaining the structure of an organisation
- Inducting a new member of a team
- Interpreting current affairs related to a specific business sector
- Maintaining records
- Making comparisons
- Making significant choices from a wide range of procedures
- Managing time and the work process
- Motivating a team
- Operating in a number of contexts
- Performing junior management functions
- Recognising the effect of HIV/AIDS on the specific workplace, business sub-sector and own organisation

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

No equivalent level 3 qualification exists in New Zealand. However, as this qualification is part of a learning pathway in which equivalence at level 4 and 5 was found, it is felt that this qualification would be comparable to a level 3 qualification in New Zealand were one to be developed in that country.

FURTHER DEVELOPMENT

This qualification articulates with the following qualifications:

- The National Certificate in Business Administration: Level 3
- The National Certificate in Management: Level 3
- The National Certificate in Public Administration: Level 3

It should also articulate with any other qualification at level 3 in the following fields:

- Banking administration
- Data capturing
- Financial administration
- Personal / executive secretarial services
- Reception services
- Secretarial services
- Switchboard operations