



FURTHER EDUCATION AND TRAINING CERTIFICATE: GENERIC MANAGEMENT QUALIFICATION ID 59201 - NQF LEVEL 5 - 163 CREDITS

Fundamental

The Fundamental Component consists of Unit Standards to the value of 49 credits all of which are compulsory

Core Component:

The Core Component consists of Unit Standards to the value of 78 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 36 credits.

OUTLINE OF LEARNING PROGRAMME

MODULE 1: PEOPLE MANAGEMENT

TYPE	UNIT STANDARD CODE	UNIT STANDARD TITLE	UNIT STANDARD LEVEL	CREDITS
Core	252037	Build teams to achieve goals and objectives	Level 5	6
Core	252029	Lead people development and talent management	Level 5	8
Core	252027	Devise and apply strategies to establish and maintain workplace relationships	Level 5	6
Core	252043	Manage a diverse work force to add value	Level 5	6
Fundamental	252042	Apply the principles of ethics to improve organisational culture	Level 5	5
TOTAL CREDITS				31

MODULE 2: WORKPLACE MANAGEMENT

TYPE	UNIT STANDARD CODE	UNIT STANDARD TITLE	UNIT STANDARD LEVEL	CREDITS
Core	252032	Develop, implement and evaluate an operational plan	Level 5	8
Core	252021	Formulate recommendations for a change process	Level 5	8
Fundamental	120300	Analyse leadership and related theories in a work context	Level 5	8
Fundamental	252036	Apply mathematical analysis to economic and financial information.	Level 5	6
Fundamental	12433	Use communication techniques effectively	Level 5	8
TOTAL CREDITS				38

MODULE 3: DECISION MAKING

TYPE	UNIT STANDARD CODE	UNIT STANDARD TITLE	UNIT STANDARD LEVEL	CREDITS
Fundamental	252026	Apply a systems approach to decision making	Level 5	6
Core	252044	Apply the principles of knowledge management	Level 5	6
Core	252020	Create and manage an environment that promotes innovation	Level 5	6
Core	252034	Monitor and evaluate team members against performance standards	Level 5	8
Core	252025	Monitor, assess and manage risk	Level 5	8
Core	252035	Select and coach first line managers	Level 5	8
TOTAL CREDITS				42

MODULE 4: UNIT MANAGEMENT

TYPE	UNIT STANDARD CODE	UNIT STANDARD TITLE	UNIT STANDARD LEVEL	CREDITS
Fundamental	252022	Develop, implement and evaluate a project plan	Level 5	8
Fundamental	252040	Manage the finances of a unit	Level 5	8
Elective	12140	Recruit and select candidates to fill defined positions	Level 5	9
Elective	114226	Interpret and manage conflicts within the workplace	Level 5	8
Elective	114212	Explain the impact of organisational wellness on a business environment and indicate a strategy for a business unit	Level 4	3
Elective	252033	Demonstrate ways of dealing with the effects of dread diseases and in particular HIV/AIDS	Level 5	8
Elective	15230	Monitor team members and measure effectiveness of performance	Level 5	4
Elective	15224	Empower team members through recognising strengths, encouraging participation in decision making and delegating tasks	Level 5	4
TOTAL CREDITS				52

QUALIFICATION OUTCOME

- Initiate, develop, implement and evaluate operational strategies, projects and action plans, and recommend change within teams and/or the unit so as to improve the effectiveness of the unit.
- Monitor and measure performance and apply continuous or innovative improvement interventions in the unit in order to attain its desired outcomes, including customer satisfaction, and thereby contributing towards the achievement of the objectives and vision of the entity.
- Lead a team of first line managers, by capitalising on the talents of team members and promoting synergistic interaction between individuals and teams, to enhance individual, team and unit effectiveness in order to achieve the goals of the entity.
- Build relationships using communication processes both vertically and horizontally within the unit, with superiors and with stakeholders across the value chain to ensure the achievement of intended outcomes.

- Apply the principles of risk, financial and knowledge management and business ethics within internal and external regulatory frameworks in order to ensure the effectiveness and sustainability of the unit.
- Enhance the development of teams and team members through facilitating the acquisition of skills, coaching, providing career direction, and capitalising on diversity in the unit.

LEARNING OUTCOMES

The focus of this qualification has been designed to enable learners to be competent in a range of 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.
- Developing plans to achieve defined objectives.
- Organising resources in accordance with a developed plan.
- Leading a team to work co-operatively to achieve objectives.
- Monitoring performance to ensure compliance to a plan.
- Making decisions based on a code of ethics

ARTICULATION

This qualification will enable the qualifying candidate to progress to learning for other national management diplomas on NQF Level 6 and national first degrees in management on NQF Level 7. This qualification provides entry to qualifications in management, business management, business administration, and organisational leadership.

This qualification articulates horizontally with: all management qualifications at Certificate, Diploma and Bachelor's Degree Level, as well as with qualifications in Project Management and Education Management. This would facilitate articulation with the following qualifications:

- National Certificate: Marketing Management, NQF Level 5.
- ID 48847: National Certificate: Business Consulting, NQF Level 5.
- ID 49554: National Diploma: Public Finance Management and Administration, NQF Level 5.
- ID 20892: National Diploma: Human Resources Management and Practices, NQF Level 5.
- ID 58395: National Certificate: Project Management, NQF Level 5.

Vertical articulation is possible with the following qualifications:

- National Diploma: Management, NQF Level 6.
- National Degree: Management, NQF Level 6.
- ID 20901: National Diploma: Marketing Management, NQF Level 6.
- ID 20909: National Diploma: Customer Management, NQF Level 6.
- ID 20240: National Diploma: Public