



FURTHER EDUCATION AND TRAINING CERTIFICATE

Generic Management NQF Level 4

With specialisation in: Human Resource Support

1. PURPOSE

This qualification is intended for junior managers of small organisations, junior managers of business units in medium and large organisations, or those aspiring to these positions. Junior managers include team leaders, supervisors, foremen and section heads.

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.

The learners who achieve this qualification will be able to demonstrate competencies in management relating to Planning, Organising, Leading, Controlling and Ethics. Overall, this qualification will ensure that learners are capable of:

- 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.

2. RATIONALE FOR THE QUALIFICATION

This qualification lays the foundation for the development of management qualifications across various sectors and industries. It specifically develops management competencies required by learners in any occupation, particularly those who are currently operating as junior managers. The qualification introduces key terms, rules, concepts, principles and practices of management that will enable learners to be informed managers in any occupation. It has also been developed to enable managers or prospective managers to access higher education and provide flexible access to life-long learning.

The scope of management covers four domains: leadership, self-management, people management and management practices. This qualification addresses each of these domains with generic competencies, thereby enabling learning programmes to be contextualised for specific sectors and industries. Provides opportunities for people to transfer between various specialisations within management. This will therefore enable management competencies to be strengthened, and enable managers to better manage systems, processes, resources, self, teams and individuals in various occupations. It is intended to empower learners to acquire knowledge, skills, attitudes and values required to operate confidently as individuals in the South African community and to respond to the challenges of the economic environment and changing world of work. Ultimately, this qualification is aimed at improving the productivity and efficiency of managers within all occupations in South Africa.

3. LEARNER ACCESS

Open access, bearing in mind the requirements of 'learning assumed to be in place' and that the learner has access to a work environment where management practice can be implemented. It is preferable, however, for the learner to be in possession of a Senior Certificate.

4. QUALIFICATION RULES

The Certificate is made up of a planned combination of learning outcomes that have a defined purpose and will provide qualifying learners with applied competence and a basis for further training.

The Qualification is made up of Unit Standards classified as Fundamental, Core and Elective. A minimum of one hundred and fifty (150) credits is required to complete the Qualification.

In this Qualification the credits are allocated as follows:

- Fundamental: 56 credits;
- Core: 72 credits and
- Electives: 212 credits.

Core Modules

Skills Programme	US Type	ID NO	Unit Standard Title
<i>Generic Management Module 4</i>	Core	242824	Apply leadership concepts in a work context
	Core	242815	Apply the organisation's code of conduct in a work environment
	Core	242816	Conduct a structured meeting
	Core	242810	Manage Expenditure against a budget
	Core	242829	Monitor the level of service to a range of customers
<i>People's Management Module 5</i>	Core	242822	Employ a systematic approach to achieving objectives
	Core	242817	Solve problems, make decisions and implement solutions
	Core	242819	Motivate and build a team
	Core	242821	Identify responsibilities of a team leader in ensuring that organisational standards are met
	Core	242811	Prioritise time and work for self and team

Elective Modules: Human Resource Support (LP 93950)

Skills Programme	US Type	ID NO	Unit Standard Title
<i>Human Resource Support Management Module 6</i>	Elective	10978	Recruit and select candidates to fill defined positions
	Elective	10980	Induct a new employee
	Elective	117877	Perform one-to-one training on the job
	Elective	11473	Manage individual and Team performance

Visit www.ikhwezitraining.com for any further information or contact us directly at info@ikhwezitraining.com

Level 4 B-BBEE Company