

FURTHER EDUCATION AND TRAINING CERTIFICATE: GENERIC MANAGEMENT
SAQA ID 57712 NQF 4 CREDITS 150

1. QUALIFICATION OVERVIEW

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

2. TARGET AUDIENCE

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

The programme is aimed at improving the productivity and efficiency of the manager within all occupations in South Africa by providing knowledge and skills in key outcomes such as:

- Organising resources in accordance with development plans
- Leading teams to work co-operatively to achieve objectives
- Monitoring performance and ensuring compliance
- Gathering and analysing information
- Analysing events and the impact they have on a business and its competitive environment
- Motivating an individual or team
- Negotiation skills
- Understanding the role of a business strategy as it applies to junior management
- Developing and Managing budgets
- Management principles and practices
- Ethical conduct

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Accreditation and Certifications

Microsoft, CompTIA, Certipoint, Pearson Vue, CertNexus, IC DL, ICB, IMM, MICT, MerSeta, BankSeta, Fasset, W&R, ETDP, Services Seta, LGSeta & Growing...

3. LEARNING ASSUMED TO BE IN PLACE

To enable the candidate to fulfil the requirements of this qualification it is assumed that the candidates will meet the following entry requirements:

- Communication at NQF Level 3 (Grade 11 or equivalent)
- Mathematical Literacy at NQF Level 3 (Grade 11 or equivalent)
- Computer Literacy at NQF Level 3 (Grade 11 or equivalent)

4. UNIT STANDARD COMPOSITION

Fundamental: All unit standards totalling 56 credits are compulsory

Core: All unit standards totalling 72 credits compulsory

Elective: Unit standards totalling 22 credits

5. METHODOLOGY

30% Classroom

70% Workplace

6. DURATION – 12 Months

Comprehensive: Up to 26 face to face contact sessions

Blended learning: Up to 7 contact sessions (must have literacy and maths to matric level)

Online / Self-study: Up to 3 contact sessions with email and telephone support (must have literacy and maths to Matric level)

7. BUILDING BLOCKS

Upon successful completion of the FETC: Generic Management NQF Level 4 SAQA ID 57712 learners will be able to progress to the National Certificate: Generic Management at Level 5, SAQA ID: 59201.

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8. CURRICULUM

For achievement of these requirements the program is delivered in Skills Programmes, in this qualification layout a delegate can choose to either complete the generic qualification or add an additional skills programme with an industry specific skill as per the below layout:

Skills Programme 1: Literacy/ Communication 1st Language

US TYPE	US ID	US TITLE	LEVEL	CREDITS
Fundamental	12153	Use the writing process to compose text required in the business environment	4	5
Fundamental	119459	Write/present/sign for a wide range of context	4	5
Fundamental	119469	Read/view, analyse and respond to a variety of text	4	5
Fundamentals	119462	Engage in sustained oral/signed communication and evaluate spoken/signed texts	4	5
		TOTAL CREDIT VALUE		20

Skills Programme 2: Planning

US TYPE	US ID	US TITLE	LEVEL	CREDITS
Core	242811	Prioritise time and work for self and team	4	5
Core	242817	Solve problems, make decisions and implement solutions	4	8
Core	242822	Employ a systematic approach to achieving objectives	4	10
Fundamental	12153	Use the writing process to compose text required in the business environment	4	5
Fundamental	119459	Write/present/sign for a wide range of context	4	5
Fundamental	119469	Read/view, analyse and respond to a variety of text	4	5
		TOTAL CREDIT VALUE		38

Skills Programme 3: Organising

US TYPE	US ID	US TITLE	LEVEL	CREDITS
Fundamentals	119462	Engage in sustained oral/signed communication and evaluate spoken/signed texts	4	5
Elective	242814	Identify and explain the core support functions an organisation	3	6
Core	242816	Conduct a structured meeting	4	5
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	3	4
		TOTAL CREDIT VALUE		20

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Skills Programme 4: Leading

US TYPE	US ID	US TITLE	LEVEL	CREDITS
Elective	11473	Manage individuals and team performance	4	8
Elective	242812	Induct a member into a team	3	4
Core	242819	Motivate and build a team	4	10
Core	242821	Identify responsibilities of a team leader in ensuring that organisational standards are met	4	6
Core	242824	Apply leadership concepts in a work context	4	12
		TOTAL CREDIT VALUE		40

Skills Programme 5: Controlling & Ethics

US TYPE	US ID	US TITLE	LEVEL	CREDITS
Core	242810	Manage Expenditure against a budget	4	6
Core	242815	Apply the organisation's code of conduct in a work environment	4	5
Core	242829	Monitor the level of service to a range of customer's	4	5
		TOTAL CREDIT VALUE		16

Skills Programme 6: Literacy/ Communication Second language

US TYPE	US ID	US TITLE	LEVEL	CREDITS
Fundamental	119457	Interpret and use information from texts	3	5
Fundamental	119465	Write/present/sign texts for a range of communication contexts	3	5
Fundamental	119467	Use language and communication in occupational learning	3	5
Fundamental	119472	Accommodate audience and context needs in oral/signed communication	3	5
		TOTAL CREDIT VALUE		20

Skills Programme 7: Mathematics

US TYPE	US ID	US TITLE	LEVEL	CREDITS
Fundamental	9015	Apply knowledge of statistics and probability to critically interrogate and effectively communicate findings on life related problems	4	6
Fundamental	9016	Represent analyse and calculate shape and motion in 2-and 3-dimensional space in different contexts	4	4
Fundamental	7468	Use mathematics to investigate and monitor the financial aspects of personal, business, national and international issues	4	6
		TOTAL CREDIT VALUE		16

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9. NOT READY TO COMMIT TO THE FULL QUALIFICATION, YET?

You are also able to work toward this qualification by completing the following programmes independently. [Contact us](#) to learn more.

Finance for Non-Financial Managers	Performance Management
Presentation Skills	Management Skills for Supervisors

To access our public schedule, [click here](#)

For in-house or customised training requirements get in touch [here](#)

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