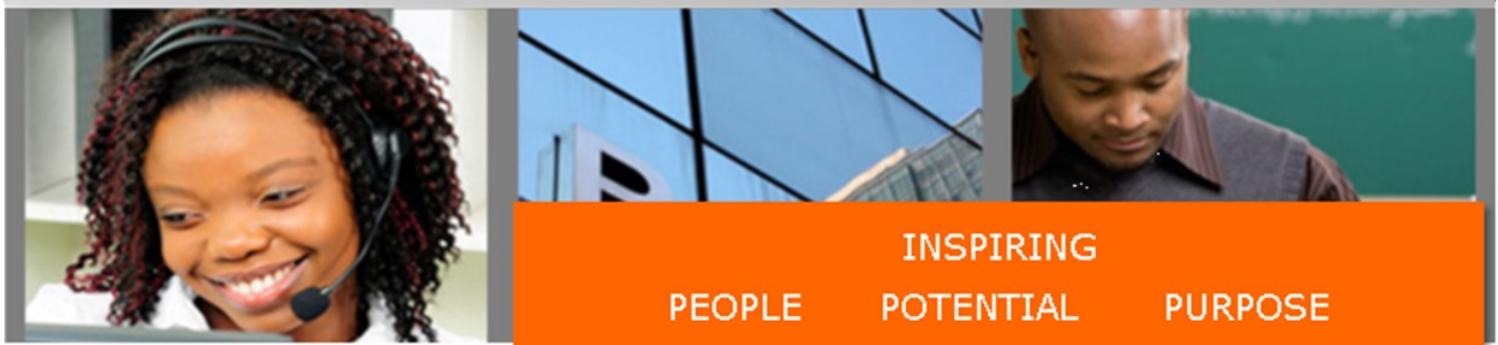


# FETC: Generic Management NQF 4



## **Purpose of the National FET Certificate: Generic Management (NQF 4)**

The purpose of this qualification is to help learners to acquire the knowledge, skills, attitudes and values required to operate confidently as managers or supervisors by enabling them to respond to the challenges of the economic environment and changing world of work. As a qualification that covers management-related learning, it provides a framework for learners to develop key competencies that will give them insight into managing people. It introduces a fundamental understanding of the key terms, rules, concepts and principles of management that will enable learners to become informed managers in any business sector.

## **Delivery methodology**

Training is best suited for new entrants to the sector. Chartall Business College can either deliver this qualification as a learnership, which will qualify the sponsoring employer for an additional tax deduction, or it can be offered as a training programme without the learnership requirements. The duration of the training will be approximately 18 full days, all of which can be scheduled to suit the employers' schedule. Alternatively, the qualification can be acquired by experienced candidates through Recognition of Prior Learning (RPL). RPL is an assessment process that captures a candidate's existing knowledge and skill and matches it to the qualification requirements. With RPL there is no formal training but the RPL adviser will spend time with the learners to assist them to match their workplace learning to the requirements of the qualification.

## **Flexibility**

Chartall Business College believes in flexibility. We have an in-house team of professionals who are able to customise the training curriculum to the needs of your organisation. This may include the addition of job-specific unit standards, the selection of particular elective unit standards or even the inclusion of non-unit standard based content (for example your company's processes or product information). In addition, we ensure that the content of the qualification does not conflict with the training, values and procedures prescribed by your company. This ensures complete alignment of standard operating procedures and learning content.

## Support

Although the qualification is scheduled to be delivered over 18 full days, it does not mean that the learners will not have access to additional support. Each learner will have access to assistance via email, as well as access to a tutor who is able to provide extra assistance should the need arise. This tutor support can be used to assist learners who are not progressing at the same pace as the rest of the class or it could be used to catch up staff who miss sessions due to illness or annual holidays.

## Administration

Chartall Business College will assist you to manage the administration associated with a nationally registered learnership. We will assist with SETA contracting, learnership preparation, briefing of workplace coaches and the SETA reporting.

Chartall Business College also has experienced facilitators who can manage projects involving learners with disabilities.

## Generic Management (NQF 4) - Unit standards:

Planning	
242811	Prioritise time and work for self and team
242817	Solve problems, make decisions and implement solutions
242822	Employ a systematic approach to achieving objectives
242813	Explain the contribution made by own area of responsibility
Organising	
242816	Conduct a structured meeting
242814	Identify and explain the core and support functions
242818	Describe the relationship of junior management to other roles
Leading	
242819	Motivate and build a team
242821	Identify responsibilities of a team leader
242824	Apply leadership concepts in a work context
11473	Manage individual and team performance
Controlling and Ethics	
242829	Monitor the level of service to a range of customers
242810	Manage expenditure against a budget
242815	Apply the organisation's code of conduct in a work environment
Business mathematics	
7468	Use mathematics to investigate and monitor financial aspects
9015	Apply knowledge of statistics and probability
9016	Represent and calculate shape and motion in 2D and 3D space
Business Communication: first and second language	
119467	Use language and communication in learning programmes
119462	Engage in sustained oral communication
119472	
119469	Read analyse and respond to a variety of texts
119457	
12153	Use the writing process to compose texts
119465	
119459	

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