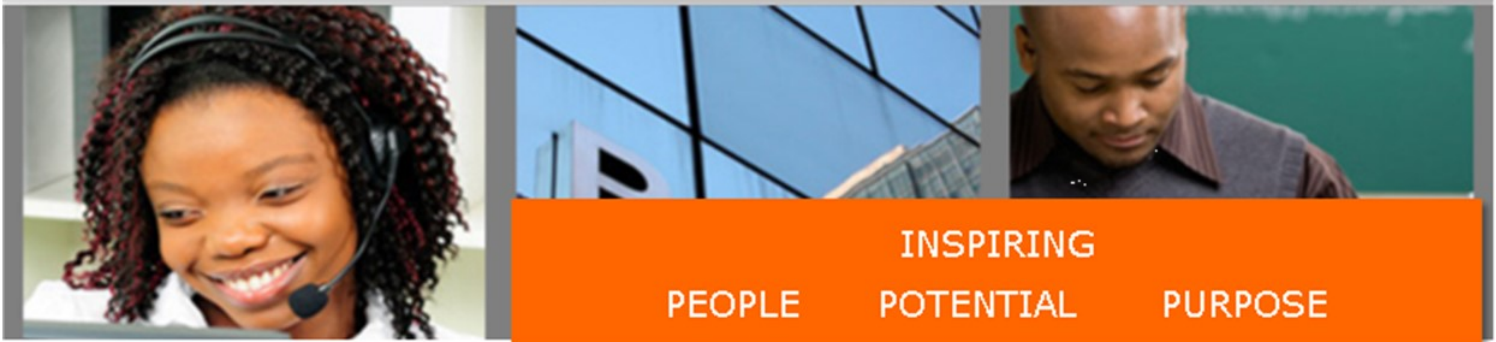




NC: Generic Management NQF 5 Skills Development Focus



Purpose of the National Certificate in Generic Management (NQF 5) (SAQA ID: 66069: Skills Development Focus)

This NQF level 5 qualification flows seamlessly and logically from the Generic Management NQF 4 Further Education and Training Certificate, although someone may elect to start at NQF 5 if they have sufficient experience to do so. A person acquiring this qualification will be able to recruit and manage first line supervisors in a company. First line managers may include team leaders, supervisors, junior managers, section heads and foremen. The focus of this qualification is to enable learners to develop competence in a range of knowledge, skills, attitudes and values, all while emphasising the importance of skills development as a critical role in management. An added benefit is that this qualification has been approved by the Financial Services Board (FSB) to fulfill the generic Category 1 qualification requirements for FAIS Fit & Proper compliance – both for representatives and Key Individuals. The qualification is conferred by the SA Board for People Practices (SABPP).

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 learnership 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. **Learners are to note that a final examination is part of this qualification. This will be written once your portfolio has been submitted and you have been found competent.**

Generic Management (NQF 5) Skills Development Focus – Unit standards:

Manage strategy	
252032	Develop, implement and evaluate an operational plan
252020	Create and manage an environment for innovation
252021	Formulate recommendations for a change process
252026	Apply a systems approach to decision making
Lead staff	
120300	Analyse leadership and related theories in a work context
12433	Use communication techniques effectively
252029	Lead people development and talent management
Manage finances	
252036	Apply mathematical analysis to economic & financial information
252040	Manage the finances of a unit
252042	Apply the principles of ethics to improve organizational culture
252025	Monitor, assess and manage risk
252044	Apply the principles of knowledge management
Manage staff	
252034	Monitor and evaluate team members
252035	Select and coach first line managers
252043	Manage a diverse work force to add value
252027	Devise strategies to establish workplace relationships
252037	Build teams to achieve goals and objectives
252022	Develop, implement and evaluate a project plan
Develop staff	
11911	Manage individual careers
15219	Develop and implement a strategy and action plans for a team, department or division
15220	Set, monitor and measure the achievement of goals and objectives for a team, department or division within an organisation
15232	Coordinate planned skills development interventions in an organisation
116926	Implement skills development as workplace learning to support organisational transformation
252041	Promote a learning culture in an organisation

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Chartall Business College (Reg no. 2003/015217/07) is provisionally registered by the Department of Higher Education and Training until 31 December 2018 (Reg no. 2012/FE07/044)