

National FET Certificate: Generic Management



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SAQA ID: 57712 | NQF level: 4 | Credits: 150 | Accrediting body:



Purpose of the qualification

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.

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. In addition, we ensure that the content of the qualification does not conflict with the values and standard operating procedures prescribed by your company.

Support

Although the programme is scheduled to include the specified contact 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 students who are not progressing at the same pace as the rest of the class or miss a session. We also have experienced facilitators who can manage projects involving learners with disabilities.

Delivery methodology

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.

Administration

Chartall Business College will assist with SETA contracting, learnership preparation [if required], briefing of workplace coaches and the SETA reporting.

Other requirements

If students want to access online resources they will need access to a computer or tablet with video and sound capability, have their own email address and have reliable internet access (minimum 2 Mbps).

Programme curriculum

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 Communication: first and second language

119467	Use language and communication in learning programmes
119462/119472	Engage in sustained oral communication
119469/119457	Read analyse and respond to a variety of texts
12153/119465/119459	Use the writing process to compose texts



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