

Further Education and Training Certificate: Management Level 4

SAQA Qualification ID 57712, NQF Level 4, 150 Credits | 20 OPISA CPD Points

Introduction

Being tasked with taking on the role of manager can be an exciting but daunting challenge. This qualification focuses on developing managerial excellence. Driven by subject-matter experts and positioned, tested and implemented against the needs of the market, this qualification provides leading edge management and leadership thinking, training and development.

Managers are required to have a set of fundamental competencies to succeed in the managerial role:

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.

This qualification lays the foundation for you to build a career in management across various sectors and industries. It will provide you with solid skills in four key areas: Leadership, self-management, people management and management practices.

This qualification is ideal for candidates who have been working in a supervisory or team leader position for a minimum of one year as the sessions cover gap-training of concepts and principles relating to the specific topics and outcomes of this qualification. These sessions will also facilitate understanding of the evidence required to be collected for the delegates Portfolio of Evidence.

There are no exams! Delegates are required to complete a Portfolio of Evidence.

Entry Requirements

Applicants must have communication, mathematical literacy and computer literacy at NQF Level 3 (Grade 11).

Qualification Objectives

This qualification equips learners with a thorough grounding in the principles and skills to master management including:

- Information analysis and presentation according to organisational objectives and requirements
- Defining and aligning tasks, resources, time frames and measurement criteria to meet organisational objectives
- Application of methods, procedures and techniques to organise a work unit in accordance with organisational requirements
- Application of the principles of leadership, organisation's objectives and Standard Operating Procedures within a work unit
- Application of knowledge of group dynamics to build effective teams

- Measurement of work unit performance against organisational objectives
- Understanding of the concept of ethics and its influence on activities and decision-making

Qualification Outline

Cluster One

Module 1: Workplace Ethics and Problem Solving

- Instilling workplace ethics
- Solving problems effectively

Cluster Two

Module 2: Planning Skills

- Employing a systematic approach to achieving objectives
- Using planning skills to resolve a problem

Cluster Three

Module 3: Expenditure and Budgets

- Managing expenditure and budgets

Module 4: Time Management

- Allocating resources
- Managing time and priorities

Cluster Four

Module 5: Organisational Strategy and Functions

- Understanding your organisation's strategy
- Clarifying organisational functions

Module 6: Workplace Relationships

- Managing workplace relationships

Cluster Five

Module 7: Leadership and Team Morale

- Developing strong leadership skills
- Understanding team dynamics and morale

Module 8: Meetings and Minutes

- Conducting structured meetings

Cluster Six

Module 9: Performance Monitoring

- Monitoring performance
- Managing your supply chain

Module 10: Customer Service

- Providing outstanding customer service

Cluster Seven

Module 11: Maths Fundamentals

- Statistics, probability, shapes and motion
- Personal and business financial aspects

Module 12: Second Language Fundamentals

- Interpret texts in second language
- Write and present in a second language