THE LEARNING DEVELOPMENT GROUP

National Certificate: Management

SERVICES SETA Certification

SAQA ID:	83946
NQF Level:	3
Credits:	120

Introduction

This broad National Certificate: Management at an NQF Level 3, gives individuals an introduction to the key concepts of management.

It introduces delegates to the role of management, the functions of management, the internal and external environments that impact on management and Managing Teams. It will develop delegates into well-rounded junior managers with a range of skills needed to work in and respond to challenges in the workplace as well as the economic environment they operate in.

The accredited qualification can be used as the first in a career path in generic management.

Within the structure of the programme that consists of compulsory Core and Fundamental Unit Standards, there are three elective pathways from which to select.

Target Audience

The qualification is aimed primarily at supervisors and junior managers. It is ideal for those wanting a career path in management across different industries and in different types and sizes of organisations.

It is suitable for team leaders looking to provide leadership to ensure maximum effort, commitment and motivation by their team members.

Entry Requirements

- A senior certificate (NQF Level 4) with two South African languages.
- To be a competent communicator and demonstrate mathematical literacy at NQF level 4.
- To be competent in Computer Literacy at NQF Level 3 or have Basic Microsoft Office Suite

Additional Requirements

- Access to and be performing management functions such as staff inductions, performance management and meetings.
- An allocated Workplace Mentor or Supervisor.
- Access to a PC, software and telecommunication.

Course Delivery & Assessment

We use in-classroom, virtual classroom and blended interactive facilitated training sessions, group discussions, assignments and self study to embed skills.

You will need to:

- Attend all lectures and sessions.
- Demonstrate theoretical and practical understanding of programme content.
- Undergo workplace learning, on-the-job coaching and mentoring, theoretical assessment and workplace observation.
- Compile and submit a Portfolio of Evidence (PoE)

To receive the NC: Management, you will need to compile, submit and be found competent by constituent Assessors, Moderators and Verifiers on a Portfolio of Evidence (PoE).

Learning Outcomes

By the end of the qualification, you will be able to:

- Make choices from a range of procedures and operate in different contexts.
- Make comparisons and perform junior management functions and maintain records.
- Understand the effects of HIV/AIDS on business and the workplace.
- Use self and team knowledge to enhance team performance.
- Induct team members and motivate a team.
- Manage time and work processes.
- Understand and explain the structure of an organisation
- Conduct formal meetings
- Describe the management functions of an organisation.

Course **Content**

NC: Management
Accreditation Body: SERVICES SETA

SAQA ID: 83946 | **Learning Programme ID: 23654**
NQF Level: 3 | **Credits : 120**

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Module 1: The Leader as an Individual
- Apply knowledge of self to make life decisions
- Conduct a formal meeting
- Apply knowledge to self and team to develop a plan for enhanced team performance
- Induct a new member into a team

Module 2: The Team Leader and the Organisation
- Indicate the role of a team leader in ensuring a team meets an organisations standards
- Describe and apply the management functions of an organisation
- Identify and keep records as part of a team manager's responsibility
- Manage time and work processes in a business environment
- Describe and apply management functions
- Motivate a team

Module 3: The Structure of the Workplace
- Investigate and explain the structure of a selected workplace or organisation
- Interpret Current Affairs related to a specific business sector
- Demonstrate knowledge and understanding of HIV/AIDS in the workplace and its effects on a business subsector, an organisation and a specific workplace

Module 4: Fundamental Communication
- Accommodate audience and context needs in oral communication
- Interpret and use information from texts
- Use Language and communication in occupational learning programmes
- Write texts for a range of communicative contexts

Module 5: Fundamental Numeracy
- Understand the use of different number bases and measurement units and identify errors in the context of relevant calculations
- Investigate life and work related problems using data and probabilities
- Describe, apply, analyse and calculate shape and motion in 2-and 3-dimensional space in different contexts
- Use mathematics to investigate, monitor the financial aspects of personal, business and national issues

Module 6: Elective Pathways: Select 1:

Pathway 1: Use Computer Applications
- Demonstrate an ability to use the World Wide Web
- Use electronic mail software to send and receive messages
- Produce and use spreadsheets for business
- Produce presentation documents for business
- Produce Word Processing documents

Pathway 2: Use Computer Applications and Legislation
- Demonstrate an ability to use the World Wide Web
- Use electronic mail software to send and receive messages
- Produce presentation documents for business
- Understand the rights and responsibilities of the individual under the South African Constitution
- Understand the structures that reinforce and support human rights in South Africa
- Examine the applications of the Basic Conditions of Employment Act and its effect on earnings

Pathway 3: Management in Context
- Analyse new developments reported in the media that could impact on the business environment
- Describe the relationship of junior management to the general management function
- Devise and apply strategies to establish and maintain relationships
- Empower team members through recognising strengths, encouraging participation in decision making and delegating tasks

Our **Accredited Organisations**

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