



THE  
LEARNING  
DEVELOPMENT  
GROUP

## Introduction

The Skills Programme, Understanding the Organisation, at an NQF level 4 is unit standard aligned. It is aimed at managers and supervisors of teams who need a deeper understanding of how organisations operate.

The programme covers the core activities that relate directly to income generation and the support functions of an organisation, the role of a work unit in relation to core business and the contribution of an individual to overall strategy in their own role.

Delegates will understand the relationship of junior management to other roles, the responsibilities of a team leader and the effects of HIV/AIDS on the business sub-sector, organisation and a specific workplace environment.

## Target Audience

The skills programme is aimed primarily at junior managers, supervisors and team leaders who require a better understanding of how organisations, departments, teams and individuals operate in organisations.

It is suitable for individuals who need to ensure their teams perform optimally.

## Entry Requirements

- Competence in Communication at NQF level 3.
- Competence in Mathematical Literacy at NQF level 3.

## Additional Requirements

- Access to workplace activities.
- Access to a workplace mentor.
- Access to a PC, software and the internet where online learning is required.

## Management & Leadership

# Understanding the Organisation

SERVICES SETA Statement of Results

SP ID: SP SIY071-1

NQF Level: 4

Credits: 26

## Course Delivery & Assessment

We use a blend of inclass and virtual interactive learning, workplace learning, coaching and mentoring, theoretical assessment, practical workplace observation and self-study to embed skills.

You will need to:

- Attend all sessions.
- Complete practical workplace experiential learning and assignments.
- Demonstrate theoretical and practical understanding of programme content.
- Compile and submit a Portfolio of Evidence (PoE).

To receive your Statement of Results, Understanding the Organisation, you will need to compile, submit and be found competent on a Portfolio of Evidence (PoE).

## Learning Outcomes

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

- Explain the core, line and support functions in an organisation and the role of a selected work unit in relation to the core business.
- Understand the overall strategy of an organisation and how the activities of own area of responsibility align.
- Communicate to the members of own team how its area of responsibility aligns to the overall organisational strategy.
- Explain the relationship between type, ownership, size and management roles of an organisation.
- Explain the role of a team leader, the purpose of a team, contracting to gain team commitment and monitoring team objectives.
- Understand HIV/AIDS and its effects on the business sector, own organisation and specific workplace.





info@ldgroup.co.za



+27 086 022 7337



www.ldgroup.co.za

## Course Content

**SP: Understanding the Organisation**  
Accreditation Body: SERVICES SETA

| Programme ID: SP SIY071-1  
| NQF Level: 4 | Credits: 26

### Unit Standard 242814

- Identify and Explain the Core and Support Functions of an Organisation

### Unit Standard 242813

- Explain the Contribution Made by Own Area of Responsibility to the Overall Organisational Strategy

### Unit Standard 242818

- Describe the Relationship of a Junior Management to Other Roles

### Unit Standard 242821

- Identify the Responsibilities of a Team Leader in Ensuring that Organisational Standards are Met

### Unit Standard 13915

- Demonstrate Knowledge and Understanding Of HIV/AIDS in a Workplace, and Its Effects on a Business Sub-sector, Own Organisation and a Specific Workplace

## Our Accredited Organisations



FACULTY  
TRAINING  
INSTITUTE



Siyangqoba



Siyaya  
SKILLS INSTITUTE



PROSERV  
SOUTH AFRICA



MBAT  
DEVELOP - EMPOWER - GROW

