

GENERIC MANAGEMENT LEVEL 4

SAQA Qualification ID: 57712

Qualification Title: Further Education and Training

Certificate: Generic Management

NQF Level 04, Minimum Credits 150

Learning Programme ID 74630: General Management

PRICE
R28000

PURPOSE AND RATIONALE OF THE QUALIFICATION

This qualification is intended for junior managers of small organisations, junior managers of business units in medium and large organisations, or those aspiring to these positions. Junior managers include team leaders, supervisors, foremen and section heads.

The focus of this qualification has been designed to enable learners to be competent in a range of knowledge, skills, attitudes and values including:

Gathering and analysing information.

Analysing events that impact on a business and its competitive environment.

Complying with organisational standards.

Motivating an individual or team.

Negotiating in a work situation.

Understanding the role of business strategy as it applies to junior management.

Managing the budget within a specific area of responsibility.

Applying management principles and practices within a specific area of responsibility.

Managing work unit performance to achieve goals.

Behaving ethically and promoting ethical behaviour in a work situation.

Demonstrating understanding of the consequences in a work unit of HIV/AIDS.

The learners who achieve this qualification will be able to demonstrate competencies in management relating to Planning, Organising, Leading, Controlling and Ethics. Overall, this qualification will ensure that learners are capable of:

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.

SPECIFIC OUTCOMES



The learner will be expected to demonstrate the ability to:

CCF01: Identify and solve problems and make responsible ethical decisions within own limit of authority.

CCF02: Work effectively with others as a member of a team, group, organisation or community to achieve work unit objectives.

CCF03: Organise and manage oneself and one's activities responsibly and effectively to plan, lead, organise and control towards achievement of work unit objectives.

CCF04: Collect, organise and critically evaluate information in order to measure performance.

CCF05: Communicate effectively using visual, mathematics and language skills in the modes of oral and/or written presentations to lead a team.

CCF06: Use science and technology effectively in researching, recommending and implementing management solutions, showing responsibility towards the environment and health of others.

CCF07: The learner will be required to demonstrate an understanding of the world as a set of related systems by aligning work unit objectives to organisational strategy.

CCF08: Be culturally and aesthetically sensitive across a range of social contexts in managing and interacting with diverse people in the workplace