

Course Name: Further Education and Training Certificate: Generic Management

SAQA ID: 83946

NQF: 3

Credits: 120

Duration: 12 Months

Course Outline:

Module	Explanation	Credits	SAQA ID	NQF
<i>The role of the supervisor</i>	This module introduces the responsibilities of a supervisor and how to guide and support a team effectively.	11	13912	5
			1317	6
<i>Management Functions</i>	This module covers key management activities such as planning, organising, leading, and controlling in the workplace.	20	14667	4
			13919	33
<i>Literacy Skills</i>	This module develops reading, writing, and comprehension skills needed for clear workplace communication.	20	8973	3
			8969	3
			8970	3
			8968	3
<i>Numeracy Skills</i>	This module builds basic mathematical and problem-solving skills for everyday workplace tasks.	17	9010	3
			9013	3
			9012	3
			7456	3
<i>Motivation and time management</i>	This module teaches how to stay motivated, set goals, and manage time efficiently.	10	13947	4
			13916	3
<i>Deal with team members</i>	This module focuses on effective teamwork, communication, and resolving conflicts within a team.	10	13914	3
			13911	3
			13916	3
<i>Organizational Environment</i>	This module explains workplace structure, policies, and procedures, and how individuals fit into the organisation.	14	13915	3
			14665	3
<i>MS Word and MS Excel</i>	This module provides practical skills for creating documents,	8	7570	3
			7567	3

	spreadsheets, and managing data.			
<i>MS PowerPoint, Internet Outlook</i>	This module develops skills in presentations, online research, and professional email communication.	7	7570	3
			7567	3