

Course Name: Further Education and Training Certificate: Generic Management

SAQA ID: 57712

NQF: 4

Credits: 154

Duration: 12 Months

Course Outline:

Module	Explanation	Credits	SAQA ID	NQF
<i>The Role of a Manager</i>	Describe the relationship of junior management to other roles. Demonstrate a basic understanding of the primary labor legislation that impacts a business unit. Identify the responsibilities of a team leader in ensuring that organizational standards are met.	19	242818	4
			13952	4
			242821	4
<i>Business Communication</i>	Engage in sustained oral or signed communication and evaluate spoken or signed texts. Read, view, analyse, and respond to a variety of texts. Write, present, and sign for different contexts. Use the writing process to compose business texts.	20	119462	4
			119469	4
			119459	4
			121153	4
<i>Occupational Language & Second Language (Afrikaans)</i>	Use language and communication in occupational learning programmes. Accommodate audience and context needs in oral or signed communication. Interpret and use information from texts. Write, present, and sign texts for different communicative contexts.	20	119467	3
			119472	3
			119457	3
			119465	3
<i>Financial & Math Literacy</i>	Represent, analyze, and calculate shape and motion in 2D and 3D spaces. Use mathematics to investigate and monitor financial	16	9016	4

	aspects of personal, business, and global issues. Apply statistics and probability to analyze and communicate findings on real-life problems.		7468	4
			9015	4
<i>Lead and motivate a team.</i>	Apply leadership concepts in the workplace and motivate teams.	22	242824	4
			242819	4
<i>Code of Conduct & Customer Service Standards</i>	Monitor service levels, apply the organization's code of conduct, and conduct structured meetings.	15	242829	4
			242815	4
			242816	4
<i>Time management</i>	Use a systematic approach to achieve objectives and prioritize work for self and team.	15	242822	3
			242811	4
<i>Inventory Control</i>	Discuss the role of inventory, understand ordering costs, and apply replenishment and distribution systems.	13	377364	4
			377361	4
			377363	4
<i>Problem Solving & Budgeting</i>	Solve problems, make decisions, implement solutions, and manage budget expenditure.	14	242817	4
			242810	4