

FET Certificate: Generic Management

SAQA ID 57712

NQF LEVEL 4

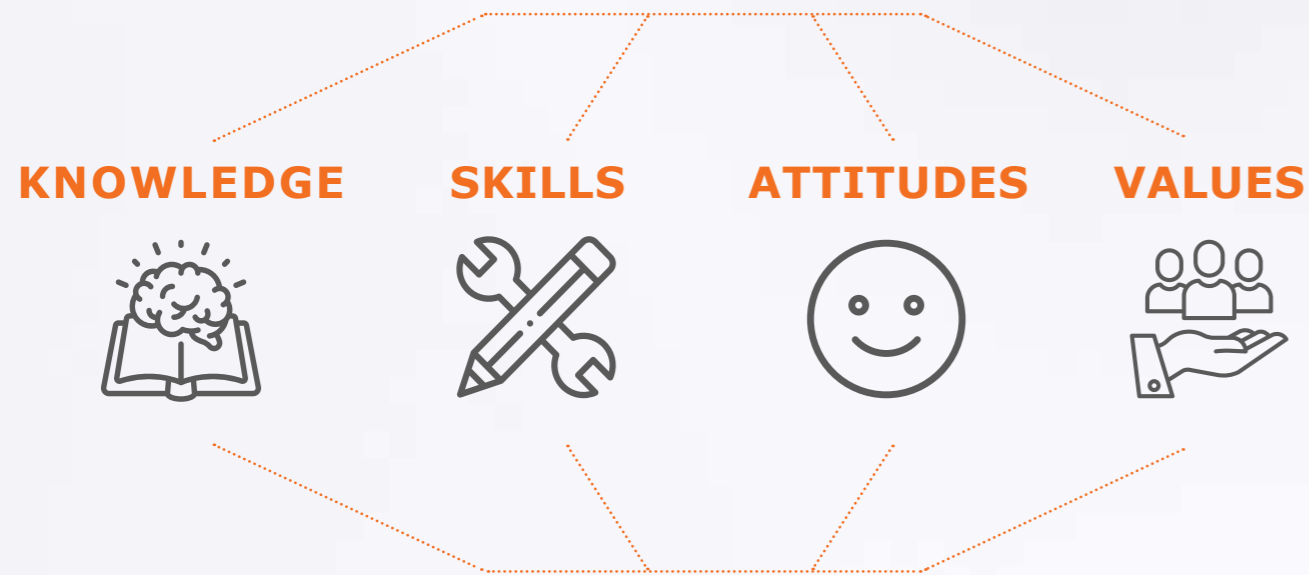
150 CREDITS

Accredited by



THE PURPOSE OF THIS QUALIFICATION

is to help students acquire the



required to operate confidently as managers or supervisors by enabling them to respond to the challenges of the economic environment and changing world of work.

As a qualification that covers management-related learning, it provides a framework for students to develop key competencies that will give them insight into managing people.

It introduces a fundamental understanding of the **key terms, rules, concepts and principles** of management that will enable students to become informed managers in any business sector.

DELIVERY METHODOLOGY

This qualification can be completed face-to-face in a classroom or fully online or through blended learning.

These can either be attended:

Online, with e-books, readings, e-learning, pre-recorded e-lectures and live e-tutorials.		OR		Classroom – pre-scheduled and delivered either at the Chartall Campus or employer site.
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This qualification is offered as:

A Learnership	OR	A Training Programme
Which will qualify the sponsoring employer for an additional tax deduction		Without the learnership requirements

Alternatively, the qualification can be acquired by experienced candidates through Recognition of Prior Learning (RPL).

RPL is an assessment process that captures a candidate's existing knowledge and skill and matches it to the qualification requirements. With RPL there is no formal training although an experienced RPL adviser will assist learners to relate their workplace experience to the outcomes of the registered unit standards.



Flexibility

Chartall Business College believes in flexibility. We have an in-house team of professionals who are able to customise the training curriculum to the needs of your organisation.

This may include the addition of job-specific unit standards, the selection of particular elective unit standards or even the inclusion of non-unit standard based content.

In addition, we ensure that the content of the qualification does not conflict with the values and standard operating procedures prescribed by your company.



Support

Although the programme is scheduled to include the specified contact days, it does not mean that the learners will not have access to additional support.

Each learner will have access to assistance via email, as well as access to a tutor who is able to provide extra assistance should the need arise.

This tutor support can be used to assist students who are not progressing at the same pace as the rest of the class or miss a session.

We also have experienced facilitators who can manage projects involving learners with disabilities.



Administration

Chartall Business College will assist with SETA contracting, learnership preparation [if required], briefing of workplace coaches and the SETA reporting.

Other requirements



A computer or tablet



Reliable internet access (minimum 2 Mbps)



Own email address



Video capability



Sound capability

PROGRAMME CURRICULUM

PLANNING

Unit standard title	ID
Prioritise time and work for self and team	242811
Solve problems, make decisions and implement solutions	242817
Employ a systematic approach to achieving objectives	242822
Explain the contribution made by own area of responsibility to the overall organisational strategy	242813

LEADING

Unit standard title	ID
Motivate and build a team	242819
Identify responsibilities of a team leader in ensuring that organisational standards are met	242821
Apply leadership concepts in a work context	242824
Manage individual and team performance	11473

ORGANISING

Unit standard title	ID
Conduct a structured meeting	242816
Identify and explain the core and support functions of an organisation	242814
Describe the relationship of junior management to other roles	242818

CONTROLLING AND ETHICS

Unit standard title	ID
Monitor the level of service to a range of customers	242829
Manage expenditure against a budget	242810
Apply the organisation's code of conduct in a work environment	242815

BUSINESS COMMUNICATION: FIRST AND SECOND LANGUAGE

Unit standard title	ID
Use language and communication in learning programmes	119467
Engage in sustained oral communication	119462/ 119472
Read analyse and respond to a variety of texts	119469/ 119457
Use the writing process to compose texts	12153/ 119465/ 119459

MATH FUNDAMENTALS

Unit standard title	ID
Represent analyse and calculate shape and motion in 2-and 3-dimensional space in different contexts	9016
Apply knowledge of statistics and probability to critically interrogate and effectively communicate findings on life related problems	9015
Use mathematics to investigate and monitor the financial aspects of personal, business, national and international issues	7468



Chartall Business College (Pty) Ltd is registered with the Department of Higher Education and Training until 31 December 2024 as a private college under the Continuing Education and Training Act, 2006 (registration number 2012/FE07/044) and is provisionally registered with the Department of Higher Education and Training until 31 December 2023 as a private higher education institution under the Higher Education Act, 1997 (registration certificate number 2016/HE07/002)

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