



FETC GENERIC MANAGEMENT

(SAQA ID 57712- Level 4) Specialising in General Management (Learning Programme ID 74630)

Programme Name

Further Education and Training Certificate in Generic Management, NQF Level 4, SAQA ID 57712, 91 credits. 61 (CAT)

Programme Purpose

Qualifying learners should be capable of:

- Developing to achieve defined objectives.
- Organising resources in accordance with a development 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,

Workplace Requirements

- Exposed to setting up of meetings
- Access to computer
- Be part of induction of new staff
- Exposed to budget planning
- Exposed to performance management elements

Programme Description

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 and the impact that it had 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

Target group

- Junior Managers of small organisations
- Junior Managers of business units in medium and large organisations, or those aspiring to these positions
- Junior Managers including team leaders, Supervisors, Foremen and Section heads

Entry Requirements

This is available to all, bearing in mind the requirements of 'learning assumed to be in place' and that the learner has access to a work environment where management practice can be implemented.

- Competent in Communication and Mathematical Literacy
- Communication – Learner needs to have a first and second language
- Matric

Programme Outcomes

The Scope of management covers four domains: Leadership, Self-Management, and People Management and Management practices.

- This qualification addresses each of these domains with generic competencies, thereby enabling learning programmes to be contextualised for specific sectors and industries.
- Provides opportunity for people to transfer between various specialisations within management.
- Will enable management competencies to be strengthened and enable managers to better manage systems, processes, resources, self, teams and individuals in various occupations.
- It is intended to empower learners to acquire knowledge, skills, attitudes and values required confidently as individuals in the South African community and to respond to the challenges of the economic environment and changing world at work.
- This qualification is aimed at improving the productivity and efficiency of managers within all occupations in South Africa.

Structure of the programme

The learnership in Generic Management consists of:

- Classroom based learning
- On-the-job learning
- Coaching/Mentoring
- Assessment

Duration of the Programme

- Programme: 1 year
- Training Days: 15 Days
- Assessment Days: 15 Days
- Workplace experience: 10 Months

Number of learners per class: Minimum 15

Programme Roll-Out:

| Type | Unit Standard | Unit standard Title | Level | Credits |
|---|---------------|--|-------|-----------|
| Module 1: Organise resources in accordance with developed plan (4 days Facilitation and 4 days Assessments) | | | | |
| Core | 242822 | Employ a systematic approach to achieving objectives | 4 | 10 |
| Core | 242816 | Conduct a structured meeting | 4 | 5 |
| Core | 242811 | Prioritise time and work for self and team | 4 | 5 |
| Core | 242821 | Identify responsibilities of a team leader in ensuring that organisational standards are met | 4 | 6 |
| Module 2: Lead a team co-operatively to achieve objectives (4 days Facilitation and 4 days Assessments) | | | | |
| Core | 242824 | Apply leadership concepts in a work contexts | 4 | 12 |
| Core | 242819 | Motivate and build a team | 4 | 10 |
| Core | 242810 | Manage expenditure against a budget | 4 | 6 |
| Make decisions based on a code of ethics (3 days Facilitation and 3 days Assessments) | | | | |
| Core | 242829 | Monitor the level of service to a range of customers | 4 | 5 |
| Core | 242815 | Apply the organisations code of conduct in a work environment | 4 | 5 |
| Core | 242817 | Solve problems, make decisions and implement solutions | 4 | 8 |
| Module 3: General Management - (4 days Facilitation and 4 days Assessment) | | | | |
| 4Elective | 242812 | Induct a member into a team | 3 | 4 |
| Elective | 13915 | Demonstrate understanding of HIV/AIDS and its impact on the workplace | 3 | 4 |
| Elective | 242814 | Identify and explain the core and support functions of an organisation | 3 | 6 |
| Elective | 242813 | Explain the contribution made by own area of responsibility to overall organisational strategy | 4 | 5 |
| Elective | 242818 | Describe the relationship of junior management to other management roles | 4 | 5 |
| Total Credits for FETC: Generic Management Specialising in General Management(Learning programme 74630) | | | | 91 |
| Overall Total | | | | 91 |
| Note: 56 Credits (Fundamentals) to be acquired by using the Credit Allocation Transfer for learners who have passed English and Maths at level 4 | | | | |