



NC MANAGEMENT

(SAQA ID 83946- Level 3) Supervisory Development Learnership

Programme Name

National Certificate Management, NQF Level 3, SAQA ID 83946, (53) 79 credits CAT.

Programme Purpose

- This qualification is designed to build the knowledge and skills required by employees in junior management.
- It is intended to empower learners to acquire knowledge, skills, attitudes and values required to operate confidently as junior managers in the organisation.

Workplace Requirements

- Exposed to setting up of meetings
- Access to a computer
- Need to be part of induction of new staff
- Exposed to performance management element

Programme Description

- As a qualification that covers management, it provides a framework for learners to develop competencies that will enable them to become competent junior managers.
- It introduces some theoretical concepts, requires the application of a limited base of knowledge and requires a well-developed range of skills that will enable learners to be informed workers in their chosen industry.
- It provides a balanced learning experience that allows flexible access to further education, lifelong learning, and higher education and to productive employment in a range of occupational contexts.
- It provides an opportunity for learners to learn and apply academic skills in relation to management and will provide them with skills to adapt to changes in work procedures in business and industry.

Target group

- Learners already employed in junior management in business and industries at this level do work that requires a well-developed range of skills.
- The National Certificate in Management: NQF Level 3 should assist junior managers to contribute to improved productivity and efficiency within the business environment.
- It should provide the means for current junior managers to receive recognition of prior learning and to upgrade their skills.

Entry Requirements

- It is assumed that the learners are competent in Communication and Mathematical Literacy at NQF Level 3
- Matric

Programme Outcomes

On completion of this qualification, the learner will be able to:

- Co-ordinate with others
- Making significant choices from a wide range of procedures
- Operating in a number of contexts
- Making comparisons
- Performing junior management functions and maintaining records
- Carrying out simple research and tasks
- Interpreting current affairs related to a specific business sector
- Recognising the effect of HIV/AIDS on the specific workplace, business sub-sector and own organisation
- Applying knowledge of self and team to enhance team performance
- Managing time and the work process
- Explaining the structure of an organisation
- Conducting a formal meeting
- Inducting a new member of a team
- Motivating a team
- Describing the management function of an organisation

Structure of the programme

The learnership in Supervisory Development 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: The leader as an individual (4 day training and 4 day assessment)				
Elective	11813	Apply knowledge of self in order to make a life decision	3	2
Core	13914	Conduct a formal meeting	3	3
Core	13912	Apply knowledge to self and team in order to develop a plan to enhance team performance	4	3
Core	13911	Induct a new member into the team	3	3
Core	13947	Motivate a team	6	4
Elective	7570	Produce word processing documents for business	5	3
			Total Credit	18
Module 2: The Team Leader and the Organisation (4 days training and 4 days assessment)				
Core	13917	Indicate the role of team leader ensuring a team meets an organisation's standard	6	3
Core	14667	Describe and apply the management functions of an organisation	10	4
Elective	7575	Produce presentation documentation for a business	5	3
Core	13916	Identify and keep records that a team manager is responsible for keeping	4	3
Core	13918	Manage time and work process in a business environment	2	2
			Total Credit	15
Module 3: The structure of the workplace (4 days training and 4 days assessment)				
Core	13919	Investigate and explain the structure of a selected work place or organisation	10	3
Core	14665	Interpret current affairs related to a specific business sector	10	3
Core	13915	Demonstrate knowledge and understanding of HIV/AIDS in a work place, and its effects on a business subsector, own organisation and specific work place	4	3
Elective	7573	Demonstrate ability to use the World Wide Web	3	2
Elective	7571	Demonstrate the ability to use an electronic mail software to send and receive messages	3	2
			Total Credits	14
Module 4: The employment contract and Legislation Governing Human Rights (3 days training and 3 days assessment)				
Elective	10717	Examine the applications of the Basic Conditions of Employment Act and its effect on earning in own contract	2	2
Elective	11817	Demonstrate knowledge and understanding of the structures that reinforce and support human rights in South Africa	3	2
Elective	11816	Demonstrate knowledge and understanding of the rights and the responsibilities of the individual under the South Africa Constitution	2	2
			Total Credits	6
Overall Total				53
Note: 36 Credits (Fundamentals) to be acquired by using the Credit Allocation Transfer for learners who have passed English and Maths at level 4				