



# National Certificate: Management

Level 3

SAQA ID – 83946



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## **NATIONAL CERTIFICATE: MANAGEMENT**

**SAQA ID – 83946**

**Credits – 122**

**NQF Level -- 3**

### **ENTRY REQUIREMENTS:**

The unit standards that make up the certificate are the building blocks of knowledge and skill that are necessary for the National Certificate in Generic Management: Level 4. It is assumed that learners are competent in Communication and Mathematical Literacy at NQF level 2.

### **OBJECTIVE:**

The purpose of the qualification is to build the knowledge and skills required by employees in junior management who have had schooling below NQF level 3.

It is intended to empower learners to acquire knowledge, skills, attitudes and values required to operate confidently as junior managers in the South African community and to respond to the challenges of the economic environment and changing world of work.

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.

The National Certificate in Management: Level 3 is intended for personnel already employed and other learners who intend to follow a career in management. The unit standards classified as core may be added to other industry qualifications to provide a management focus and align qualifications to the work done by learners.

Practical competence is within a number of contexts some of which may be non-routine. The focus is on comparison, choice, interpretation and application of knowledge.

Qualifying learners are capable of:

Carrying out simple research 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

Maintaining records

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

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## OUTCOME:

Qualifying learners should be capable of:

1. Co-ordinating with others.
  2. Making significant choices from a wide range of procedures.
  3. Operating in a number of contexts.
  4. Making comparisons.
  5. Performing junior management functions.
  6. Maintaining records.
  7. Carrying out simple research and tasks.
  8. Interpreting current affairs related to a specific business sector.
  9. Recognising the effect of HIV/AIDS on the specific workplace, business sub-sector and own organisation.
  10. Applying knowledge of self and team to enhance team performance.
  11. Managing time and the work process.
  12. Explaining the structure of an organisation.
  13. Conducting a formal meeting.
  14. Inducting a new member of a team.
  15. Motivating a team.
  16. Describing the management function of an organisation.
- Learners may have significant responsibility for the quantity and quality of their own output under general supervision. They may be responsible for the output of others.



## **RESPONSIBILITIES:**

### ***Edge Training will provide:***

- Full project management of learnership,
- (Monthly progress reports, quarterly reports to the SETA and handling of SETA site visits and the external verification visit at the end of the learnership)
- Course material, pens, and workbooks.
- Training, using a Qualified Facilitator
- Assessments and moderation
- Uploading of learners on learner registration database and learner achievements.
- Certificates of completion and competence
- SETA certificate of competence

### ***The Client will provide:***

- Venue suitable for the number of delegates and required refreshments
- Email access for learners
- Workplace provision

### ***Combined responsibilities of Edge Training and Client:***

- Ensure successful completion of the learnerships
- Quarterly project steering committee meeting



## QUALIFICATION STRUCTURE:

### ***Skills Programme 1: Communication***

NLRD	US Title	Lvl	Cr
8968	Accommodate audience and context needs in oral communication	3	5
8969	Interpret and use information from texts	3	5
8973	Use language and communication in occupational learning programmes	3	5
8970	Write texts for a range of communicative contexts	3	5

### ***Skills Programme 2: Numeracy***

NLRD	US Title	Lvl	Cr
9010	Demonstrate an understanding of the use of different number bases and measurement units and an awareness of error in the context of relevant calculations	3	2
9013	Describe, apply, analyse and calculate shape and motion in 2-and 3-dimensional space in different contexts	3	4
9012	Investigate life and work related problems using data and probabilities	3	5
7456	Use mathematics to investigate and monitor the financial aspects of personal, business and national issues	3	5

### ***Skills Programme 3: Team Performance***

NLRD	US Title	Lvl	Cr
13912	Apply knowledge of self and team in order to develop a plan to enhance team performance	3	5
13917	Indicate the role of a team leader ensuring that a team meets an organisation's standards	3	6
13947	Motivate a team	4	6
13916	Identify and keep the records that a team manager is responsible for keeping	3	4
13911	Induct a new member into a team	3	3
13915	Demonstrate knowledge and understanding of HIV/AIDS in a workplace, and its effects on a business sub-sector, own organisation and a specific workplace	3	4



**QUALIFICATION STRUCTURE...continued:**



***Skills Programme 4: Management and Operations***

NLRD	US Title	Lvl	Cr
13919	Investigate and explain the structure of a selected workplace or organisation	3	10
13914	Conduct a formal meeting	3	3
14667	Describe and apply the management functions of an organization	4	10
14665	Interpret current affairs related to a specific business sector	3	10
13918	Manage time and the work process in a business environment	3	4
11813	Apply knowledge of self in order to make a life decision	2	3
13943	Analyse new developments reported in the media that could impact on a business sector or industry	4	10
110461	Implement the maintenance of equipment in the cleaning industry	3	8



## NOTIONAL HOURS MATRIX

The roll out strategy below indicates the relationship between theory, practical, workplace and FSA component:

<b>Module 1</b>	<b>Module 1 - Communication</b>		
	<b>Contact / Facilitation Days</b>	<b>8 DAYS</b>	<b>Workplace Application Days 12 DAYS</b>
	<b>Theory</b>	<b>60 Hours</b>	
	<b>Practical</b>	<b>112 Hours</b>	
	<b>Assessments</b>	<b>28 Hours</b>	

<b>Module 2</b>	<b>Module 2 - Numeracy</b>		
	<b>Contact / Facilitation Days</b>	<b>8 DAYS</b>	<b>Workplace Application Days 9 DAYS</b>
	<b>Theory</b>	<b>48 Hours</b>	
	<b>Practical</b>	<b>90 Hours</b>	
	<b>Assessments</b>	<b>22 Hours</b>	

<b>Module3</b>	<b>Module 3 – Team Performance</b>		
	<b>Contact / Facilitation Days</b>	<b>12 DAYS</b>	<b>Workplace Application Days 17 DAYS</b>
	<b>Theory</b>	<b>84 Hours</b>	
	<b>Practical</b>	<b>157 Hours</b>	
	<b>Assessments</b>	<b>39 Hours</b>	

<b>Module4</b>	<b>Module 4 – Management and Operations</b>		
	<b>Contact / Facilitation Days</b>	<b>16 DAYS</b>	<b>Workplace Application Days 34 DAYS</b>
	<b>Theory</b>	<b>174 Hours</b>	
	<b>Practical</b>	<b>325 Hours</b>	
	<b>Assessments</b>	<b>81 Hours</b>	

