

National Certificate: Generic Management

Duration: 12 Months



COURSE OUTLINE

PROGRAM Title : National Certificate: Generic Management.

NQF Level : 5

SAQA ID : 59201

Minimum Credits : 162

Purpose : A person acquiring this qualification will be able to manage first line managers in an organisational entity.

MTA

IT'S ALL

POSSIBLE



SERVICES

- Training
- Learnerships
- Labour Consulting
- Leadership Programme
- WSP&ATR Submissions
- Mindset Programmes
- Business Soft Skills



COURSE OVERVIEW

An individual with a Generic Management NQF 5 qualification can oversee first-line managers inside an organisation. Team leaders, supervisors, junior managers, division heads, and foremen are examples of first line managers. This qualification's main goal is to help students become competent in a variety of knowledge, abilities, attitudes, and values, such as initiating, creating, carrying out, and assessing projects, action plans, and, as necessary, suggesting modifications within teams and/or the unit to increase the efficacy of the unit.

COURSE OUTCOMES

- Manage Finances
- Monitor, assess, and manage risk
- Apply the principles of knowledge management
- Apply a systems approach to decision-making
- Apply mathematical analysis to economic and financial information
- Manage the finances of a unit
- Identify brand mix elements

Accreditation status:

- NQF Level 5 – Accredited by the Quality Council for Trades and Occupations (QCTO)
- SAQA ID: 59201
- 162 Credits

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SUBJECTS

Module 1: Communication Techniques

- Interpret and manage conflicts within the workplace
- Use communication techniques effectively

Module 2: Monitor Team Effectiveness

- Monitor and evaluate team members against performance standards
- Apply the principles of ethics to improve organisational culture

Module 3: Improving Team Effectiveness

- Create and manage an environment that promotes innovation
- Lead people development and talent management
- Select and coach first-line managers
- Build teams to achieve goals and objectives
- Recruit and select candidates to fill defined positions
- Empower team members through recognizing strengths, encouraging participation in decision-making, and delegating tasks
- Apply the principles and concepts of emotional intelligence to the management of self and others

Module 4: Improving Workplace Relationships

- Formulate recommendations for a change process
- Devise and apply strategies to establish and maintain workplace relationships
- Manage a diverse workforce to add value
- Analyse leadership and related theories in a work context

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Module 5: Manage Finances

- Monitor, assess, and manage risk
- Apply the principles of knowledge management
- Apply a systems approach to decision-making
- Apply mathematical analysis to economic and financial information
- Manage the finances of a unit
- Identify brand mix elements

Module 6: Project Planning

- Develop, implement, and evaluate an operational plan
- Develop, implement, and evaluate a project plan

Eligibility requirements for the external summative assessment:

- You will receive a **National Certificate: Generic Management** from the QCTO upon the completion of the External Integrated Summative Assessment.

Course duration:

- 12 months

Entry requirements:

- Grade 12 or equivalent at least NQF level 4
- Communication at NQF Level 4.
- Mathematical Literacy at NQF Level 4.

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