

FETC: Management NQF 4 57712 LP 74630, 150 Credits

Purpose of the Qualification

This qualification is intended for junior managers of small organisations, junior managers of business units in medium and large organisations, or those aspiring to these positions. Junior managers include team leaders, supervisors, foremen and section heads.

Rationale

This qualification lays the foundation for the development of management qualifications across various sectors and industries. It specifically develops management competencies required by learners in any occupation, particularly those who are currently operating as junior managers. The qualification introduces key terms, rules, concepts, principles and practices of management that will enable learners to be informed managers in any occupation. It has also been developed to enable managers or prospective managers to access higher education and provide flexible access to life-long learning.

Entry Requirements

Learners accessing this Qualification will have demonstrated competence as follows:

- Communication at NQF Level 3 or equivalent.
- Mathematical Literacy at NQF Level 3 or equivalent.
- Computer Literacy at NQF Level 3 or equivalent.

Module Breakdown

Module	Unit Standard No	Unit Standard	Credits	F/C/E
Leadership	242824	Apply leadership concepts in a work context	12	C
	242822	Employ a systematic approach to achieving objectives	10	C
	242819	Motivate and Build a Team	10	C
	242821	Identify responsibilities of a team leader in ensuring that organisational standards are met	6	C
	242812	Induct a member into a team	4	E
	242813	Explain the contribution made by own area of responsibility to the overall organisational strategy	5	E
	11473	Manage individual and team performance	8	E



Module	Unit Standard No	Unit Standard	Credits	F/C/E
	242811	Prioritise time and work for self and team	5	C
Business Communication	242816	Conduct a structured meeting	5	C
	119472	Accommodate audience and context needs in oral/signed communication	5	F
	119457	Interpret and use information from texts	5	F
	119467	Use language and communication in occupational learning programmes	5	F
	12153	Use the writing process to compose texts required in the business environment	5	F
Financial Principles	242810	Manage Expenditure against a budget	6	C
	7468	Use mathematics to investigate and monitor the financial aspects of personal, business, national and international issues	6	F
	9016	Represent analyse and calculate shape and motion in 2-and 3-dimensional space in different contexts	4	F
Principles of Management	242815	Apply the organisation's code of conduct in a work environment	5	C
	242829	Monitor the level of service to a range of customers	5	C
	242817	Solve problems, make decisions and implement solutions	8	C
	119469	Read/view, analyse and respond to a variety of texts	5	F
	242818	Describe the relationship of junior management to other roles	5	E
Research Principles	9015	Apply knowledge of statistics and probability to critically interrogate and effectively communicate findings on life related problems	6	F
	119465	Write/present/sign texts for a range of communicative contexts	5	F
	119462	Engage in sustained oral/signed communication and evaluate spoken/signed texts	5	F
	119459	Write/present/sign for a wide range of contexts	5	F
	242840	Make oral presentations	2	E