

NC: Management NQF 3 83946 LP 23654, 120 Credits

Purpose of the Qualification

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.

Rationale

Management is an essential, key function of a business. The National Certificate in Management: Level 3 is designed to meet the needs of learners who require junior management skills in all sectors of the economy. It is intended for junior managers of business units in medium to large organisations. The term business unit in this qualification implies a cost centre, section or department. It is envisaged that learners who complete this qualification will be engaged in multiple work roles in a variety of organisations and will be able to play a part, at their level, in the implementing of the vision and contributing ultimately to the success of an organisation.

Entry Requirements

Learners accessing this Qualification will have demonstrated competence as follows:

- Communication at NQF Level 2
- Mathematical Literacy at NQF Level 2



Module Breakdown

National Certificate: Management (83946 LP 23654)				
Module 1: Teamwork				
	ID	UNIT STANDARD TITLE	NQF LEVEL	CREDITS
Core	13912	Apply knowledge of self and team in order to develop a plan to enhance team performance	NQF Level 03	5
Core	13917	Indicate the role of a team leader ensuring that a team meets an organisation's standards	NQF Level 03	6
Core	13911	Induct a new member into a team	NQF Level 03	3
Core	13947	Motivate a team	NQF Level 04	6
Elective	15224	Empower team members through recognising strengths, encouraging participation in decision making and delegating tasks	NQF Level 04	4
Module 2: Introduction to the Business Environment				
Core	13914	Conduct a formal meeting	NQF Level 03	3
Core	14665	Interpret current affairs related to a specific business sector	NQF Level 03	10
Core	13919	Investigate and explain the structure of a selected workplace or organisation	NQF Level 03	10
Elective	10023	Identify internal and external stakeholders	NQF Level 04	4
Module 3: Introduction to Management				
Core	13916	Identify and keep the records that a team manager is responsible for keeping	NQF Level 03	4
Core	13918	Manage time and the work process in a business environment	NQF Level 03	4
Core	14667	Describe and apply the management functions of an organization	NQF Level 04	10
Module 4: HIV/Aids				
Core	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	NQF Level 03	4
Module 5: Business Communication				
Fundamental	8968	Accommodate audience and context needs in oral communication	NQF Level 03	5
Fundamental	8969	Interpret and use information from texts	NQF Level 03	5
Fundamental	8973	Use language and communication in occupational learning programmes	NQF Level 03	5
Fundamental	8970	Write texts for a range of communicative contexts	NQF Level 03	5
Module 6: Problem Solving				



Fundamental	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	NQF Level 03	2
Fundamental	9013	Describe, apply, analyse and calculate shape and motion in 2- and 3-dimensional space in different contexts	NQF Level 03	4
Fundamental	9012	Investigate life and work related problems using data and probabilities	NQF Level 03	5
Fundamental	7456	Use mathematics to investigate and monitor the financial aspects of personal, business and national issues	NQF Level 03	5
Module 7: Computer Literacy				
Elective	7567	Produce and use spreadsheets for business	NQF Level 03	5
Elective	7575	Produce presentation documents for business	NQF Level 03	5
Elective	7570	Produce word processing documents for business	NQF Level 03	5

