

NC: Management NQF 5 59201 LP 60269, 162 Credits

Purpose of the Qualification

A person acquiring this qualification will be able to manage first line managers in an organisational entity. First line managers may include team leaders, supervisors, junior managers, section heads and foremen. The focus of this qualification is to enable learners to develop competence in a range of knowledge, skills, attitudes and values.

Rationale

The National Certificate: Generic Management, NQF Level 5 forms part of a learning pathway of management qualifications across various sectors and industries. It is specifically designed to develop management competencies required by learners in any occupation, particularly those who manage first line managers. The qualification builds on the FETC: Generic Management and further develops the key concepts, principles and practices of management that will enable learners to lead, manage, organise and control first line managers and team leaders. The learners will typically be managers who have other junior managers or team leaders reporting to them. In smaller organisations or entities, the managers could primarily be responsible for managing the supervisors and staff within their section, division or business unit.

Entry Requirements

Learners accessing this Qualification will have demonstrated competence as follows:

- Communication at NQF Level 4
- Mathematical Literacy at NQF Level 4

Module Breakdown

Module	Unit Standard No	Unit Standard	Credits	F/C/E
Introduction to Management principles	252044	Apply the principles of knowledge management	6	C
	252020	Create and manage an environment that promotes innovation	6	C
	252032	Develop, implement and evaluate an operational plan	8	C
	252035	Select and coach first line managers	8	C



	120300	Analyse leadership and related theories in a work context	8	F
	252022	Develop, implement and evaluate a project plan	8	F
Leadership and change management	252029	Lead people development and talent management	8	C
	252021	Formulate recommendations for a change process	8	C
	252026	Apply a systems approach to decision making	6	F
	252042	Apply the principles of ethics to improve organisational culture	5	F
	12433	Use communication techniques effectively	8	F
	Finance and Risk Management	252025	Monitor, assess and manage risk	8
252036		Apply mathematical analysis to economic and financial information.	6	F
252040		Manage the finances of a unit	8	F
Team work	252037	Build teams to achieve goals and objectives	6	C
	252034	Monitor and evaluate team members against performance standards	8	C
	15230	Monitor team members and measure effectiveness of performance	4	E
	15224	Empower team members through recognising strengths, encouraging participation in decision making and delegating tasks	4	E
	15214	Recognise areas in need of change, make recommendations and implement change in the team, department or division	3	E
	15219	Develop and implement a strategy and action plans for a team, department or division	4	E
	264408	Manage and improve communication processes in a function	3	E
	Workplace relations and conflict Handling	252027	Devise and apply strategies to establish and maintain workplace relationships	6
252043		Manage a diverse work force to add value	6	C
114226		Interpret and manage conflicts within the workplace	8	E
252031		Apply the principles and concepts of emotional intelligence to the management of self and others	4	E
117853		Conduct negotiations to deal with conflict situations	8	E

