



62% Black Owned

B-BBEE Level 2

Vital College

Generic Management Qualification

**57712: Further Education and Training
Certificate
NQF 4
Credits: 150**

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Our Mission



- Deliver quality educational programmes and vocational training that promotes lifelong learning and better access to economic activity for our learners.
- Provide goal directed learning suited to the business needs of our corporate and other clients.

Based in Durban (Springfield Park), Johannesburg (Hyde Park) and Cape Town (Belville).

Purpose:



The qualification Generic Management (SAQA 57712) at NQF level 4 is specifically aimed at developing management and leadership competencies required by learners in any occupation.

It enables new and potential Junior Managers and Team Leaders to gain basic skills to function as such in a range of business entities, workplaces, and organisations. They are thus ideal for personal professional development as well as for the development of new leadership and management within a business.

Target audience

- Junior Managers
- Team Leaders
- Supervisors
- Foremen
- Section Heads

Benefits

This programme is designed to improve the productivity and efficiency of Junior Managers in all occupational sectors. It's comprised of leadership, self-management, group management and management practices. It produces a forefront for the learners to expand their knowledge and improve their managerial skills by introducing and explaining a range of knowledge, skills, attitudes and values.

Competent Learners will be able to:



- Gather and analyse information
- Analyse events that impact a business and its competitive environment
- Comply with organisational standards
- Motivate an individual or team
- Negotiate in a working situation
- Understand the role of business strategies and how it applies to Junior Management
- Manage the budget within a specific area of responsibility
- Apply management principles and practices within a specific area of responsibility
- Manage work unit performance to achieve goals
- Behave ethically and promote ethical behaviour in a work situation
- Demonstrate understanding of the consequences of HIV/AIDs in a working environment

Entrance Requirement:

- Communication at NQF Level 3
- Mathematical Literacy at NQF Level 3
- Computer Literacy at NQF Level 3

This Qualification can lead to entrance to:

FETC: Management articulates with the National Certificate: Management at Level 5, SAQA ID: 1093

Enrolment

This course is not offered online. Blended learning or full contact training is the only method of study for this course. For more information email training@vitalonline.co.za or contact [031 573 5409](tel:0315735409).

Modules for this course:



- Module 1 – Communicating as a Supervisor
- Module 2 – Management Principles
- Module 3 – Communicating for Business Purposes
- Module 4 – Team Leader
- Module 5 – Leadership Concepts
- Module 6 – Mathematics, Statistics, Finance for Junior Managers
- Module 7 – Management Practices Budgets and Customer Care
- Module 8 – Decision Making
- Module 9 - Electives

Modules for this course:



Unit Std ID	Unit Standard Title
Module 1 - Communicating as a Supervisor	
119472	Accommodate the audience and context needed in the necessary oral/signed communication
119457	Interpret and use information from texts
119467	Use language and communication in occupational learning programmes
119465	Write/present/sign texts for a range of communicative contexts
Module 2 - Management Practices	
242816	Conduct a structured meeting
242822	Employ a systematic approach to achieving objectives
Module 3 - Communicating for Business Purposes	
119459	Write/present/sign for a wide range of contexts
12153	Use the writing process to compose texts required for the business environment
119462	Engage in sustained oral/signed communication and evaluate spoken/signed texts
119469	Read/view, analyse and respond to a variety of texts
Module 4 - Team Leader	
242811	Prioritise time and work for self and team
242821	Identify the responsibilities of a team leader in ensuring that organisational standards are met
Module 5 - Leadership Concepts	
242824	Apply leadership concepts in a work context
242819	Motivate and build a team
Module 6 - Maths, Statistics and Finance for Junior Managers	



9015	Apply knowledge of statistics and probability to critically interrogate and effectively communicate findings on life related problems
9016	Represent, analyse and calculate shape and motion in 2-and 3-dimensional space in different contexts
7468	Use mathematics to investigate and monitor the financial aspects of personal, business, national and international issues
Module 7 - Management Practises Budgets and Customer Care	
242810	Manage expenditure against a budget
242829	Monitor the level of service to a range of customers
Module 8 - Decision Making	
242815	Apply the organisation's code of conduct in a work environment
242817	Solve problems, make decisions and implement solutions
Module 9 - Electives	
242814	Identify and explain the core and support functions of an organisation
242818	Understand the relationship of Junior Management to other management roles
242812	Induct a member into a team
242813	Explain the contribution made by own area of responsibility to the overall organisational strategy
13915	Demonstrate understanding of HIV/AIDS and its impact on the workplace



For more information please contact us

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Contact Us

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