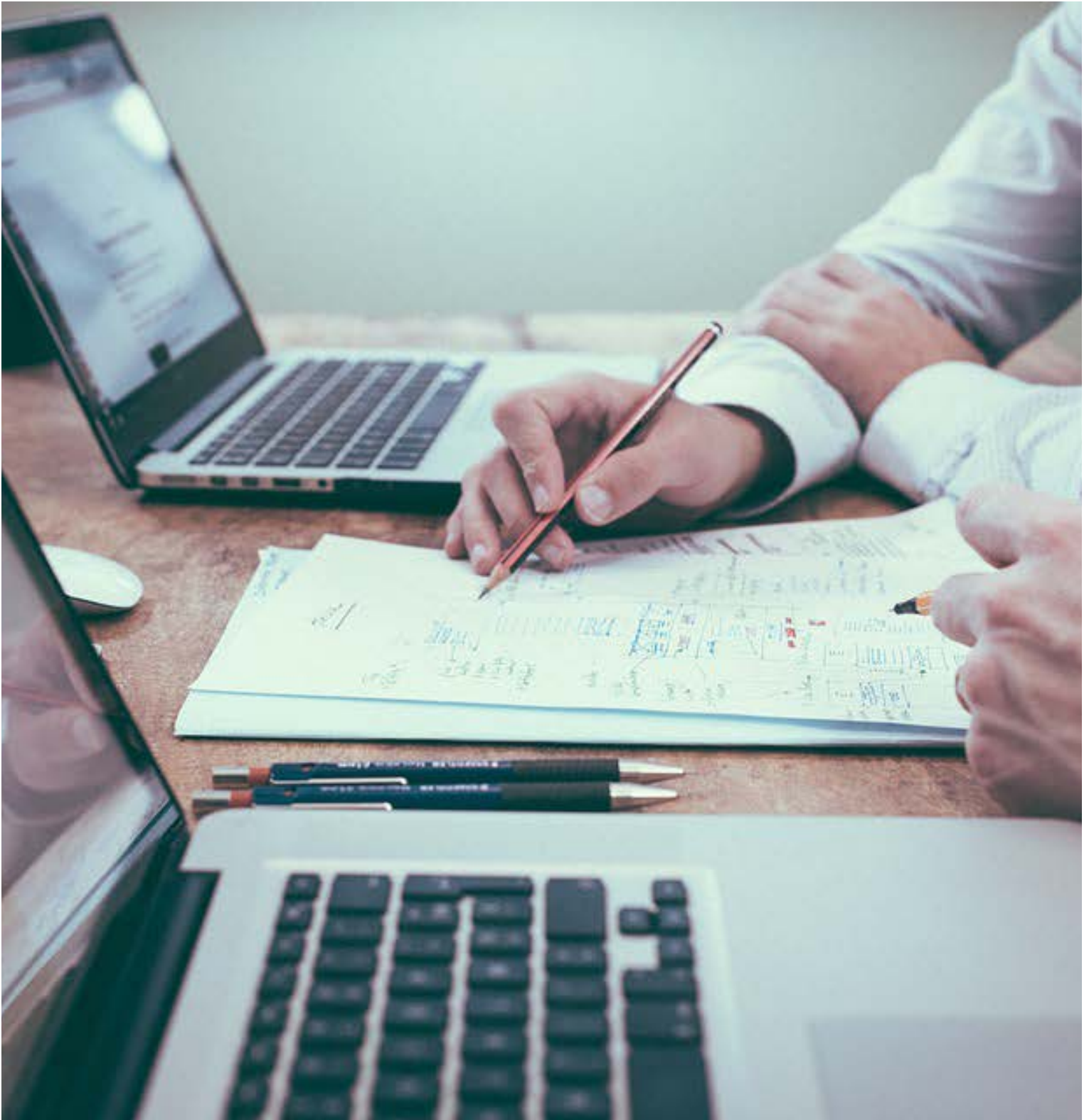




MANAGEMENT

LEVEL 3

SAQA ID - 83946



**ADDING VALUE
CHANGING LIVES**

**WE SOLVE
BEE RELATED
SKILLS DEVELOPMENT CHALLENGES
IN A MEANINGFUL WAY**



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NATIONAL CERTIFICATE: MANAGEMENT

SAQA ID - 83946
CREDITS - 122
NQF LEVEL - 3

ENTRY REQUIREMENTS:

The unit standards that make up the certificate are the building blocks of knowledge and skill that are necessary for the National Certificate in Generic Management: Level 4. It is assumed that learners are competent in:

- Communication at NQF level 2.
- Mathematical Literacy at NQF level 2.

OBJECTIVE:

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.

As a qualification that covers management, it provides a framework for learners to develop competencies that will enable them to become competent junior managers. It introduces some theoretical concepts, requires the application of a limited base of knowledge and requires a well-developed range of skills that will enable learners to be informed workers in their chosen industry.

The National Certificate in Management: Level 3 is intended for personnel already employed and other learners who intend to follow a career in management. The unit standards classified as core may be added to other industry qualifications to provide a management focus and align qualifications to the work done by learners. Practical competence is within a number of contexts some of which may be non-routine. The focus is on comparison, choice, interpretation and application of knowledge.



QUALIFICATION OUTCOME:

Qualifying learners should be capable of:

- Co-ordinating with others
- Making significant choices from a wide range of procedures
- Operating in a number of contexts
- Making comparisons
- Performing junior management functions
- Maintaining records
- Carrying out simple research and tasks
- Interpreting current affairs related to a specific business sector
- Recognising the effect of HIV/AIDS on the specific workplace, business sub-sector and own organisation
- Applying knowledge of self and team to enhance team performance
- Managing time and the work process
- Explaining the structure of an organisation
- Conducting a formal meeting
- Inducting a new member of a team
- Motivating a team
- Describing the management function of an organisation

Learners may have significant responsibility for the quantity and quality of their own output under general supervision. They may be responsible for the output of others.



RESPONSIBILITIES:

Edge Training will provide:

- Full project management of learnership
- Monthly progress reports, quarterly reports to the SETA and handling of SETA site visits and the external verification visit at the end of the learnership
- Course material, pens, and workbooks
- Training, using a Qualified Facilitator
- Assessments and moderation
- Uploading of learners on learner registration database and learner achievements
- Certificates of completion and competence
- SETA certificate of competence
- Venue suitable for the number of delegates and required refreshments
- Email access for learners
- Workplace provision

Combined responsibilities of Edge Training and Client:

- Ensure successful completion of the learnerships
- Quarterly project steering committee meeting



QUALIFICATION STRUCTURE AND OUTLINE:

Skills Programme 1:

US Type	NLRD	Unit Standard Type	Level	Credits
Fundamental	8968	Accommodate audience and context needs in oral communication	Level 3	5
Fundamental	8969	Interpret and use information from texts	Level 3	5
Fundamental	8973	Use language and communication in occupational learning programmes	Level 3	5
Fundamental	8970	Write texts for a range of communicative contexts	Level 3	5
Total Credits				20

Skills Programme 2:

US Type	NLRD	Unit Standard Type	Level	Credits
Fundamental	9010	Demonstrate an understanding of the use of different number bases and measurement in the context of relevant calculations	Level 3	2
Fundamental	9013	Describe, apply, analyse and calculate shape and motion 2-and 3-Dimensional space in different contexts	Level 3	4
Fundamental	9012	Use language and communication in occupational learning programmes	Level 3	5
Fundamental	7456	Use mathematics to investigate and monitor the financial aspects of personal, businesses and rational issues	Level 3	5
Total Credits				16

QUALIFICATION STRUCTURE AND OUTLINE:

Skills Programme 3:

US Type	NLRD	Unit Standard Type	Level	Credits
Core	13912	Demonstrate ability to use the World Wide Web	Level 3	4
Core	13917	Co-ordinate meetings, minor events and travel arrangements	Level 3	5
Core	13947	Maintain a Booking system	Level 4	6
Core	13916	Produce and use spread sheets for business	Level 3	3
Core	13911	Produce word processing documents for business	Level 3	6
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	Level 3	4
Total Credits				28

Skills Programme 4:

US Type	NLRD	Unit Standard Type	Level	Credits
Core	13919	Investigate and explain the structure of a selected workplace or organisation	Level 3	10
Core	13914	Conduct a formal meeting	Level 3	3
Core	14667	Describe and apply the management functions of an organisation	Level 4	10
Core	14665	Interpret current affairs related to a specific business sector	Level 3	10
Core	13918	Manage time and the work process in a business environment	Level 3	4
Elective	13943	Apply knowledge of self in order to make a life decision	Level 4	10
Elective	11813	Analyse new developments reported in the media that could impact on a business sector or industry	Level 2	3
Elective	110461	Implement the maintenance of equipment in the cleaning industry	Level 3	8
Total Credits				58



NOTIONAL HOURS MATRIX:

The roll out strategy below indicates the relationship between theory, practical, workplace and FSA component:

Skills Programmes	Credits	Notional Hours	Contact Session 30% (Hours)	Experiential Learning 70%(Hours)	TOTAL Notional Hours
1	20	200	60	140	200
2	16	160	48	112	160
3	28	280	84	196	280
4	58	580	174	406	580
TOTALS	122	1220	366	854	1220

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Fully Accredited Training Provider

BEE Level 1

SSETA Accreditation #1135

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