FETC:
GENERIC MANAGEMENT

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COURSE INFORMATION

SAQA ID: 59201
NQF Level: 5
Learnership Duration: 12 months
Credits: 162
Contact Sessions: Minimum Contact Session, including remediation (if required), and POE Building for this Qualification is 40 Days
Accrediting SETA: Services Sector Education & Training Authority

ENTRY CRITERIA

- Grade 12
- Communication at NQF Level 3.
- Mathematical Literacy at NQF Level 3.
- Computer Literacy at NQF Level 3

QUALIFICATION RULES

The qualification consists of a minimum of 140 credits and has been designed in accordance with the SAQA regulations and
1. All fundamental unit standards are compulsory for this qualification.(49 credits)
2. All core unit standards are compulsory. (72 credits)

Rules regarding Electives
Elective unit standards totaling a minimum of (22 credits) needs to be completed.

EQUIPMENT REQUIRED

- Hardware: Access to a computer, display monitor / keyboard / mouse / printer;
- Software: Windows 7 OS system | MS Office 2010 | Printer Driver (Where applicable)

CANDIDATE PROFILE & DEPLOYMENT

Target Market:

- Supervisor
- Team Leader
- Junior Manager

- Mentor Requirements: Mentor must have at least 5 years' experience in a Entrepreneur or potential business owner.
- or similar environment.
- Workplace Requirements: Learners must be exposed to all Outcomes related to this qualification.

PURPOSE

The focus of this qualification is to enable learners to develop competence in a range of knowledge, skills,
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

SKILL LEVEL OUTCOME

- Initiate, develop, implement and evaluate operational strategies, projects and action plans so as to improve the effectiveness of the unit.
- Monitor and measure performance and apply continuous or innovative improvement interventions in the unit.
- Lead and manage a team of first line managers to enhance individual, team and unit effectiveness.
- Build relationships with superiors and with stakeholders across the value chain.
- Apply the principles of risk, financial and knowledge management and business ethics within internal and external regulatory frameworks.
- Enhance the development of teams and team members.

ASSESSMENT MANAGEMENT

Credit Accumulation Transfer (CAT): 57712

CAT exemption is only applicable to approved learners. Approved learners will have reduced contact days. Learners who do not meet the CAT requirements will be required to complete Communication and Mathematics Clusters.

FISA Requirements:

Final Integrated Summative Assessmentis requirement for the successful completion of this learnership.

Recognition of Prior Learning (RPL):

RPL is available for this qualification

Learning Programme 1 : Leadership

Outcome	SAQA ID	Name of Unit Standard	Credits	Training days
Core	252037	Build teams to achieve goals and objectives	6	
Elective	15224	Empower team members through recognizing strengths, encouraging participation in decision making and delegating tasks	4	5
Fundamental	120300	Analyse leadership and related theories in a work context	8	

Learning Programme 2 : Relationship Management

Outcome	SAQA ID	Name of Unit Standard	Credits	Training days
Core	252027	Devise and apply strategies to establish and maintain workplace relationships	6	
Fundamental	12433	Use communication techniques effectively	8	5
Elective	252031	Apply the principles and concepts of emotional intelligence to the management of self and others	4	

Learning Programme 3 : Diversity and Conflict Management

Outcome	SAQA ID	Name of Unit Standard	Credits	Training days
Core	252043	Manage a diverse work force to add value	6	
Elective	117853	Conduct negotiations to deal with conflict situations	8	5
Elective	114226	Interpret and manage conflicts within the workplace	8	

Learning Programme 4 : People Management

Outcome	SAQA ID	Name of Unit Standard	Credits	Training days
Core	252029	Lead people development and talent management	8	
Core	252034	Monitor and evaluate team members against performance standards	8	
Core	252035	Select and coach first line managers	8	5
Elective	12140	Recruit and select candidates to fill defined positions	9	

Learning Programme 5 : Financial Management

Outcome	SAQA ID	Name of Unit Standard	Credits	Training days
Fundamental	252036	Apply mathematical analysis to economic and financial information.	6	
Fundamental	252040	Manage the finances of a unit.	8	5

Learning Programme 6 : Best Practice Management

Outcome	SAQA ID	Name of Unit Standard	Credits	Training days
Fundamental	252042	Apply the principles of ethics to improve organizational culture	8	5
Core	252044	Apply the principles of knowledge management	6	
Elective	252024	Evaluate current practices against best practice	4	

Learning Programme 7 : Change Management

Outcome	SAQA ID	Name of Unit Standard	Credits	Training days
Fundamental	252026	Apply a systems approach to decision making	6	5
Core	252021	Formulate recommendations for a change process	8	
Core	252020	Create and manage an environment that promotes innovation	8	

Learning Programme 8 : Results-Based Management

Outcome	SAQA ID	Name of Unit Standard	Credits	Training days
Fundamental	252022	Develop, implement and evaluate a project plan	8	5
Core	252032	Develop, implement and evaluate an operational plan	8	
Core	252025	Monitor, assess and manage risk	8	