

Further Education and Training Certificate: Generic Management

The complete qualification consists of the many unit standards totally 150 credits.

Each unit standard can be attended independently and If the delegate is found to be competent, they will receive the respective credits towards the Further Education and Training Certificate: Generic Management Certificate on completion of the above unit standard.

These unit standard courses are only offered to Corporate groups. T&C's apply.

SOUTH AFRICAN QUALIFICATIONS AUTHORITY REGISTERED QUALIFICATION:

Further Education and Training Certificate: Generic Management

SAQA QUAL ID		QUALIFICATION TITLE		
57712		Further Education and Training Certificate: Generic Management		
ORIGINATOR				
SGB Generic Management				
PRIMARY OR DELEGATED QUALITY ASSURANCE FUNCTIONARY			NQF SUB-FRAMEWORK	
The individual Primary or Delegated Quality Assurance Functionary for each Learning Programme recorded against this qualification is shown in the table at the end of this report.			SFAP - Sub-framework Assignment Pending	
QUALIFICATION TYPE	FIELD		SUBFIELD	
Further Ed and Training Cert	Field 03 - Business, Commerce and Management Studies		Generic Management	
ABET BAND	MINIMUM CREDITS	PRE-2009 NQF LEVEL	NQF LEVEL	QUAL CLASS
Undefined	150	Level 4	NQF Level 04	Regular-Unit Stds Based
REGISTRATION STATUS		SAQA DECISION NUMBER	REGISTRATION START DATE	REGISTRATION END DATE
Reregistered		SAQA 06120/18	2018-07-01	2023-06-30
LAST DATE FOR ENROLMENT		LAST DATE FOR ACHIEVEMENT		
2024-06-30		2027-06-30		

In all of the tables in this document, both the pre-2009 NQF Level and the NQF Level is shown. In the text (purpose statements, qualification rules, etc), any references to NQF Levels are to the pre-2009 levels unless specifically stated otherwise.

This qualification replaces:

Qual ID	Qualification Title	Pre-2009 NQF Level	NQF Level	Min Credits	Replacement Status
65110	Further Education and Training Certificate: Management	Level 4	NQF Level 04	140	Complete

PURPOSE AND RATIONALE OF THE QUALIFICATION

Purpose:

This qualification is intended for junior managers of small organisations, junior managers of business units in medium and large organisations, or those aspiring to these positions. Junior managers include team leaders, supervisors, foremen and section heads.

The focus of this qualification has been designed to enable learners to be competent in a range of knowledge, skills, attitudes and values including:

- Gathering and analysing information.
- Analysing events that impact on a business and its competitive environment.
- Complying with organisational standards.
- Motivating an individual or team.
- Negotiating in a work situation.
- Understanding the role of business strategy as it applies to junior management.
- Managing the budget within a specific area of responsibility.
- Applying management principles and practices within a specific area of responsibility.
- Managing work unit performance to achieve goals.
- Behaving ethically and promoting ethical behaviour in a work situation.
- Demonstrating understanding of the consequences in a work unit of HIV/AIDS.

The learners who achieve this qualification will be able to demonstrate competencies in management relating to Planning, Organising, Leading, Controlling and Ethics. Overall, this qualification will ensure that learners are capable of:

- Developing plans to achieve defined objectives.
- Organising resources in accordance with a developed plan.
- Leading a team to work co-operatively to achieve objectives.
- Monitoring performance to ensure compliance to a plan.
- Making decisions based on a code of ethics.

Rationale:

This qualification lays the foundation for the development of management qualifications across various sectors and industries. It specifically develops management competencies required by learners in any occupation, particularly those who are currently operating as junior managers. The qualification introduces key terms, rules, concepts, principles and practices of management that will enable learners to be informed managers in any occupation. It has also been developed to enable managers or prospective managers to access higher education and provide flexible access to life-long learning.

The scope of management covers four domains: leadership, self-management, people management and management practices. This qualification addresses each of these domains with generic competencies, thereby enabling learning programmes to be contextualised for specific sectors and industries. Provides opportunities for people to transfer between various specialisations within management. This will therefore enable management competencies to be strengthened, and enable managers to better manage systems, processes, resources, self, teams and individuals in various occupations. It is intended to empower learners to acquire knowledge, skills, attitudes and values required to operate confidently as individuals in the South African community and to respond to the challenges of the economic environment and changing world of work. Ultimately, this qualification is aimed at improving the productivity and efficiency of managers within all occupations in South Africa.

LEARNING ASSUMED TO BE IN PLACE AND RECOGNITION OF PRIOR LEARNING

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

Recognition of Prior Learning:

This qualification can be achieved wholly or in part through recognition of prior learning in terms of the defined Exit Level Outcomes and/or individual Unit Standards.

Evidence can be presented in various ways, including international and/or previous local qualifications, products, reports, testimonials mentioning functions performed, work records, portfolios, videos of practice and performance records.

All such evidence will be judged in accordance with the general principles of assessment and the requirements for integrated assessment.

Access to the qualification:

Open access, bearing in mind the requirements of 'learning assumed to be in place' and that the learner has access to a work environment where management practice can be implemented.

RECOGNISE PREVIOUS LEARNING?

Y

QUALIFICATION RULES

The Qualification consists of a Fundamental, a Core and an Elective Component.

To be awarded the Qualification, learners are required to obtain a minimum of 150 credits as detailed below.

Fundamental Component:

The Fundamental Component consists of Unit Standards in:

- Mathematical Literacy at NQF Level 4 to the value of 16 credits.
- Communication at NQF Level 4 in a First South African Language to the value of 20 credits.
- Communication in a Second South African Language at NQF Level 3 to the value of 20 credits.

It is compulsory therefore for learners to do Communication in two different South African languages, one at NQF Level 4 and the other at NQF Level 3.

All Unit Standards in the Fundamental Component are compulsory.

Core Component:

- The Core Component consists of Unit Standards to the value of 72 credits all of which are compulsory.

Elective Component:

The Elective Component consists of Unit Standards in a number of specializations each with its own set of Unit Standards. Learners are to choose a specialization area and Elective Unit Standards at least to the value of 22 credits.

Administration (Learning Programme ID 58344):

- ID 110003: Develop administrative procedures in a selected organisation, Level 4, 8 credits.
- ID 110026: Describe and assist in the control of fraud in a office environment, Level 4, 4 credits.
- ID 110009: Manage administration records, Level 4, 4 credits.
- ID 109999: Manage service providers in a selected organisation, Level 4, 5 credits.
- ID 15234: Apply efficient time management to the work of a department/division/section, Level 5, 4 credits.
- ID 242812: Induct a member into a team, Level 3, 4 credits.
- ID 13915: Demonstrate understanding of HIV/AIDS and its impact on the workplace, Level 3, 4 credits.
- ID 242820: Maintain records for a team, Level 3, 4 credits.
- ID 242814: Identify and explain the core and support functions of an organisation, Level 3, 6 credits.
- ID 242813: Explain the contribution made by own area of responsibility to the overall

organisational strategy, Level 4, 5 credits.

- ID 242818: Describe the relationship of junior management to other management roles, Level 4, 5 credits.
- ID 251960: Identify and describe disaster related risks and threatening situations utilizing basic disaster management concepts and indigenous knowledge, Level 3, 5 credits.
- ID 11473: Manage individual and team performance, Level 4, 8 credits.
- ID 242840: Make oral presentations, Level 4, 2 credits.

Archaeology (Learning Programme ID 58347):

- ID 119867: Create a visual record of artefacts and features for archiving or publication, Level 4, 8 credits.
- ID 119864: Demonstrate knowledge of Archaeology applied to Colonial sites, Level 4, 6 credits.
- ID 119869: Demonstrate knowledge of Iron Age Archaeology, Level 4, 10 credits.
- ID 119877: Demonstrate knowledge of Stone Age Archaeology, Level 4, 10 credits.
- ID 119875: Investigate a maritime site, Level 4, 5 credits.
- ID 119873: Record a rock art site, Level 4, 6 credits.
- ID 119865: Recover human skeletal remains for analysis, Level 4, 6 credits.
- ID 119870: Research a Southern African archaeological site from published and unpublished material, Level 4, 6 credits.
- ID 242812: Induct a member into a team, Level 3, 4 credits.
- ID 13915: Demonstrate understanding of HIV/AIDS and its impact on the workplace, Level 3, 4 credits.
- ID 242820: Maintain records for a team, Level 3, 4 credits.
- ID 242814: Identify and explain the core and support functions of an organisation, Level 3, 6 credits.
- ID 242813: Explain the contribution made by own area of responsibility to the overall organisational strategy, Level 4, 5 credits.
- ID 242818: Describe the relationship of junior management to other management roles, Level 4, 5 credits.
- ID 251960: Identify and describe disaster related risks and threatening situations utilizing basic disaster management concepts and indigenous knowledge, Level 3, 5 credits.
- ID 11473: Manage individual and team performance, Level 4, 8 credits.

Disaster Risk Management (Learning Programme ID 64870):

- ID 251964: Develop and implement disaster risk reduction plans, Level 5, 10 credits.
- ID 251965: Create awareness and promote a culture of risk avoidance through advocacy activities, Level 4, 6 credits.
- ID 251966: Implement disaster risk management principles in response, recovery, relief and rehabilitation activities, Level 5, 15 credits.
- ID 251967: Conduct disaster risk assessment, Level 5, 15 credits.
- ID 242812: Induct a member into a team, Level 3, 4 credits.
- ID 13915: Demonstrate understanding of HIV/AIDS and its impact on the workplace, Level 3, 4 credits.
- ID 242820: Maintain records for a team, Level 3, 4 credits.
- ID 242814: Identify and explain the core and support functions of an organisation, Level 3, 6 credits.
- ID 242813: Explain the contribution made by own area of responsibility to the overall organisational strategy, Level 4, 5 credits.
- ID 242818: Describe the relationship of junior management to other management roles, Level 4, 5 credits.
- ID 251960: Identify and describe disaster related risks and threatening situations utilizing basic disaster management concepts and indigenous knowledge, Level 3, 5 credits.
- ID 11473: Manage individual and team performance, Level 4, 8 credits.

Food Manufacturing (Learning Programme ID 58345):

- ID 8016: Maintaining occupational health, safety and general housekeeping, Level 3, 8 credits.
- ID 8025: Controlling and locating stock, Level 3, 8 credits.
- ID 11473: Manage individual and team performance, Level 4, 8 credits.
- ID 10631: Demonstrate an understanding of manufacturing principles, methodologies and processes, Level 5, 7 credits.

- ID 10708: Control and adjust utilities in a food or beverage manufacturing plant, Level 4, 10 credits.
- ID 113852: Apply occupational health, safety and environmental principles, Level 3, 10 credits.
- ID 114877: Formulate and implement an action plan to improve productivity within an organisational unit, Level 4, 8 credits.
- ID 118043: Supervise stock counts, Level 4, 8 credits.
- ID 119257: Produce and maintain work activity reports, Level 4, 8 credits.
- ID 119796: Monitor and control quality assurance procedures in a food or sensitive consumer product operation, Level 4, 8 credits.
- ID 120235: Demonstrate an understanding of the concept of microbiology in a food handling environment, Level 3, 6 credits.
- ID 120239: Monitor critical control points (CCPs) as an integral part of a hazard analysis critical control point (HACCP) system, Level 3, 6 credits.
- ID 120377: Identify, suggest and implement corrective actions to improve quality or project work, Level 4, 7 credits.
- ID 119802: Perform quality control practices in a food or sensitive consumer product operation, Level 3, 6 credits.
- ID 242812: Induct a member into a team, Level 3, 4 credits.
- ID 13915: Demonstrate understanding of HIV/AIDS and its impact on the workplace, Level 3, 4 credits.
- ID 242820: Maintain records for a team, Level 3, 4 credits.
- ID 242814: Identify and explain the core and support functions of an organisation, Level 3, 6 credits.
- ID 242813: Explain the contribution made by own area of responsibility to the overall organisational strategy, Level 4, 5 credits.
- ID 242818: Describe the relationship of junior management to other management roles, Level 4, 5 credits.
- ID 251960: Identify and describe disaster related risks and threatening situations utilizing basic disaster management concepts and indigenous knowledge, Level 3, 5 credits.
- ID 11473: Manage individual and team performance, Level 4, 8 credits.
- ID 118045: Supervise implementation of loss control measures, Level 4, 8 credits
- ID 242875: Describe basic freight logistic principles, Level 3, 6 credits

General Management (Learning Programme ID 74630):

- ID 242812: Induct a member into a team, Level 3 , 4 credits.
- ID 13915: Demonstrate understanding of HIV/AIDS and its impact on the workplace, Level 3, 4 credits.
- ID 242820: Maintain records for a team, Level 3, 4 credits.
- ID 242814: Identify and explain the core and support functions of an organisation, Level 3, 6 credits.
- ID 242813: Explain the contribution made by own area of responsibility to the overall organisational strategy, Level 4, 5 credits.
- ID 242818: Describe the relationship of junior management to other management roles, Level 4, 5 credits.
- ID 251960: Identify and describe disaster related risks and threatening situations utilizing basic disaster management concepts and indigenous knowledge, Level 3, 5 credits.
- ID 11473: Manage individual and team performance, Level 4, 8 credits.
- ID 242668: Demonstrate knowledge and application of the Occupational Health and Safety Act, 85 of 1993 (OHSA) (as amended) and the responsibilities of management in terms of the Act, Level 4, 4 credits.
- ID 13952: Demonstrate basic understanding of the Primary labour legislation that impacts on a business unit, Level 4, 8 credits.
- ID 113852: Apply occupational health, safety and environmental principles, Level 3, 10 credits.
- ID 242840: Make oral presentations, Level 4, 2 credits.

Golf Management (Learning Programme ID 58343):

- ID 120209: Apply basic concepts of sport psychology in a golfing context, Level 5, credits 12.
- ID 120204: Apply knowledge of diet and nutrition to improving golf performance, Level 5, credits 10.
- ID 120208: Apply the rules of golf in various contexts, Level 5, credits 8.
- ID 120206: Describe, implement and teach the principles and building blocks of a golf swing, Level

5, credits 12.

- ID 120212: Plan, manage and report on a golf tournament, Level 5, credits 8.
- ID 120192: Apply anatomical and physiological knowledge to golfing activity, Level 5, credits 5.
- ID 120211: Display a holistic understanding of golf and golfing, Level 5, credits 8.
- ID 120197: Plan and implement personal and career development goals within a golfing environment, Level 5, credits 5.
- ID 242812: Induct a member into a team, Level 3, 4 credits.
- ID 13915: Demonstrate understanding of HIV/AIDS and its impact on the workplace, Level 3, 4 credits.
- ID 242820: Maintain records for a team, Level 3, 4 credits.
- ID 242814: Identify and explain the core and support functions of an organisation, Level 3, 6 credits.
- ID 242813: Explain the contribution made by own area of responsibility to the overall organisational strategy, Level 4, 5 credits.
- ID 242818: Describe the relationship of junior management to other management roles, Level 4, 5 credits.
- ID 251960: Identify and describe disaster related risks and threatening situations utilizing basic disaster management concepts and indigenous knowledge, Level 3, 5 credits.
- ID 11473: Manage individual and team performance, Level 4, 8 credits.

Human Resource Support (Learning Programme ID 93950):

- ID 10980, Induct a new employee, 4 credits.
- ID 10981, Supervise work unit to achieve work unit objectives (individuals and teams), 4 credits.
- ID 10978, Recruit and select candidates to fill defined positions, 4 credits.
- ID 117877, Perform one-to-one training on the job, 3 credits.
- ID 242655, Demonstrate knowledge and application of ethical conduct in a business environment, 4 credits.
- ID 116720, Show understanding of diversity in the workplace, 3 credits.
- ID 113915, Explain the application of the basic conditions of employment act in an employment contract, 3 credits.
- ID 11473, Manage individual and team performance, 4 credits.
- ID 113909, Coach a team member in order to enhance individual performance in work environment, 3 credits.
- ID 114251, Prepare chemical additives used in the pulp and paper industry, 3 credits.
- ID 114941, Apply knowledge of HIV/AIDS to a specific business sector and a workplace, 3 credits.
- ID 13934, Plan and prepare meeting communications, 3 credits.
- ID 377160, Explain the fundamentals of the concepts of 'wellness', 4 credits.
- ID 113907, Explain the impact of personal wellness on work performance, 3 credits.

Inventory and Inventory Control (Learning Programme ID 83987):

- ID 377361: Understand the role of inventory and ordering costs, NQF Level 03, 5 Credits.
- ID 377363: Apply inventory replenishment and distribution systems, NQF Level 04, 8 Credits.
- ID 377364: Discuss the role of inventory in a manufacturing environment, NQF Level 03, 10 Credits.

Manufacturing Control (Learning Programme ID 83989):

- ID 377360: Discuss Just in Time (JIT) and Lean Manufacturing, NQF Level 03, 5 Credits.
- ID 377380: Describe the functions of purchasing and procurement, NQF Level 04, 5 Credits.
- ID 377381: Apply Total Quality Management (TQM), NQF Level 04, 8 Credits.
- ID 377386: Perform material requirements planning (MRP), NQF Level 04, 5 Credits.
- ID 377440: Perform capacity requirements planning (CRP), NQF Level 04, 8 Credits.

Planning and Scheduling Techniques (Learning Programme ID 83988):

- ID 377382: Perform forecasting in a manufacturing environment, NQF Level 05, 8 Credits.
- ID 377383: Planning and controlling in a manufacturing environment, NQF Level 04, 6 Credits.
- ID 377400: Perform sales and operations planning, NQF Level 04, 5 Credits.
- ID 377402: Perform master scheduling in the workplace, NQF Level 04, 5 Credits.

Process Manufacturing (Learning Programme ID 79286):

- ID 123398: Facilitate the transfer and application of learning in the workplace, Level 5, 5 credits.
- ID 11473: Manage individual and team performance, Level 5, 8 credits.
- ID 14586: Monitor and control quality control practices in a manufacturing/engineering environment, Level 4, 8 credits.
- ID 110009: Manage administration records, Level 4, 4 credits.
- ID 114877: Formulate and implement an action plan to improve productivity within an organisational unit, Level 4, 8 credits.
- ID 244105: Participate in a task team in a process environment, Level 4, 4 credits.
- ID 252024: Evaluate current practices against best practice, Level 5, 4 credits.
- ID 255514: Conduct a disciplinary hearing, Level 5, 15 credits.

Public Administration (Learning Programme ID 58346):

- ID 110490: Demonstrate knowledge and understanding of the basic principles of public administration and management, Level 4, 4 credits.
- ID 123460: Develop and apply administrative principles in the implementation of Municipal Office Administration, Level 4, 6 credits.
- ID 120381: Implement Project Administration processes according to requirements, Level 4, 5 credits.
- ID 120307: Apply South African legislation and policy affecting public administration, Level 5, 10 credits.
- ID 119346: Manage and develop oneself in the Public Sector work environment, Level 5, 10 credits.
- ID 113955: Apply the Batho Pele principles to own work role and context, Level 3, 4 credits.
- ID 242812: Induct a member into a team, Level 3, 4 credits.
- ID 13915: Demonstrate understanding of HIV/AIDS and its impact on the workplace, Level 3, 4 credits.
- ID 242820: Maintain records for a team, Level 3, 4 credits.
- ID 242814: Identify and explain the core and support functions of an organisation, Level 3, 6 credits.
- ID 242813: Explain the contribution made by own area of responsibility to the overall organisational strategy, Level 4, 5 credits.
- ID 242818: Describe the relationship of junior management to other management roles, Level 4, 5 credits.
- ID 251960: Identify and describe disaster related risks and threatening situations utilizing basic disaster management concepts and indigenous knowledge, Level 3, 5 credits.
- ID 11473: Manage individual and team performance, Level 4, 8 credits.
- ID 114215: Mentor a colleague to enhance the individual's knowledge, skills, values and attitudes in a selected career path, Level 4, 3 credits.
- ID 337060: Apply knowledge of organisation structure and design to support performance to a Public Sector Department, Level 4, 5 credits.
- ID 337064: Apply knowledge of the job evaluation process in the Public Sector in order to ensure that a job has been properly evaluated, Level 4, 3 credits.
- ID 337061: Demonstrate knowledge and insight into a bid committee system applicable to an Organ of State in South Africa Level 5, 15 credits.
- ID 337063: Demonstrate knowledge and insight into the principles of monitoring and evaluation in assessing organisation and/or programme performance in a specific context, Level 5, 5 credits.
- ID 337062: Evaluate a job in the Public Sector in South Africa, Level 4, 6 credits.

Salon Management (Learning Programme ID 80746):

- ID 114592: Produce business plans for a new venture, Level 4, 8 Credits.
- ID 262500: Research and plan for the equipping of a salon, Level 4, 6 Credits
- ID 262519: Supervise the functions of a hairdressing salon, Level 4, 8 Credits.

School Governing Bodies (Learning Programme ID 74672):

- ID 260217: Demonstrate understanding of legal aspects pertaining to human resources in a school, Level 4, 12 credits.
- ID 260237: Plan for school development, Level 4, 8 credits.
- ID 260257: Demonstrate knowledge of the legislative framework for school governance, Level 4, 10 credits.
- ID 260337: Develop and implement policy for school governance, Level 4, 9 credits.

- ID 260357: Prepare and monitor the budget of a school, Level 4, 12 credits.
- ID 242812: Induct a member into a team, Level 3, 4 credits.
- ID 13915: Demonstrate understanding of HIV/AIDS and its impact on the workplace, Level 3, 4 credits.
- ID 242820: Maintain records for a team, Level 3, 4 credits.
- ID 242814: Identify and explain the core and support functions of an organisation, Level 3, 6 credits.
- ID 242813: Explain the contribution made by own area of responsibility to the overall organisational strategy, Level 4, 5 credits.
- ID 242818: Describe the relationship of junior management to other management roles, Level 4, 5 credits.
- ID 251960: Identify and describe disaster related risks and threatening situations utilizing basic disaster management concepts and indigenous knowledge, Level 3, 5 credits.
- ID 11473: Manage individual and team performance, Level 4, 8 credits.
- ID 117156: Interpret basic financial statements, Level 4, 4 credits.
- ID 120385: Apply a range of project management tools and techniques, Level 4, 7 credits.
- ID 115209: Participate in the development of a strategic plan for fundraising, Level 4, 12 credits.
- ID 260277: Administer school assets, Level 4, 12 credits.

Service Station Site Management (Learning Programme ID 66309):

- ID 118028: Supervise customer service standards, Level 4, 8 credits.
- ID 242996: Handle dangerous goods during warehousing and storage, Level 4, 4 credits.
- ID 243301: Manage safety and emergency incidences, Level 4, 6 credits.
- ID 8016: Maintaining occupational health, safety and general housekeeping, Level 3, 8 credits.
- ID 254595: Control the flow of information in a business unit, Level 4, 8 credits.
- ID 118043: Supervise stock counts, Level 4, 8 credits.
- ID 118037: Supervise sales performance, Level 4, 8 credits.
- ID 118030: Supervise P.O.S. Operations, Level 4, 8 credits.
- ID 242668: Demonstrate knowledge and application of the Occupational Health and Safety Act, 85 of 1993 (OHSA) (as amended) and the responsibilities of management in terms of the Act, Level 4, 4 credits.
- ID 118045: Supervise implementation of loss control measures, Level 4, 8 credits.
- ID 12484: Perform basic fire fighting, Level 2, 4 credits.
- ID 242812: Induct a member into a team, Level 3, 4 credits.
- ID 13915: Demonstrate understanding of HIV/AIDS and its impact on the workplace, Level 3, 4 credits.
- ID 242820: Maintain records for a team, Level 3, 4 credits.
- ID 242814: Identify and explain the core and support functions of an organisation, Level 3, 6 credits.
- ID 242813: Explain the contribution made by own area of responsibility to the overall organisational strategy, Level 4, 5 credits.
- ID 242818: Describe the relationship of junior management to other management roles, Level 4, 5 credits.
- ID 251960: Identify and describe disaster related risks and threatening situations utilizing basic disaster management concepts and indigenous knowledge, Level 3, 5 credits.
- ID 11473: Manage individual and team performance, Level 4, 8 credits.

Sheriffing (Learning Programme ID 64269):

- ID 252388: Explain and implement the writ of execution and enforcement process, Level 4, 10 credits.
- ID 252391: Explain legal concepts in respect of sheriffing Level 4, 7 credits.
- ID 252390: Demonstrate applied knowledge of financial administration in a sheriff's office, Level 4, 7 credits.
- ID 252389: Explain and implement service in the civil justice system, Level 4, 7 credits.
- ID 242812: Induct a member into a team, Level 3, 4 credits.
- ID 13915: Demonstrate understanding of HIV/AIDS and its impact on the workplace, Level 3, 4 credits.
- ID 242820: Maintain records for a team, Level 3, 4 credits.
- ID 242814: Identify and explain the core and support functions of an organisation, Level 3, 6 credits.
- ID 242813: Explain the contribution made by own area of responsibility to the overall

organisational strategy, Level 4, 5 credits.

- ID 242818: Describe the relationship of junior management to other management roles, Level 4, 5 credits.
- ID 251960: Identify and describe disaster related risks and threatening situations utilizing basic disaster management concepts and indigenous knowledge, Level 3, 5 credits.
- ID 11473: Manage individual and team performance, Level 4, 8 credits.
- ID 110003: Develop administrative procedures in a selected organisation, Level 4, 8 credits.
- ID 116608: Demonstrate knowledge and application of ethical conduct in a debt recovery work context, Level 4, 6 credits.

Sport Management (Learning Programme ID 80766):

- ID 117111: Apply knowledge of basic accounting principles to financial services, Level 3, 4 credits.
- ID 114738: Perform financial planning and control functions for a small business, Level 4, 6 credits.
- ID 117156: Interpret basic financial statements, Level 4, 4 credits.
- ID 243298: Apply administrative skills and knowledge in a sport organisation, Level 5, 8 credits.

Wholesale and Retail Management (Learning Programme ID 63333):

- ID 12544: Facilitate the preparation and presentation of evidence for assessment, Level 4, 4 credits.
- ID 114589: Manage time productively, Level 4, 4 credits.
- ID 118028: Supervise customer service standards, Level 4, 8 credits.
- ID 118029: Supervise housekeeping and hygiene in a store, Level 4, 6 credits.
- ID 118030: Supervise P.O.S. Operations, Level 4, 8 credits.
- ID 118033: Supervise promotional activities, Level 4, 8 credits.
- ID 118037: Supervise sales performance, Level 4, 8 credits.
- ID 118043: Supervise stock counts, Level 4, 8 credits.
- ID 118045: Supervise implementation of loss control measures, Level 4, 8 credits.
- ID 242820: Maintain records for a team, Level 3, 4 credits.
- ID 254595: Control the flow of information in a business unit, Level 4, 8 credits.
- ID 254596: Manage time keeping records, Level 4, 5 credits.
- ID 242812: Induct a member into a team, Level 3, 4 credits.
- ID 13915: Demonstrate understanding of HIV/AIDS and its impact on the workplace, Level 3, 4 credits.
- ID 242820: Maintain records for a team, Level 3, 4 credits.
- ID 242814: Identify and explain the core and support functions of an organisation, Level 3, 6 credits.
- ID 242813: Explain the contribution made by own area of responsibility to the overall organisational strategy, Level 4, 5 credits.
- ID 242818: Describe the relationship of junior management to other management roles, Level 4, 5 credits.
- ID 251960: Identify and describe disaster related risks and threatening situations utilizing basic disaster management concepts and indigenous knowledge, Level 3, 5 credits.
- ID 11473: Manage individual and team performance, Level 4, 8 credits.
- ID 335915: Schedule suppliers to deliver to a Wholesale and Retail unit, Level 4, 5 credits.

EXIT LEVEL OUTCOMES

Planning

1. Develop plans to achieve defined objectives.

Organising

2. Organise resources in accordance with developed plan.

Leading

3. Lead a team to work co-operatively to achieve objectives.

Controlling

4. Monitor performance to ensure compliance to a developed plan.

Ethics

5. Make decisions based on a code of ethics.

Critical Cross-Field Outcomes:

The learner will be expected to demonstrate the ability to:

- Identify and solve problems and make responsible ethical decisions within own limit of authority.
- Work effectively with others as a member of a team, group, organisation or community to achieve work unit objectives.
- Organise and manage oneself and one's activities responsibly and effectively to plan, lead, organise and control towards achievement of work unit objectives.
- Collect, organise and critically evaluate information in order to measure performance.
- Communicate effectively using visual, mathematics and language skills in the modes of oral and/or written presentations to lead a team.
- The learner will be required to demonstrate an understanding of the world as a set of related systems by aligning work unit objectives to organisational strategy.
- Be culturally and aesthetically sensitive across a range of social contexts in managing and interacting with diverse people in the workplace.
- Use science and technology effectively in researching, recommending and implementing management solutions, showing responsibility towards the environment and health of others.

ASSOCIATED ASSESSMENT CRITERIA

Planning

1.
 - Information is analysed and presented according to organisational objectives and requirements.
 - A plan is developed by using a systematic process.
 - Tasks, resources, timeframes and measurement criteria are defined and aligned to meet organisational objectives.

Organising

2.
 - Methods, procedures and techniques to organise a work unit are applied in accordance with organisational requirements.
 - The activities of the work unit are analysed and adjusted in order to align to the organisational strategies.
 - Resources are allocated to achieve the developed plan.

Leading

3.
 - The principles of leadership are explained and applied within a work unit.
 - The organisation's objectives and Standard Operating Procedures (SOPs) are analysed in order to determine the direction of work units.
 - Knowledge of group dynamics is applied to build a team.

Controlling

4.
 - Work unit performance is measured against organisational objectives.
 - Corrective action is taken in response to performance variances in accordance with Standard Operating Procedures (SOPs).

Ethics

5.
 - The concept of ethics is explained in terms of its influence on the activities of a work unit.
 - The value of a code of ethics is explained in terms of its impact on decision making.
 - Ethical decisions are made in the workplace.

Integrated Assessment:

Integration implies that theoretical and practical components are assessed together. It also implies that learning in different unit standards could and should be assessed in an integrated way where possible. Integrative assessment techniques may be used to assess multiple specific outcomes within multiple unit standards within the learner's work context. Within each unit standard, the specific outcomes and associated assessment criteria guide the learning process. The assessment determines whether the outcomes have been attained.

Assessments should be flexible and must cater for a wide range of options and contexts. Assessment must be fair, transparent, valid and reliable and should ensure that no learner is disadvantaged.

Assessment of Communication and Mathematical Literacy should be contextually based in accordance with the specialisation and context chosen and applied. Assessment has a formative monitoring function. Formative assessment should be used to assess gaps in the learner's skill and knowledge level. Its goal is to assess the learner's competence providing feedback to both learner and facilitator for further learning. It is continuous and is used to plan appropriate learning experiences to meet the learner's needs. It provides information about problems experienced at different stages in the learning process.

Assessment must also have a summative component. Summative assessment may be used on completion of a unit standard, but should not be the only form of assessment.

A variety of methods must be used in assessment, and tools and activities must be appropriate to the context in which the learner is working. Where it is not possible to assess all competencies in the workplace, simulations, case studies and other techniques should be used to provide a context appropriate to the assessment.

INTERNATIONAL COMPARABILITY

The Bologna Process

The most researched and systematic coverage of the subject of 'generic qualifications' is to be found in what is loosely termed 'The Bologna Process', which originated in the Bologna Declaration by European Ministers of Education of 19 June 1999 and is still in progress today. This project has resulted in a myriad of publications, one numbering 200 pages, dealing with almost every conceivable facet of qualification design, qualification frameworks, qualification articulation and portability, quality assurance, assessments, lifelong learning and related matters. One of the most comprehensive reference works on this is the February 2005 publication 'A Framework for Qualifications of the European Higher Education Area', Appendix 6 of which sets out an expose of what is termed the 'Dublin Descriptors'.

The 'Dublin Descriptors' come the closest to defining various generic descriptors for higher education across Europe, which have been widely debated by those participating in the Bologna Process. They embody knowledge and understanding; the application of knowledge and understanding; the ability to make judgment, and the ability to communicate and learning skills. Within these nests, a more detailed view of the 'sub-descriptors' is given.

The Bologna papers make it clear that the integration of vocational education and training into academic education are central to the success of the system as a whole.

While the above does not directly correlate with work on the FETC: Management, it is clear that this qualification is not at variance with the broad principles enunciated by the leading researchers in Europe.

As shared by, including, or typical of are common synonyms for the term 'generic', it is clear that a qualification in generic management must include all which is common to management in all disciplines, and should attempt to exclude all that which applies to specific applications of management in any one of these disciplines.

Other International Developments

Moving beyond Bologna, in a paper by Pete Dalton & Kate Levinson read at the 66th International Federation of Library Associations and Institutions Council and General Conference in Jerusalem, a strong case is made for a generic academic qualification process. The authors state, however, that

'NARIC may be useful as a model for comparing academic reciprocity of qualifications between countries that do not have additional professional accreditation. However, this would create a system which ignored professional standards and accreditation and which would be unsuitable for those countries where professional accreditation takes place'.

The term 'generic management', 'generic qualification' and 'vocational qualification' is used loosely in a number of contexts in the international literature throughout diverse fields of knowledge, as illustrated below.

It receives considerable attention in the Financial Services Industry in Australia. The Commissioner of Local Government in Australia has issued a strong endorsement of the importance of generic qualifications and a diagram is depicted illustrating what he has in mind.

In an article by Fiona Becker and Judith Niechcial published in April 2004 the importance of generic qualifications to the social worker community in the UK is stressed. Also in a UK health context, an NHS report on Health Informatics Qualifications Mapping dated March 2006 makes numerous references to the importance of generic qualifications. Again in the UK, the public sector IT Industry is seeing the benefits of generic learning. Britain's Public Management Institute has introduced generic management qualifications coupled to a professional qualification. The Institute of Leadership and Management (ILM), a member of the City and Guilds Group, has a range of generic management qualifications on offer which also offer professional linkages. In a study by Birmingham University, Katy Lancaster and Pete Dalton (edited by Fiona Parsons) make a particularly strong case for well-honed generic management skills in the IT Industry. The UK motor industry has also introduced a 10-unit work-based Certificate Course in generic management. In an article in Questionline in September 2005 dealing with vocational qualifications for members of the armed forces, the role of a generic technique (PRINCE 2) is alluded to as follows: 'The most common generic method is PRINCE2, with over 20,000 people attempting its exams (pass rate is 65 per cent) since its introduction in 1996'.

In Singapore, an initiative called 'Generic Skills' empowers what is termed a 'National Skills Recognition System' which overlays 'Workforce Skills Qualifications' in the Retail, Financial and Training industries, to enable upward mobility of these 'learner-workers'.

New Zealand has developed one qualification in IT and has begun to develop generic unit standards. (This URL requires a search for 'Generic'). New Zealand has also developed a number of so-called 'Maori Management' unit standards. The University of Auckland offers generic programmes in nursing up to Masters level.

Conclusion

Generic qualifications are either being used or developed throughout the world with considerable success. Their role seems in some applications (particularly in industry) to be that of a precursor to more advanced specialisation qualifications, while in others it is applicable to the most advanced levels of purely academic knowledge. Given the accepted understanding of the term 'generic' seen against the latter observations, the FETC: Management at Level 4 would seem to be in line with best practice internationally.

Some detailed practical applications of Generic Qualifications internationally

The Hybrid Information Management Skills for Senior Staff (HIMSS) Project in the UK identified strategic management and leadership; ability to manage change and an understanding of customer focus and service orientation as the most widespread generic skills lacking in potential managers. Generic management skills stood at the top of a host of other desirable skills for an IT professional in their estimation. Generic Management development programmes were strongly endorsed.

In Australia, the Financial Services Industry has designed two distinct pathways, one leading to a generic qualification, and the other to a specialist qualification. The chief difference between the two approaches is that the generic route offers elective units, while the specialist route requires specialist units to be selected. It points out, however, that certain sectors have mandatory competency pathways, which must be met in order to gain employment. Similar observations are made under the discussion of NARIC, below.

The University of Auckland Faculty Education Unit offers an interesting array of tools provided via their Generic Centre. These chiefly cover assessment, rubric grading and curriculum design, rather

than qualifications, per se.

New Zealand and offers a large number of unit standards termed 'generic' under various domains such as self-management; social and cooperative skills and work and study skills. It also offers further unit standards in a subfield called 'Maori Business and Management' with domains entitled finance - Maori; Maori Management - generic; Maori Management in Maori organisations and Maori Office systems. No generic qualifications exist at this time. The various unit standards serve as a useful international benchmark of the perceived components and levels of complexity of management.

Research conducted in the UK within the Health Industry has identified three main types of qualifications, namely dedicated Health Industry (HI) qualifications; those that combine health and information in some manner and generic qualifications that have application to (all) working in the HI. Examples of generic qualifications include a Postgraduate Certificate from the University of York; National Vocational Qualifications for IT; Institute of IT Training (ITT) qualifications; the Information Systems Examinations Board (ISEB) and the European Computer Driving License (ECDL).

The report concludes that 'It is clear from the number and variety of vocational awards available, that individual qualifications in ITC are well catered for'.

The Social Work profession in the UK offers a generic degree in social work based on the national occupational standards for social work and the Quality Assurance Agency (QAA) subject benchmark statement for social work.

The Chartered Management Institute in the UK offers one of the most comprehensive ladders of learning for generic management studies. These range from (UK) Level 2 right through to (UK) Level 5 - i.e. team leading through to Management. All qualifications consist of mandatory units and optional units over and above these, the latter greatly outnumbering the former. This also serves as a useful international benchmark of the perceived components and levels of complexity of management. The auto industry in the UK has also introduced a Business and Administration National Vocational Qualification (NVQ) at (UK) Level 2. It is claimed that this generic qualification is of benefit throughout the auto industry to both technical and non-technical staff.

The Open University in the UK offers a variety of generic courses at a variety of levels in IM and ICT. Research has also indicated that some National Health Service (NHS) employees believe that a generic qualification will give them greater transferability in the future. [It is interesting to observe that UK literature in particular uses the terms 'vocational' and 'generic' interchangeably].

The International Federation of Library Associations and Institutions (IFLA) undertook research into methods of determining the equivalency of Library and Information Science (LIS) qualifications worldwide. They identified three approaches, namely professional association approach; generic academic qualification equivalency approach and institutional course approach. In researching the generic option, the National Academic Recognition Information Centre for the UK (NARIC) was closely investigated. The conclusion was that while NARIC was a useful tool for academic comparison purposes, it ignores the additional requirements for professional accreditation.

ARTICULATION OPTIONS

Horizontal Articulation:

This qualification articulates horizontally with the following qualifications:

- FETC: New Venture Creation, SAQA ID: 23953
- FETC: Leadership Development, SAQA ID: 50081
- FETC: Business Systems Operations: End User (ERP), SAQA ID: 49176
- FETC: Small Business Advising (Information Support), SAQA ID: 48883

Vertical Articulation:

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

MODERATION OPTIONS

This qualification will be assessed by an assessor and moderated by a moderator registered with the relevant accredited ETQA. Assessors should be in possession of a relevant qualification in generic management or a related field that is at least one level higher than the level of this qualification. Training providers must be accredited by a relevant ETQA.

CRITERIA FOR THE REGISTRATION OF ASSESSORS

N/A

REREGISTRATION HISTORY

As per the SAQA Board decision/s at that time, this qualification was Reregistered in 2012; 2015.

NOTES

This Qualification replaces Qualification 65110, "Further Education and Training Certificate: Management", Level 4, 140 Credits.

When developing offerings for a specific Learning Programme, please adhere to the Qualification Rules (above) for that Learning Programme.

UNIT STANDARDS:

	ID	UNIT STANDARD TITLE	PRE-2009 NQF LEVEL	NQF LEVEL	CREDITS
Core	242824	Apply leadership concepts in a work context	Level 4	NQF Level 04	12
Core	242815	Apply the organisation's code of conduct in a work environment	Level 4	NQF Level 04	5
Core	242816	Conduct a structured meeting	Level 4	NQF Level 04	5
Core	242822	Employ a systematic approach to achieving objectives	Level 4	NQF Level 04	10
Core	242821	Identify responsibilities of a team leader in ensuring that organisational standards are met	Level 4	NQF Level 04	6
Core	242810	Manage Expenditure against a budget	Level 4	NQF Level 04	6
Core	242829	Monitor the level of service to a range of customers	Level 4	NQF Level 04	5
Core	242819	Motivate and Build a Team	Level 4	NQF Level 04	10
Core	242811	Prioritise time and work for self and team	Level 4	NQF Level 04	5
Core	242817	Solve problems, make decisions and implement solutions	Level 4	NQF Level 04	8
Fundamental	119472	Accommodate audience and context needs in oral/signed communication	Level 3	NQF Level 03	5
Fundamental	119457	Interpret and use information from texts	Level 3	NQF Level 03	5
Fundamental	119467	Use language and communication in occupational learning programmes	Level 3	NQF Level 03	5
Fundamental	119465	Write/present/sign texts for a range of communicative contexts	Level 3	NQF Level 03	5

Fundamental	9015	Apply knowledge of statistics and probability to critically interrogate and effectively communicate findings on life related problems	Level 4	NQF Level 04	6
Fundamental	119462	Engage in sustained oral/signed communication and evaluate spoken/signed texts	Level 4	NQF Level 04	5
Fundamental	119469	Read/view, analyse and respond to a variety of texts	Level 4	NQF Level 04	5
Fundamental	9016	Represent analyse and calculate shape and motion in 2-and 3-dimensional space in different contexts	Level 4	NQF Level 04	4
Fundamental	7468	Use mathematics to investigate and monitor the financial aspects of personal, business, national and international issues	Level 4	NQF Level 04	6
Fundamental	12153	Use the writing process to compose texts required in the business environment	Level 4	NQF Level 04	5
Fundamental	119459	Write/present/sign for a wide range of contexts	Level 4	NQF Level 04	5
Elective	12484	Perform basic fire fighting	Level 2	NQF Level 02	4
Elective	117111	Apply knowledge of basic accounting principles to financial services	Level 3	NQF Level 03	4
Elective	114941	Apply knowledge of HIV/AIDS to a specific business sector and a workplace	Level 3	NQF Level 03	4
Elective	113852	Apply occupational health, safety and environmental principles	Level 3	NQF Level 03	10
Elective	113955	Apply the Batho Pele principles to own work role and context	Level 3	NQF Level 03	4
Elective	113909	Coach a team member in order to enhance individual performance in work environment	Level 3	NQF Level 03	5
Elective	8025	Controlling and locating stock	Level 3	NQF Level 03	8
Elective	120235	Demonstrate an understanding of the concept of microbiology in a food handling environment	Level 3	NQF Level 03	6
Elective	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	NQF Level 03	4
Elective	242875	Describe basic freight logistic principles	Level 3	NQF Level 03	6
Elective	377360	Discuss Just in Time (JIT) and Lean Manufacturing	Level 3	NQF Level 03	5
Elective	113915	Explain the application of the basic conditions of employment act in an employment contract	Level 3	NQF Level 03	2
Elective	113907	Explain the impact of personal wellness on work performance	Level 3	NQF Level 03	2
Elective	251960	Identify and describe disaster related risks and threatening situations utilizing basic disaster management concepts and indigenous knowledge	Level 3	NQF Level 03	5
Elective	242814	Identify and explain the core and support functions of an organisation	Level 3	NQF Level 03	6
Elective	242812	Induct a member into a team	Level 3	NQF	4

				Level 03	
Elective	242820	Maintain records for a team	Level 3	NQF Level 03	4
Elective	8016	Maintaining occupational health, safety and general housekeeping	Level 3	NQF Level 03	8
Elective	120239	Monitor critical control points (CCPs) as an integral part of a hazard analysis critical control point (HACCP) system	Level 3	NQF Level 03	6
Elective	117877	Perform one-to-one training on the job	Level 3	NQF Level 03	4
Elective	119802	Perform quality control practices in a food or sensitive consumer product operation	Level 3	NQF Level 03	6
Elective	13934	Plan and prepare meeting communications	Level 3	NQF Level 03	4
Elective	114251	Prepare chemical additives used in the pulp and paper industry	Level 3	NQF Level 03	4
Elective	116720	Show understanding of diversity in the workplace	Level 3	NQF Level 03	3
Elective	243299	Adapt available spaces in the community as a sports or fitness facility	Level 4	NQF Level 04	5
Elective	260277	Administer school assets	Level 4	NQF Level 04	12
Elective	120385	Apply a range of project management tools and techniques	Level 4	NQF Level 04	7
Elective	243298	Apply administrative skills and knowledge in a sport organisation	Level 4	NQF Level 04	11
Elective	377363	Apply inventory replenishment and distribution systems	Level 4	NQF Level 04	8
Elective	243297	Apply knowledge of anatomy and physiology to exercise training	Level 4	NQF Level 04	5
Elective	337060	Apply knowledge of organisation structure and design to support performance to a Public Sector Department	Level 4	NQF Level 04	5
Elective	337064	Apply knowledge of the job evaluation process in the Public Sector in order to ensure that a job has been properly evaluated	Level 4	NQF Level 04	3
Elective	377381	Apply Total Quality Management (TQM)	Level 4	NQF Level 04	8
Elective	243296	Apply values and ethics to a sport organisation	Level 4	NQF Level 04	3
Elective	10708	Control and adjust utilities in a food or beverage manufacturing plant	Level 4	NQF Level 04	10
Elective	254595	Control the flow of information in a business unit	Level 4	NQF Level 04	8
Elective	119867	Create a visual record of artefacts and features for archiving or publication	Level 4	NQF Level 04	8
Elective	251965	Create awareness and promote a culture of risk avoidance through advocacy activities	Level 4	NQF Level 04	6
Elective	243303	Create, improvise and organize sport activities	Level 4	NQF Level 04	6
Elective	110490	Demonstrate a knowledge and understanding of the basic principles of public administration and management	Level 4	NQF Level 04	4
Elective	252390	Demonstrate applied knowledge of financial administration in a sheriff's office	Level 4	NQF Level 04	7

Elective	13952	Demonstrate basic understanding of the Primary labour legislation that impacts on a business unit	Level 4	NQF Level 04	8
Elective	117499	Demonstrate entrepreneurial competence	Level 4	NQF Level 04	12
Elective	242655	Demonstrate knowledge and application of ethical conduct in a business environment	Level 4	NQF Level 04	4
Elective	116608	Demonstrate knowledge and application of ethical conduct in a debt recovery work context	Level 4	NQF Level 04	6
Elective	242668	Demonstrate knowledge and application of the Occupational Health and Safety Act, 85 of 1993 (OHSA) (as amended) and the responsibilities of management in terms of the Act	Level 4	NQF Level 04	4
Elective	119864	Demonstrate knowledge of archaeology applied to Colonial sites	Level 4	NQF Level 04	6
Elective	119869	Demonstrate knowledge of Iron Age archaeology	Level 4	NQF Level 04	10
Elective	119877	Demonstrate knowledge of Stone Age archaeology	Level 4	NQF Level 04	10
Elective	260257	Demonstrate knowledge of the legislative framework for school governance	Level 4	NQF Level 04	10
Elective	260217	Demonstrate understanding of legal aspects pertaining to human resources in a school	Level 4	NQF Level 04	12
Elective	110026	Describe and assist in the control of fraud in an office environment	Level 4	NQF Level 04	4
Elective	377380	Describe the functions of purchasing and procurement	Level 4	NQF Level 04	5
Elective	242818	Describe the relationship of junior management to other roles	Level 4	NQF Level 04	5
Elective	110003	Develop administrative procedures in a selected organisation	Level 4	NQF Level 04	8
Elective	123460	Develop and apply administrative principles in the implementation of Municipal Office Administration	Level 4	NQF Level 04	6
Elective	260337	Develop and implement policy for school governance	Level 4	NQF Level 04	9
Elective	377364	Discuss the role of inventory in a manufacturing environment	Level 4	NQF Level 03	10
Elective	337062	Evaluate a job in the Public Sector in South Africa	Level 4	NQF Level 04	6
Elective	252389	Explain and implement service in the civil justice system	Level 4	NQF Level 04	7
Elective	252388	Explain and implement the writ of execution and enforcement process	Level 4	NQF Level 04	10
Elective	252391	Explain legal concepts in respect of sheriffing	Level 4	NQF Level 04	7
Elective	242813	Explain the contribution made by own area of responsibility to the overall organisational strategy	Level 4	NQF Level 04	5
Elective	377160	Explain the fundamentals of the concepts of 'wellness'	Level 4	Level TBA: Pre-2009 was L4	8

Elective	12544	Facilitate the preparation and presentation of evidence for assessment	Level 4	NQF Level 04	4
Elective	114877	Formulate and implement an action plan to improve productivity within an organisational unit	Level 4	NQF Level 04	8
Elective	242996	Handle dangerous goods during warehousing and storage	Level 4	NQF Level 04	4
Elective	120377	Identify, suggest and implement corrective actions to improve quality of project work	Level 4	NQF Level 04	7
Elective	120381	Implement project administration processes according to requirements	Level 4	NQF Level 04	5
Elective	10980	Induct a new employee	Level 4	NQF Level 04	6
Elective	117156	Interpret basic financial statements	Level 4	NQF Level 04	4
Elective	119875	Investigate a maritime site	Level 4	NQF Level 04	5
Elective	243300	Lead a community sport activity	Level 4	NQF Level 04	12
Elective	242840	Make oral presentations	Level 4	NQF Level 04	2
Elective	110009	Manage administration records	Level 4	NQF Level 04	4
Elective	117500	Manage finance in a small business	Level 4	NQF Level 04	8
Elective	11473	Manage individual and team performance	Level 4	NQF Level 04	8
Elective	243301	Manage safety and emergency incidences	Level 4	NQF Level 04	6
Elective	109999	Manage service providers in a selected organisation	Level 4	NQF Level 04	5
Elective	254596	Manage time keeping records	Level 4	NQF Level 04	5
Elective	114589	Manage time productively	Level 4	NQF Level 04	4
Elective	114215	Mentor a colleague to enhance the individual`s knowledge, skills, values and attitudes in a selected career path	Level 4	NQF Level 04	3
Elective	119796	Monitor and control quality assurance procedures in a food or sensitive consumer product environment	Level 4	NQF Level 04	8
Elective	14586	Monitor and control quality control practices in a manufacturing/engineering environment	Level 4	NQF Level 04	8
Elective	244105	Participate in a task team in a process environment	Level 4	NQF Level 04	4
Elective	115209	Participate in the development of a strategic plan for fundraising	Level 4	NQF Level 04	12
Elective	377440	Perform capacity requirements planning (CRP)	Level 4	NQF Level 04	8
Elective	114738	Perform financial planning and control functions for a small business	Level 4	NQF Level 04	6
Elective	377402	Perform master scheduling in the workplace	Level 4	NQF Level 04	5
Elective	377386	Perform material requirements planning (MRP)	Level 4	NQF Level 04	5

Elective	377400	Perform sales and operations planning	Level 4	NQF Level 04	5
Elective	260237	Plan for school development	Level 4	NQF Level 04	8
Elective	377383	Planning and controlling in a manufacturing environment	Level 4	NQF Level 04	6
Elective	260357	Prepare and monitor the budget of a school	Level 4	NQF Level 04	12
Elective	119257	Produce and maintain work activity reports	Level 4	NQF Level 04	8
Elective	114592	Produce business plans for a new venture	Level 4	NQF Level 04	8
Elective	243293	Promote sport activity in a community	Level 4	NQF Level 04	4
Elective	243294	Recommend an exercise programme or activity	Level 4	NQF Level 04	5
Elective	119873	Record a rock art site	Level 4	NQF Level 04	6
Elective	119865	Recover human skeletal remains for analysis	Level 4	NQF Level 04	6
Elective	10978	Recruit and select candidates to fill defined positions	Level 4	NQF Level 04	10
Elective	119870	Research a Southern African archaeological site from published and unpublished material	Level 4	NQF Level 04	6
Elective	262500	Research and plan for the equipping of a salon	Level 4	NQF Level 04	6
Elective	335915	Schedule suppliers to deliver to a wholesale and retail unit	Level 4	NQF Level 04	5
Elective	118028	Supervise customer service standards	Level 4	NQF Level 04	8
Elective	118029	Supervise housekeeping and hygiene in a store	Level 4	NQF Level 04	6
Elective	118045	Supervise implementation of loss control measures	Level 4	NQF Level 04	8
Elective	118030	Supervise P.O.S. Operations	Level 4	NQF Level 04	8
Elective	118033	Supervise promotional activities	Level 4	NQF Level 04	8
Elective	118037	Supervise sales performance	Level 4	NQF Level 04	8
Elective	243295	Supervise sport or fitness facilities	Level 4	NQF Level 04	8
Elective	118043	Supervise stock counts	Level 4	NQF Level 04	8
Elective	262519	Supervise the functions of a hairdressing salon	Level 4	NQF Level 04	8
Elective	10981	Supervise work unit to achieve work unit objectives (individuals and teams)	Level 4	NQF Level 04	12
Elective	377361	Understand the role of inventory and ordering costs	Level 4	NQF Level 03	5
Elective	9242	Analyse external factors influencing people who have special needs	Level 5	Level TBA: Pre-2009 was L5	4

Elective	120192	Apply anatomical and physiological knowledge to golfing activity	Level 5	Level TBA: Pre-2009 was L5	5
Elective	120209	Apply basic concepts of sport psychology in a golfing context	Level 5	Level TBA: Pre-2009 was L5	12
Elective	15234	Apply efficient time management to the work of a department/division/section	Level 5	Level TBA: Pre-2009 was L5	4
Elective	11273	Apply Fundamental Concepts of Supply Chain Management Optimisation	Level 5	Level TBA: Pre-2009 was L5	8
Elective	120204	Apply knowledge of diet and nutrition to improving golf performance	Level 5	Level TBA: Pre-2009 was L5	10
Elective	119346	Apply sound communication principles in the coordination of selected public sector communications programmes	Level 5	Level TBA: Pre-2009 was L5	10
Elective	120307	Apply South African legislation and policy affecting public administration	Level 5	Level TBA: Pre-2009 was L5	10
Elective	120208	Apply the rules of golf in various contexts	Level 5	Level TBA: Pre-2009 was L5	8
Elective	255514	Conduct a disciplinary hearing	Level 5	Level TBA: Pre-2009 was L5	15
Elective	251967	Conduct disaster risk assessment	Level 5	Level TBA: Pre-2009 was L5	15
Elective	10631	Demonstrate an understanding of manufacturing, principles, methodologies and processes	Level 5	Level TBA: Pre-2009 was L5	7
Elective	337061	Demonstrate knowledge and insight into a bid committee system applicable to an Organ of State in South Africa	Level 5	Level TBA: Pre-2009 was L5	15
Elective	337063	Demonstrate knowledge and insight into the principles of monitoring and evaluation in assessing organisation and/or programme performance in a specific context	Level 5	Level TBA: Pre-2009 was L5	5
Elective	120206	Describe, implement and teach the principles and building blocks of a golf swing	Level 5	Level TBA: Pre-2009 was L5	12
Elective	251964	Develop and implement disaster risk reduction plans	Level 5	Level TBA:	10

				Pre-2009 was L5	
Elective	120211	Display a holistic understanding of golf and golfing	Level 5	Level TBA: Pre-2009 was L5	8
Elective	252024	Evaluate current practices against best practice	Level 5	Level TBA: Pre-2009 was L5	4
Elective	123398	Facilitate the transfer and application of learning in the workplace	Level 5	Level TBA: Pre-2009 was L5	5
Elective	251966	Implement disaster risk management principles in response, recovery, relief and rehabilitation activities	Level 5	Level TBA: Pre-2009 was L5	15
Elective	377382	Perform forecasting in a manufacturing environment	Level 5	NQF Level 05	8
Elective	120197	Plan and implement personal and career development goals within a golfing environment	Level 5	Level TBA: Pre-2009 was L5	5
Elective	120212	Plan, manage and report on a golf tournament	Level 5	Level TBA: Pre-2009 was L5	8

LEARNING PROGRAMMES RECORDED AGAINST THIS QUALIFICATION:

When qualifications are replaced, some (but not all) of their learning programmes are moved to the replacement qualifications. If a learning programme appears to be missing from here, please check the replaced qualification.

LP ID	Learning Programme Title	Originator	Pre-2009 NQF Level	NQF Level	Min Credits	Learning Prog End Date	Quality Assurance Functionary	NQF Sub-Framework
65113	Certificate: Management	The Foundation for Professional Development	Level 4	NQF Level 04	140		QCTO	OQSF
58344	Further Education and Training Certificate: Administration Management	Generic Provider - Field 11	Level 4	NQF Level 04	150		SERVICES	OQSF
58347	Further Education and Training Certificate: Archaeology Management	Generic Provider - Field 07	Level 4	NQF Level 04	150		CATHSSETA	OQSF
58345	Further Education and Training	Generic Provider - Field 06	Level 4	NQF Level 04	150		FOODBEV	OQSF

	Certificate: Food Manufacturing Management							
64870	Further Education and Training Certificate: Generic Management: Disaster Risk Management	Generic Provider - Field 03	Level 4	NQF Level 04	150		LG SETA	OQSF
74630	Further Education and Training Certificate: Generic Management: General Management	Generic Provider - Field 03	Level 4	NQF Level 04	150		SERVICES	OQSF
93950	Further Education and Training Certificate: Generic Management: Human Resource Support	Generic Provider - Field 03	Level 4	NQF Level 04	150		SABPP	OQSF
83987	Further Education and Training Certificate: Generic Management: Inventory and Inventory Control	Generic Provider - Field 06	Level 4	NQF Level 04	150		MERSETA	OQSF
83989	Further Education and Training Certificate: Generic Management: Manufacturing Control	Generic Provider - Field 06	Level 4	NQF Level 04	150		MERSETA	OQSF
83988	Further Education and Training Certificate: Generic Management: Planning and Scheduling Techniques	Generic Provider - Field 06	Level 4	NQF Level 04	150		MERSETA	OQSF
79286	Further Education and Training Certificate: Generic Management:	Generic Provider - Field 06	Level 4	NQF Level 04	150		MERSETA	OQSF

	Process Manufacturing							
80746	Further Education and Training Certificate: Generic Management: Salon Management	Generic Provider - Field 03	Level 4	NQF Level 04	150		SERVICES	OQSF
74672	Further Education and Training Certificate: Generic Management: School Governing Bodies	Generic Provider - Field 05	Level 4	NQF Level 04	150		ETDP SETA	OQSF
66309	Further Education and Training Certificate: Generic Management: Service Station Site Management	Generic Provider - Field 03	Level 4	NQF Level 04	150	2015-06-30	W&RSETA	OQSF
64269	Further Education and Training Certificate: Generic Management: Sheriffing	Generic Provider - Field 08	Level 4	NQF Level 04	150		SAS SETA	OQSF
80766	Further Education and Training Certificate: Generic Management: Sport Management	Generic Provider - Field 03	Level 4	NQF Level 04	150		QCTO	OQSF
63333	Further Education and Training Certificate: Generic Management: Wholesale and Retail Management	Generic Provider - Field 11	Level 4	NQF Level 04	150		W&RSETA	OQSF
67355	Further Education and Training Certificate: Golf Directorship	Damelin	Level 4	NQF Level 04	180		QCTO	OQSF
58343	Further Education and Training	Generic Provider - Field 11	Level 4	NQF Level 04	150		CATHSSETA	OQSF

	Certificate: Golf Management							
58346	Further Education and Training Certificate: Public Administration Management	Generic Provider - Field 03	Level 4	NQF Level 04	150		PSETA	OQSF
67356	Further Education and Training Certificate: Sport Business	Damelin	Level 4	NQF Level 04	150		QCTO	OQSF