

LEARNING PATHWAY



FULL ONLINE LEARNING

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LEARNER REQUIREMENTS

- Access to a Computer at Work and Home
- Internet access without Limitations
- Committed to Self Study
- Computer Literacy at NQF Level 2:
- Ability to use browser,
- Ability to Convert and Upload attachments,
- Ability to understand basic radio button functionality,
- Ability to use media player.

NATIONAL CERTIFICATE:

Management



NQF 3



SAQA

83946 (LP: 23654)



6 CLUSTERS



DURATION

12 MONTHS



124 CREDITS



SETA: **SERVICES SETA**

PURPOSE

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.

ENTRY CRITERIA

- Communication at NQF Level 2
- Mathematical Literacy at NQF Level 2

MARKET INFORMATION

- **TARGET MARKET:** Any staff in: Secretarial Services • Reception Services • Switchboard Operations • Financial Administration • Banking Administration • Personal Assistants • technical Assistance • Data Capturing • System Administration • Human Resource Administration • Basic Contracts Administration • Change Administration and Management • Relationship Management • Project Coordination
- **TARGET INDUSTRIES:** : All industries that have an administration and /or operations aspect.

SKILLS OUTCOMES

- Co-ordinating with others and making significant choices from a wide range of procedures.
- Operating in a number of contexts, and making comparisons.
- Performing junior management functions and maintaining records.
- Carrying out simple research and tasks and 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 and 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

For more information about DigiAssist and how it can benefit your organisation, contact Training Force

011 974 6633 / info@trainingforce.co.za / www.trainingforce.co.za

UNIT STANDARDS

Cluster 1 – Communication – Credit Accumulation Transfer is applicable to the unit standards below

Outcome	SAQA ID	Name of Unit Standard	Credits
Fundamental	8968	Accommodate audience and context needs in oral communication	5
Fundamental	8969	Interpret and use information from texts	5
Fundamental	8973	Use language and communication in occupational learning programmes	5
Fundamental	8970	Write texts for a range of communicative contexts	5

Cluster 2 –Introduction to Supervision

Outcome	SAQA ID	Name of Unit Standard	Credits
Core	13919	Investigate and explain the structure of a selected workplace or organisation	10
Core	14667	Describe and apply the management functions of an organization	10
Elective	13944	Describe the relationship of junior management to the general management function	5

Cluster 3 - Work with a Team

Outcome	SAQA ID	Name of Unit Standard	Credits
Core	13912	Apply knowledge of self and team in order to develop a plan to enhance team performance	5
Core	13917	Indicate the role of a team leader ensuring that a team meets an organisation's standards	6
Core	13911	Induct a new member into a team	3
Core	13918	Manage time and the work process in a business environment	4
Core	13947	Motivate a team	6

Cluster 4 – Numeracy – Credit Accumulation Transfer is applicable to the unit standards below

Outcome	SAQA ID	Name of Unit Standard	Credits
Fundamental	9010	Demonstrate an understanding of the use of different number bases and measurement units and an awareness of error in the context of relevant calculations	2
Fundamental	9013	Describe, apply, analyse and calculate shape and motion in 2-and 3-dimensional space in different contexts	4
Fundamental	9012	Investigate life and work related problems using data and probabilities	5
Fundamental	7456	Use mathematics to investigate and monitor the financial aspects of personal, business and national issues	5

Cluster 5 - Research

Outcome	SAQA ID	Name of Unit Standard	Credits
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	4
Core	14665	Interpret current affairs related to a specific business sector	10
Elective	7573	Demonstrate ability to use the World Wide Web	3
Elective	7570	Produce word processing documents for business	5
Elective	7567	Product and use spreadsheets for business	5

Cluster 6 - Supervise

Outcome	SAQA ID	Name of Unit Standard	Credits
Core	13916	Identify and keep the records that a team manager is responsible for keeping	4
Core	13914	Conduct a formal meeting	3
Elective	13948	Negotiate an agreement or deal in an authentic work situation	5

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MANAGEMENT

