



**INSTITUTE OF
PEOPLE DEVELOPMENT**

Articulates into the Further Education and Training Certificate:
Generic Management, SAQA ID: 57712



For more information, or to find out about the IPD training schedule, contact us:



(011) 315 2913



enquiries@peopledev.co.za



www.peopledevelopment.co.za

Management Skills Programmes

- NQF Level 4: 46 Credits -

Monitor Performance

This course will equip managers with the tools needed to become great managers. It will empower the manager to:

- Identify team responsibilities and use their strengths to ensure organisational standards are met
- Monitor the level of service to a range of customers
- Understand internal and external supply chains
- Conduct performance reviews and appraisals
- Use and apply relevant legislation

The qualification builds on the FETC: Generic Management and further develops the key concepts, principles and practices of management that will enable learners to lead, manage, organise and control first line managers and team leaders. The learners will typically be managers who have other junior managers or team leaders reporting to them. In smaller organisations or entities, the managers could primarily be responsible for managing the supervisors and staff within their section, division or business unit.

These unit standards also links to 57712 Further Education and Training: Certificate General Management

This is also available as recognition of prior learning (RPL)

Duration

This course consists of self-directed online learning (video lectures followed by completion of various tasks and activities), coupled with facilitator/tutor support over Telegram group chat, Telegram individual chat and six scheduled Zoom group support sessions over a three week period. The regular scheduled support sessions are available on our website for reference.

Unit standards awarded upon successful completion of this learning programme

242821	Identify responsibilities of a team leader in ensuring that organisational standards are met NQF4; 6 Credits
242829	Monitor the level of service to a range of customers NQF4; 5 Credits
119465	Write/present/sign texts for a range of communicative contexts NQF3; 5 Credits
9016	Represent analyse and calculate shape and motion in 2-& 3-dimensional space in different contexts NQF4; 4 Credits
12153	Use the writing process to compose texts required in the business environment NQF4; 5 Credits
119457	Interpret and use information from texts NQF3; 5 Credits
11473	Manage individual and team performance NQF4; 8 Credits
13952	Demonstrate basic understanding of the Primary labour legislation that impacts on a business unit NQF4; 8 Credits





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Illustration outlining the Organise Resources programme structure

Monitor Performance

Planning Phase

Selection
Enrolment
Learning Contract



Terms of Participation
agreed to

Delivery Phase

ONLINE TRAINING
programme course
Monitor Performance



Online Learner Support
Session



Learner Guidance and Support

Evaluation Phase

Integrated
assessment
(including
fundamentals)



Moderation



Certification

Note: Unit standards remain applicable for the registration period of the qualification.

Credits:

120 per year

Facilitation language:

English

Course Delivery:

Self-directed online learning

Duration:

Up to 1 year



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