



**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 our training schedule, contact us:



(011) 315 2913



enquiries@peopledev.co.za



www.peopledevelopment.co.za

## Organise Resources - Skills Programme

NQF Level 4: 27 Credits

This course will equip you with skills to become a professional supervisor or team leader and will provide experiential understanding through the inclusion of a practical face-to-face facilitation phase. It will empower the team leader to:

- Apply methods, procedures and techniques to organise a work unit in accordance with organisational requirements.
- Analyse and adjust the activities of the work unit in order to align to the organisational strategies.
- Allocate resources to achieve the developed plan

### 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

242815	Apply the organisation's code of conduct in a work environment NQF4 - 5 Credits
242816	Conduct a structured meeting NQF4 - 5 Credits
242811	Prioritise time and work for self and team NQF4 - 5 Credits
119459	Write/present/sign for a wide range of contexts NQF4 -5 Credits
119462	Engage in sustained oral/signed communication and evaluate spoken/signed texts NQF4 - 5 Credits
242840	Make oral presentations NQF4 - 2 Credits

The course builds on the FETC: Generic Management and develops the key concepts, principles and practices of management that will enable candidates to lead, manage, organise and control first line managers and team leaders. The candidates 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.

The unit standards link to Further Education and Training Certificate: Generic Management SAQA ID 57712

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





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## Organise Resources

### Planning Phase

Selection,  
Enrolment,  
Learning Contract



Terms of Participation  
agreed to

### Delivery Phase

ONLINE COURSE  
Organise Resources



Online Learner Support  
Sessions



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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