



**INSTITUTE OF
PEOPLE DEVELOPMENT**

Being good at what you do does not automatically make you a good manager! This Executive Development course is a programme of choice for JSE listed companies and SME's, designed to enhance the management skills and provide management tools for line managers, supervisors, foremen, and heads of department, small business managers and team leaders with at least one person reporting to them. Succession planning for managers should critically include the provision of these skills! SAQA I.D 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 Full Qualifications

- NQF Level 4: Minimum Credits Required 150 -

FET Certificate: Generic Management

The purpose of the qualification is to empower learners to become competent in all the generic components of management. RPL is a component of this qualification.

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.

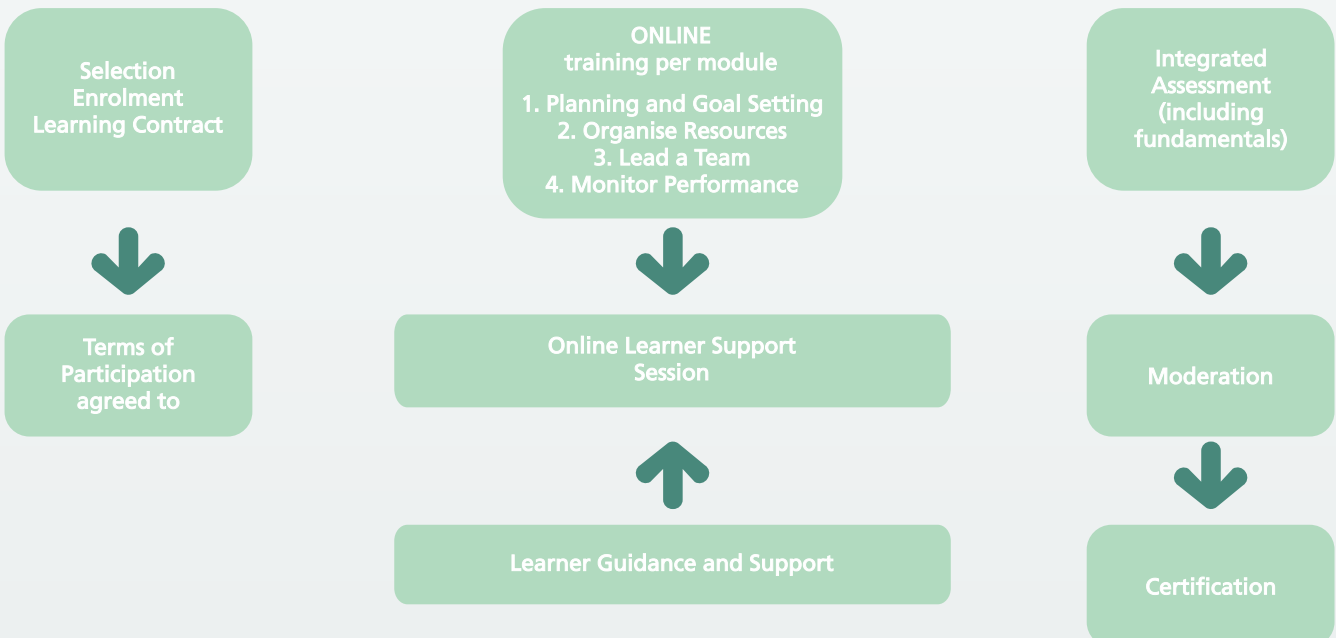


FET Certificate: Generic Management

Planning Phase

Delivery Phase

Evaluation Phase



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

Qualification:	57712	RPL possible?	Yes
Credits:	120 per year	Facilitation language:	English
Course Delivery:	Self-directed online learning	Duration:	Up to 1 years



(011) 315 2913



www.peopledevelopment.co.za



enquiries@peopledev.co.za



INSTITUTE OF
PEOPLE DEVELOPMENT

Below is an illustration outlining the FET Certificate:
Generic Management Programme Structure

Module	Exit Level Outcomes	Unit Standards
Planning and Goal Setting (Credits: 33)	Outcomes and unit standards for this module	242822 Employ a systematic approach to achieving objectives Level 4: 10 Credits
		242810 Manage expenditure against a budget Level 4: 6 Credits
Organise Resources (Credits: 27)	Use Mathematics Literacy in real life and ETD situations	9015 Apply knowledge of statistics and probability to critically interrogate and effectively communicate findings on life related problems Level 4: 6 Credits
	Conduct project coordination and administration related to learning and contribute to HRM practices	119469 Read/view, analyse and respond to a variety of texts Level 4: 5 Credits 7468 Use mathematics to investigate and monitor the financial aspects of personal, business, national and international issues Level 4: 6 Credits
Monitor Performance (Credits: 46)	Prepare for and facilitate learning in specific contexts	242815 Apply the organisation's code of conduct in a work environment Level 4: 5 Credits
		242816 Conduct a structured meeting Level 4: 5 Credits
	Provide learner support in a range of settings	242811 Prioritise time and work for self and team Level 4: 5 Credits
		119459 Write/present/sign for a wide range of contexts Level 4: 5 Credits
	Learning and RPL Advising (31 Credits)	119462 Engage in sustained oral/signed communication and evaluate spoken/signed texts Level 4: 5 Credits
		242840 Make oral presentations Level 4: 2 Credits
		242824 Apply leadership concepts in a work context Level 4: 12 Credits
		242819 Motivate and build a team Level 4: 10 Credits
		242817 Solve problems, make decisions and implement solutions Level 4: 8 Credits
		119467 Use language and communication in occupational learning programmes Level 3: 5 Credits
		13915 Demonstrate knowledge and understanding of HIV/AIDS in a workplace and its effects on a business sub sector, own organisation and a special workplace
		242812 Introduce a member into a team
		242813 Explain the contribution on by own area of responsibility the overall organisational strategy
		242818 Describe the relationship of management to other roles
	119472 Accommodate audience and context needs in oral/signed communication Level 3: 5 Credits	
	Identify responsibilities of a team leader in ensuring that organisational standards are met Level 4: 6 Credits	
	242829 Monitor the level of service to a range of customers Level 4: 5 Credits	
	119465 Write/present/sign texts for a range of communicative contexts Level 3: 5 Credits	
	9016 Represent, analyse and calculate shape and motion in 2- & 3-dimensional space in different contexts Level 4: 4 Credits	
	12153 Use the writing process to compose texts required in the business environment Level 4: 5 Credits	
	119457 Interpret and use information from texts Level 3: 5 Credits	
	11473 Manage individual team per	
	13952 Demonstrate basic understanding of the primary labour legislation that impacts on a business	



(011) 315 2913



www.peopledevelopment.co.za



enquiries@peopledev.co.za