

PEOPLE DEVELOPMENT

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 ID 57712

Being good at what you do does not automatically make you a

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



(011) 315 2913 (🖂) enquiries@peopledev.co.za



www.peopledevelopment.co.za

FET CERTIFICATE: GENERIC MANAGEMENT QUALIFICATION

NQF Level 4: Minimum Credits Required 150

The purpose of the qualification is to empower candidates 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.

Module 1: Planning and Goal Setting

Module 2: Organise Resources

Module 3: Lead a Team

Module 4: Monitor Performance

Programme Structure







This NQF Level 4 – FET Certificate in OD-ETD Practices requires candidates to achieve a minimum of 120 credits. The study block collectively offers 110 fundamental, core and elective credits. The additional 26 fundamental credits are achieved through Recognition of Prior Learning (RPL).

The table below outlines the unit standards and exit level outcomes covered during this qualification. This qualification can be achieved through Recognition of Prior Learning (RPL).

Module	Exit Level Outcomes		Unit Standards
Planning and Goal Setting (credits: 33)	Develop plans to achieve defined objectives	242822 242810 9015 119469 7468	Employ a systematic approach to achieving objectives Manage expenditure against a budget Apply knowledge of statistics and probability to critically interrogate and effectively communicate findings on life related problems Read/view, analyse and respond to a variety of texts Use mathematics to investigate and monitor the financial aspects of personal, business, national and international issues
Organise resources (credits: 27)	Organise resources in accordance with developed plan	242815 242816 242811 119459 119462 242840	Apply the organisation's code of conduct in a work environment Conduct a structured meeting Prioritise time and work for self and team Write/present/sign for a wide range of contexts Engage in sustained oral/signed communication and evaluate spoken/signed texts Make oral presentations
Lead a team (credits: 58)	Lead a team to work co-operatively to achieve objectives	242824 242819 242817 119467 13915 242812 242813 242818 119472	Apply leadership concepts in a work context Motivate and build a team Solve problems, make decisions and implement solutions Use language and communication in occupational learning programmes Demonstrate knowledge and understanding of HIV/AIDS in a workplace and its effects on a business sub sector, own organisation and a specific workplace Induct a member into a team Explain the contribution on by own area of responsibility the overall organisational strategy Describe the relationship of management to other roles Accommodate audience and context needs in oral/signed communication
Monitor Performance (credits: 46)	Monitor performance to ensure compliance to a developed plan	242821 242829 119465 9016 12153 119457 11473 13952	Identify responsibilities of a team leader in ensuring that organisational standards are met Monitor the level of service to a range of customers Write/present/sign texts for a range of communicative contexts Represent, analyse and calculate shape and motion in 2- &-3 -dimensional space in different contexts Level 4: 4 Credits Use the writing process to compose texts required in the business environment Interpret and use information from texts Manage individual team performance Demonstrate basic understanding of the primary labour legislation that impacts on a business unit

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 2 years
(011) 315 2913	www.peopledevelopment	.co.za 🖂 enquiries@pec	pledev.co.za