

# FET CERTIFICATE: GENERIC MANAGEMENT (NQF 4)

SAQA QUALIFICATION ID: 57712

SAKHISISIZWE  
PROJECTS

EMPOWERED  
EDUCATION



[www.sakhisisizwe.co.za](http://www.sakhisisizwe.co.za)

*This qualification provides individuals new to management as well as those who are aspiring toward or being prepared for a managerial position, with the skills to execute the management principles of planning, organizing, controlling and leading within any given business environment while practicing sound business ethics.*

## Programme Outcomes

At the end of this qualification learners will be able to:

- ⇒ Develop plans to achieve defined objectives.
- ⇒ Organise resources in accordance with the developed plan.
- ⇒ Lead a team to work co-operatively to achieve objectives.
- ⇒ Monitor performance to ensure compliance to a developed plan.
- ⇒ Make decisions based on a code of ethics.



Building through empowered education

# FET CERTIFICATE: GENERIC MANAGEMENT (NQF 4)

The Generic Management Certificate consists of 32 unit standards worth 150 credits:

## UNIT STANDARDS:

FUNDAMENTALS			
UNIT CODE	UNIT STANDARD TITLE	LEVEL	CREDITS
<a href="#">119472</a>	Accommodate audience and context needs in oral communication	NQF 3	5
<a href="#">119457</a>	Interpret and use information from texts	NQF 3	5
<a href="#">119465</a>	Write texts for a range of communicative contexts	NQF 3	5
<a href="#">119467</a>	Use the writing process to compose texts required in the business environment	NQF 3	5
<a href="#">119471</a>	Use language and communication in occupational learning programmes	NQF 4	5
<a href="#">119462</a>	Engage in sustained oral communication and evaluate spoken texts	NQF 4	5
<a href="#">119469</a>	Read analyse and respond to a variety of texts	NQF 4	5
<a href="#">119459</a>	Write for a wide range of contexts	NQF 4	5
<a href="#">9015</a>	Apply knowledge of statistics and probability to critically interrogate and effectively communicate findings on life related problems	NQF 4	6
<a href="#">9016</a>	Represent analyse and calculate shape and motion in 2-and 3-dimensional space in different contexts	NQF 4	4
<a href="#">7468</a>	Use mathematics to investigate and monitor the financial aspects of personal, business, national and international issues	NQF 4	6



# FET CERTIFICATE: GENERIC MANAGEMENT (NQF 4)

<b>CORE</b>			
UNIT CODE	UNIT STANDARD TITLE	LEVEL	CREDITS
<a href="#">242822</a>	Employ a systematic approach to achieving objectives	NQF 4	10
<a href="#">242816</a>	Conduct a structured meeting	NQF 4	5
<a href="#">242815</a>	Apply the organisation's code of conduct in a work environment	NQF 4	5
<a href="#">242810</a>	Manage expenditure against a budget	NQF 4	6
<a href="#">242811</a>	Prioritise time and work for self and team	NQF 4	5
<a href="#">114584</a>	Apply leadership concepts in a work context	NQF 4	12
<a href="#">263514</a>	Identify responsibilities of a team leader in ensuring that organisational standards are met	NQF 4	6
<a href="#">242819</a>	Motivate and Build a Team	NQF 4	10
<a href="#">242829</a>	Monitor the level of service to a range of customers	NQF 4	5
<a href="#">242817</a>	Solve problems, make decisions and implement solutions	NQF 4	8



# FET CERTIFICATE: GENERIC MANAGEMENT (NQF 4)

<b>ELECTIVES</b>			
<b>UNIT CODE</b>	<b>UNIT STANDARD TITLE</b>	<b>LEVEL</b>	<b>CREDITS</b>
<a href="#">242812</a>	Induct a member into team	NQF 3	4
<a href="#">242820</a>	Maintain records for a team	NQF 3	4
<a href="#">242818</a>	Describe the relationship of junior management to other roles	NQF 4	5
<a href="#">242813</a>	Explain the contribution made by own area of responsibility to the organizational strategy	NQF 4	5
<a href="#">117156</a>	Interpret basic financial statements	NQF 4	4
<a href="#">114592</a>	Produce business plans for a new venture	NQF 4	8

