

# NATIONAL CERTIFICATE:

## MANAGEMENT (NQF 3)

SAQA QUALIFICATION ID: 83946

**SAKHISISIZWE  
PROJECTS**

EMPOWERED  
EDUCATION



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

*This qualification is designed to build up the knowledge and skills required by employees who have just been promoted to junior management but have had formal schooling below NQF level 3. It is intended to empower learners to acquire knowledge, skills, attitudes and values required to operate confidently as junior managers in the South African commercial market and to respond to the challenges of the economic environment around them.*

### Programme Outcomes:

- ⇒ Carrying out simple research tasks
- ⇒ Interpreting current affairs related to a specific business sector.
- ⇒ Applying knowledge of self and team to enhance team performance.
- ⇒ Maintaining records
- ⇒ Managing time and the work process.
- ⇒ Explaining the structure of an organization
- ⇒ Conducting a formal meeting
- ⇒ Inducting a new member of a team
- ⇒ Motivating a team
- ⇒ Describing the management function of an organization



Building through empowered education

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The Management Certificate consists of 24 unit standards worth 120 credits:

## UNIT STANDARDS:

<b>FUNDIMENTALS</b>			
UNIT STANDARD	UNIT STANDARD TITLE	LEVEL	CREDITS
8968	Accommodate audience and context needs in oral communication	NQF 3	5
9010	Demonstrate an understanding of the use of different number bases and measurement units and an awareness of error in the context of relevant calculations	NQF 3	2
9013	Describe, apply, analyze and calculate shape and motion in 2-and 3-dimensional space in different contexts	NQF 3	4
8969	Interpret and use information from texts	NQF 3	5
9012	Investigate life and work related problems using data and probabilities	NQF 3	5
8973	Use language and communication in occupational learning programmes	NQF 3	5
7456	Use mathematics to investigate and monitor the financial aspects of personal, business and national issues	NQF 3	5
8970	Write texts for a range of communicative contexts	NQF 3	5
<b>ELECTIVES</b>			
UNIT CODE	UNIT STANDARD TITLE	LEVEL	CREDITS
11813	Apply knowledge of self in order to make a life decision	NQF 2	3
7573	Demonstrate ability to use the World Wide Web	NQF 2	3
7571	Demonstrate the ability to use electronic mail software to send and receive messages	NQF 2	3
7567	Produce and use spreadsheets for business	NQF 3	5
7575	Produce presentation documents for business	NQF 3	5
7570	Produce word processing documents for business	NQF 3	5



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CORE			
UNIT STANDARD	UNIT STANDARD TITLE	LEVEL	CREDITS
<a href="#">13912</a>	Apply knowledge of self and team in order to develop a plan to enhance team performance	NQF 3	5
<a href="#">13914</a>	Conduct a formal meeting	NQF 3	3
<a href="#">13915</a>	Demonstrate knowledge and understanding of HIV/ AIDS in a workplace, and its effects on a business sub-sector, own organization and a specific workplace	NQF 3	4
<a href="#">13916</a>	Identify and keep the records that a team manager is responsible for keeping	NQF 3	6
<a href="#">13917</a>	Indicate the role of a team leader ensuring that a team meets an organization's standards	NQF 3	3
<a href="#">13911</a>	Induct a new member into a team	NQF 3	10
<a href="#">14665</a>	Interpret current affairs related to a specific business sector	NQF 3	10
<a href="#">13919</a>	Investigate and explain the structure of a selected workplace or organization	NQF 3	4
<a href="#">13918</a>	Manage time and the work process in a business environment	NQF 3	4
<a href="#">14667</a>	Describe and apply the management functions of an organization	NQF 4	10
<a href="#">13947</a>	Motivate a team	NQF 4	6

