

NATIONAL CERTIFICATE IN MANAGEMENT:

This registered learnership is designed to equip candidates with the necessary knowledge and skills that are required of management level employees. It is intended to empower learners to acquire knowledge, skills, attitudes and values required to operate confidently as managers in the South African commercial market and to respond to the challenges of the economic environment around them.

This learnership is made up of the following modules:

- Communication
- Mathematics
- Computer Literacy
- Organisational Structure
- Team Building
- General Management



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

Certification

Candidates will be issued with a National Certificate in Management approved by SETA.

Cost: Quotation on request

This Course is Proudly Accredited with:



Learnership/Qualification can be done either by attending 2-4 days of training a month for 12 months,

OR

by doing our **distance learning package!**

Contact us for more information.



National Certificate in Management US83946; NQF3- Breakdown of qualification:

QUALIFICATION/LEARNERSHIP:			
COMMUNICATION:			
UNIT STANDARD:	DESCRIPTION / COURSE:	NQF LEVEL:	CREDITS:
8968	Accommodate audience and context needs in oral communication	03	5
8969	Interpret and use information from texts	03	5
8973	Use language and communication in occupational learning programmes	03	5
8972	Write texts for a range of communicative contexts	03	5
INTRODUCTION TO SUPERVISION:			
13919	Investigate and explain the structure of a selected workplace or organisation	03	10
14667	Describe and apply the management functions of an organization	04	10
13994	Describe the relationship of junior management to the general management function	04	5
WORK WITH A TEAM:			
13912	Apply knowledge of self and team in order to develop a plan to enhance team performance	03	5
13917	Indicate the role of a team leader ensuring that a team meets an organisation's standards	03	6
13911	Induct a new member into a team	03	6
13918	Manage time and the work process in a business environment	03	4
13947	Motivate a team	04	6
NUMERACY:			
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	03	2
9013	Describe, apply, analyse and calculate shape and motion in 2-and 3-dimensional space in different contexts	03	4
9012	Investigate life and work related problems using data and probabilities	03	5
7456	Use mathematics to investigate and monitor the financial aspects of personal, business and national issues	03	5
RESEARCH:			
13915	Demonstrate knowledge and understanding of HIV/AIDS in a workplace, and its effects on a business sub-sector, own organisation and a specific workplace	03	4
14665	Interpret current affairs related to a specific business sector	03	10
7573	Demonstrate ability to use the World Wide Web	02	3
7570	Produce word processing documents for business	03	5
7567	Produce and use spreadsheets for business	03	5
SUPERVISE:			
13916	Identify and keep the records that a team manager is responsible for keeping	03	4
13914	Conduct a formal meeting	03	3
13948	Negotiate an agreement or deal in an authentic work situation	04	5

Distance Learning

**Choose when, how and where
you want to learn without boundaries
Your pathway to success.**

