

National Certificate: Generic Management NQF 3



^ PURPOSE

This qualification is designed to build the knowledge and skills required by employees in junior management who have had schooling below NQF level 3. The qualification provides a framework for developing management competencies, introducing theoretical concepts and practical skills necessary for effective junior management. The goal is to empower learners to acquire knowledge, skills, attitudes, and values required to operate confidently as junior managers.

^ COURSE CONTENT

Module 1: Communication

- Accommodate audience and context needs in oral communication
- Interpret and use information from texts
- Use language and communication in occupational learning programmes
- Write texts for a range of communicative contexts

Module 2: Mathematical Literacy

- Demonstrate an understanding of the use of different number bases and measurement units and an awareness of error in the context of relevant calculations
- Describe, apply, analyse and calculate shape and motion in 2-and 3-dimensional space in different contexts
- Investigate life and work-related problems using data and probabilities
- Use mathematics to investigate and monitor the financial aspects of personal, business, and national issues

Module 3: Basic Computer Skills

- Basic Computer Skills
- MS Excel Level 1
- MS Word Level 1
- MS PowerPoint Level 1
- MS Outlook

Module 4: Understanding the Workplace

- Interpret current affairs related to a specific business sector
- Identify and explain the core and support functions of an organisation
- Describe and apply the management functions of an organisation

Module 5: Business Processes

- Conduct a structured meeting
- Demonstrate knowledge and understanding of HIV/AIDS in a workplace, and its effects on a business sub-sector, own organisation, and a specific workplace
- Maintain records for a team
- Prioritise time and work for self and team

^ COURSE CONTENT

Module 6: Role of a Team Player ▾

- Identify responsibilities of a team leader in ensuring that organisational standards are met
- Induct a new member into a team
- Motivate a team

^ DELIVERY

- Duration: 12 Months
- Delivery: Classroom/Online/Blended

^ ENTRY LEVEL REQUIREMENTS

- Grade 10
- Computer Literacy

^ CAREER POSSIBILITIES

- A career in management

^ ACCREDITATION

- National Certificate: Management
- Accreditation: Services SETA
- SAQA ID: 83946
- NQF Level: 3
- Credits: 120
- Duration: 12 Months

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