

# Certificate in Management Development (CMD)

SAQA Qualification – FET Certificate: Generic Management

NQF Level 4, Qualification ID 57712 (Learning Programme: 74630)



MACCAUVLEI

Accredited by the Services Seta – no. 1468

## QUALIFICATION PURPOSE

The learners who achieve this qualification will be able to demonstrate competencies in management relating to Planning, Organising, Leading, Controlling and Ethics. Overall, this qualification will ensure that learners are capable of:

- Developing plans to achieve defined objectives
- Organising resources in accordance with a developed plan
- Leading a team to work co-operatively to achieve objectives
- Monitoring performance to ensure compliance to a plan
- Making decisions based on a code of ethics.

## QUALIFICATION OUTCOMES

### STUDY SCHOOL 1: Introduction to Supervisory Effectiveness [Management Fundamentals]

*(Also offered as a stand-alone Skills Programme)*

Modules in this Study School include:

- Setting the Organisational Scene
- Organisational and Management Structures
- The Management Fundamentals of Plan, Organise, Lead and Control (POLC)
- Communication

### STUDY SCHOOL 2: Advanced Supervisory Effectiveness [Operational Planning]

*(Also offered as a stand-alone Skills Programme)*

Modules in this Study School include:

- Organisational Safety and Line of Sight (Strategy)
- Achieving Objectives (Planning)
- Time Management
- Customer Relations
- Problem Solving
- Statistics and Probability

### STUDY SCHOOL 3: Advanced Team Management

*(Also offered as a stand-alone Skills Programme)*

Modules in this Study School include:

- People Leadership
- Engaging Others
- Team Building
- Physical Quantities and Geometrical Relationships

### STUDY SCHOOL 4: Finance and Safety Fundamentals

*(Also offered as a stand-alone Skills Programme)*

Modules in this Study School include:

- Financial Aspects in Business
- Financial Control
- Managing Health and Safety
- Business Ethics
- Written Communication

## ASSESSMENT

Learners will have to complete individual workplace assignments (Portfolio of Evidence) per Study School, as well as a Summative Integrated Assessment (workplace improvement project) and present this to a panel. This project will allow the organisation to get a view on the ROI generated by the learner through this programme.

## WHO SHOULD ATTEND?

This qualification is intended for junior managers of small organisations, junior managers of business units in medium and large organisations, or those aspiring to these positions. Junior managers include team leaders, supervisors, foremen and section heads.

## DURATION OF TRAINING

4 Study Schools of 5 contact days each spread over a period of 12 months

## MACCAUVLEI ENTRY REQUIREMENTS

- NQF Level 3 / Grade 11 Certificate

## CERTIFICATION

Learners who successfully complete all portfolios per Study School and a Panel Presentation will be awarded the full Qualification.

Public Price **R39,882.00 per person** (excluding VAT). For In-House quotes please contact [info@maccauvlei.co.za](mailto:info@maccauvlei.co.za)

## Contact Details

For registration forms or more detail please contact us:

Telephone: +27 (0) 11 439 3900 • E-mail: [info@maccauvlei.co.za](mailto:info@maccauvlei.co.za) • website: [www.maccauvlei.co.za](http://www.maccauvlei.co.za)

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Core Fundamental Elective	Unit Standard ID	Unit Standard	Level	Credits
<b>Study School 1</b>				
Elective	242814	Identify and explain the core and support functions of an organization	3	6
Elective	242818	Describe the relationship of junior management to other roles	4	5
Core	242816	Conduct a structured meeting	4	5
Fundamental	119472	Accommodate audience and context needs in oral / signed communication	3	5
Fundamental	119462	Engage in sustained oral/signed communication and evaluate spoken/signed texts	4	5
<b>Study School 2</b>				
Elective	242813	Explain the contribution made by own area of responsibility to the overall organisational strategy	4	5
Core	242822	Employ a systematic approach to achieving objectives	4	10
Core	242811	Prioritise time and work for self and team	4	5
Core	242817	Solve problems, make decisions and implement solutions	4	8
Core	242829	Monitor the level of service to a range of customers	4	5
Fundamental	9015	Apply knowledge of statistics and probability to critically interrogate and effectively communicate findings on life related problems	4	6
<b>Study School 3</b>				
Core	242824	Apply leadership concepts in a work context	4	12
Core	242821	Identify responsibilities of a team leader in ensuring that organizational standards are met	4	6
Core	242819	Motivate and build a team	4	10
Elective	11473	Manage individual and team performance	4	8
<b>Study School 4</b>				
Core	242810	Manage expenditure against a budget	4	6
Core	242815	Apply the organization's code of conduct in a work environment	4	5
Elective	113852	Apply occupational health, safety and environmental principles	3	10
Fundamental	119465	Write / present / sign texts for a range of communicative contexts	3	5
Fundamental	119467	Use language and communication in occupational learning programmes	3	5
Fundamental	119457	Interpret and use information from texts	3	5
Fundamental	119469	Read / view, analyse and respond to a variety of texts	4	5
Fundamental	9016	Represent, analyse and calculate shape and motion in 2- and 3-dimensional space in different contexts	4	4
Fundamental	7468	Use mathematics to investigate and monitor the financial aspects of personal, business, national and international issues	4	6
<b>Covered in Panel Presentation</b>				
Fundamental	12153	Use the writing process to compose texts required in the business environment	4	5
Fundamental	119459	Write / present / sign for a wide range of contexts	4	5

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