

Higher Certificate in Management Development (HMD)

SAQA Qualification – National Certificate: Generic Management

NQF Level 5, Qualification ID 59201 (Learning Programme: 60269)



MACCAUVLEI

Accredited by the Services Seta – no. 1468

QUALIFICATION PURPOSE

The focus of this Qualification is to enable learners to develop competence in a range of knowledge, skills, attitudes and values including:

- Initiating, developing, implementing and evaluating operational strategies, projects and action plans, and where appropriate, recommending change within teams and/or the unit so as to improve the effectiveness of the unit.
- Monitoring and measuring performance and applying continuous or innovative improvement interventions in the unit in order to attain its desired outcomes, including customer satisfaction, and thereby contributing towards the achievement of the objectives and vision of the entity.
- Leading a team of first line managers, by capitalising on the talents of team members and promoting synergistic interaction between individuals and teams, to enhance individual, team and unit effectiveness in order to achieve the goals of the entity
- Building relationships using communication processes both vertically and horizontally within the unit, with superiors and with stakeholders across the value chain to ensure the achievement of intended outcomes.
- Applying the principles of risk, financial and knowledge management and business ethics within internal and external regulatory frameworks in order to ensure the effectiveness and sustainability of the unit.
- Enhancing the development of teams and team members through facilitating the acquisition of skills, coaching, providing career direction, and capitalising on diversity in the unit.

QUALIFICATION OUTCOMES

STUDY SCHOOL 1: Leadership and Influence

(Also offered as a stand-alone Skills Programme)

Modules in this Study School include:

- Leadership
- Ethics
- Emotional Intelligence and Relationship Building
- Leading Teams

STUDY SCHOOL 2: Talent and Performance Management

(Also offered as a stand-alone Skills Programme)

Modules in this Study School include:

- Talent Acquisition
- Performance Management
- Managing Talent

STUDY SCHOOL 3: Project Management Strategy and Best Practice

(Also offered as a stand-alone Skills Programme)

Modules in this Study School include:

- Strategic Management and Operational Planning
- Best Practice and Innovative Thinking
- Project Planning
- Managing Change

STUDY SCHOOL 4: Finance and Risk Management

(Also offered as a stand-alone Skills Programme)

Modules in this Study School include:

- Knowledge Management
- Risk Management
- Economic and Financial Principles
- Making Financial Decisions

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 Managers or soon-to-be Managers of Supervisors, Foreman and Junior Managers.

DURATION OF TRAINING

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

MACCAUVLEI ENTRY REQUIREMENTS

- NQF Level 4 / Grade 12 (Matric) Certificate

CERTIFICATION

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

Public Price **R36,511.00 per person** (excluding VAT). For In-House quotes please contact 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 • website: www.maccauvlei.co.za

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CORE FUNDAMENTAL ELECTIVE	UNIT STANDARD ID	UNIT STANDARD	LEVEL	CREDITS
Study School 1				
Core	252043	Manage a diverse work force to add value	5	6
Fundamental	120300	Analyse leadership and related theories in a work context	5	8
Fundamental	252036	Apply mathematical analysis to economic and financial information.	5	6
Fundamental	252042	Apply the principles of ethics to improve organisational culture	5	5
Core	252037	Build teams to achieve goals and objectives	5	6
Core	252027	Devise and apply strategies to establish and maintain workplace relationships	5	6
Elective	114226	Interpret and manage conflicts within the workplace	5	8
Fundamental	12433	Use communication techniques effectively	5	8
Elective	252031	Apply the principles and concepts of emotional intelligence to the management of self and others	5	4
Study School 2				
Core	252034	Monitor and evaluate team members against performance standards	5	8
Core	252029	Lead people development and talent management	5	8
Core	252035	Select and coach first line managers	5	8
Elective	12140	Recruit and select candidates to fill defined positions	5	9
Elective	252041	Promote a learning culture in an organisation	5	5
Study School 3				
Core	252020	Create and manage an environment that promotes innovation	5	6
Core	252032	Develop, implement and evaluate an operational plan	5	8
Core	252021	Formulate recommendations for a change process	5	8
Fundamental	252026	Apply a systems approach to decision making	5	6
Fundamental	252022	Develop, implement and evaluate a project plan	5	8
Elective	252024	Evaluate current practices against best practice	5	4
Study School 4				
Core	252025	Monitor, assess and manage risk	5	8
Fundamental	252040	Manage the finances of a unit	5	8
Core	252044	Apply the principles of knowledge management	5	6
Elective	12761	Demonstrate an understanding of macroeconomic principles as they apply to the South African business environment	4	8

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