

# Management Control

(Financial & Safety Fundamentals)

## Skills Programme

Study School 4 of the Certificate in Management Development (Qualification ID 57712)

Accredited by Services Seta – no. 13643

### UNIT STANDARDS COVERED

Unit Standard ID NQF Level & Credits	Unit Standard Title
US 242810 NQF Level 4 6 Credits	Manage expenditure against a budget
US 242815 NQF Level 4 5 Credits	Apply the organization's code of conduct in a work environment
US 113852 NQF Level 3 10 Credits	Apply occupational health, safety and environmental principles
US 119465 NQF Level 3 5 Credits	Write / present / sign texts for a range of communicative contexts
US 119467 NQF Level 3 5 Credits	Use language and communication in occupational learning programmes
US 119457 NQF Level 3 5 Credits	Interpret and use information from texts
US 119469 NQF Level 4 5 Credits	Read / view, analyse and respond to a variety of texts
US 9016 NQF Level 4 4 Credits	Represent, analyse and calculate shape and motion in 2- and 3-dimensional space in different contexts
US 7468 NQF Level 4 6 Credits	Use mathematics to investigate and monitor the financial aspects of personal, business, national and international issues

### SPECIFIC OUTCOMES

- Explain the concept of budgeting pertinent to an area of responsibility
- Determine the elements of a budget in an area of responsibility
- Monitor and control actual expenses against budget
- Explain the concept of ethics in relation to the 'moral compass'
- Describe the role of a code of conduct in a work environment according to ethical principles
- Uphold the code of conduct within the work team
- Explain, use and comply with relevant legislation and regulations regarding Health and Safety
- Identify, evaluate and report hazards
- Apply preventative measures (including training) in the workplace
- Gather and organise OHS information from the workplace

### WHO SHOULD ATTEND?

This skills programme is intended for

- Supervisors
- Foreman
- First Line Managers
- Junior Managers

### DURATION OF TRAINING

5 Interactive Days

### MACCAUVLEI ENTRY REQUIREMENTS

NQF Level 3 / Grade 11

### LEARNING ASSUMED TO BE IN PLACE

- Communication at NQF Level 3
- Maths Literacy at NQF Level 3
- Computer Literacy at NQF Level 3

### CERTIFICATION

Learners who successfully complete the Portfolio of Evidence will be awarded a Skills Programme Certificate of Competence with the Unit Standards listed.



### 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)