



Accredited by the ETDP Seta - no. ETDP13643

### QUALIFICATION PURPOSE

The purpose of this qualification is to build the knowledge and skills required by employees in junior management positions, who have had schooling below NQF level 3. It is intended to empower learners to acquire knowledge, skills, attitudes and values required to operate confidently as junior managers in the South African community and to respond to the challenges of the economic environment and changing world of work.

As a qualification that covers management, it provides a framework for learners to develop competencies that will enable them to become competent junior managers. It introduces some theoretical concepts, requires the application of a limited base of knowledge and requires a well-developed range of skills that will enable learners to be informed workers in their chosen industry. It provides a balanced learning experience that allows flexible access to further education, lifelong learning, higher education and to productive employment in a range of occupational contexts.

### QUALIFICATION OUTCOMES

#### STUDY SCHOOL 1: Junior Management Fundamentals

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

Modules in this Study School include:

- The Business Environment
- Organisational Structures
- Supervisory Roles and Functions
- Business Maths: The Fundamentals

#### STUDY SCHOOL 2: Team Fundamentals

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

Modules in this Study School include:

- Supervising Teams
- Team Communication
- Business Communication: The Fundamentals

#### STUDY SCHOOL 3: Business Fundamentals

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

Modules in this Study School include:

- The South African Bill of Rights
- Managing HIV in the Workplace
- Managing Customer Relationships
- Negotiation Skills
- Time Management
- Business Finance: The Fundamentals

### WHO SHOULD ATTEND?

This qualification is intended for Team Leaders, new Supervisors and Foreman

### DURATION OF TRAINING

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

### MACCAUVLEI ENTRY REQUIREMENTS

- NQF Level 2 / Grade 10

### LEARNING ASSUMED TO BE IN PLACE

Communication at NQF Level 2

Maths Literacy at NQF Level 2

Computer Literacy at NQF Level 2

### CERTIFICATION

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



### Contact Details

For registration forms or more detail please contact us:

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