

# LEARNERSHIPS QUALIFICATION



National Certificate

**GENERIC MANAGEMENT**

Level 4

**SAQA ID: 57712**

**DURATION**

12 MONTHS

**B-BBEE POINTS CLAIMABLE  
FOR ALL LEARNERSHIPS**

**TAX CONCESSIONS APPLY BETWEEN  
R80 000 - R120 000  
PER CANDIDATE**

**BOOK YOUR SEAT**

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National Certificate

# **GENERIC MANAGEMENT**

Level 4

## **Course Purpose**

National Certificate: Generic Management – NQF level 4 qualification lays the foundation for the development of management qualifications across various sectors and industries. It develops management competencies required by learners in any occupation, particularly those who are currently operating as junior managers. The qualification introduces key terms, rules, concepts, principles, and practices of management that will enable learners to be informed managers in any occupation. It has also been developed to enable managers or prospective managers to access higher education and provide flexible access to life-long learning.

## **The certificate will enable qualifying candidates to:**

- How to develop 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.

## **Who should study Generic Management Level 4?**

This course is intended for employed and unemployed individuals entering a Generic Management environment. Business owners who want to grow their managerial skills. Employers who want to know different ways of managing their staff. Junior managers preferring themselves for promotion and team leaders. This course is also best for everyone who aiming to build their skills in their respective fields.

## **Duration**

12 MONTHS

<b>US</b>	<b>Name of Unit Standard</b>
242817	Solve problems, make decisions, and implement solutions.
242822	Employ a systematic approach to achieving objectives.
242814	Identify and explain the core and support functions of an organisation.
242816	Conduct a structured meeting
242811	Prioritise time and work for self and team.
242821	Identify responsibilities of a team leader in ensuring that organizational standards are met.
242820	Maintain records for a team.
242812	Induct a member into a team
242818	Describe the relationship of junior management to other roles.
242824	Apply leadership concepts in a work context.
242813	Explain the contribution made by own area of responsibility to the overall organizational strategy.
242819	Motivate and build a team.
242829	Monitor the level of service to a range of customers.
242810	Manage expenditure against a budget.
242815	Apply the organisation's code of conduct in a work environment.
119462	Engage in sustained oral / signed communication and evaluate spoken / signed texts.
119469	Read / view, analyse and respond to a variety of texts.
12153	Use the writing process to compose texts required in the business environment.
119472	Write /present / sign for a wide range of contexts
119459	Accommodate audience and context needs in oral communication.
119457	Interpret and use information from texts.
119465	Write/present/sign texts for a range of communicative contexts
9015	Apply knowledge of statistics & probability to communicate findings critically interrogate & effectively on life related problems.
9016	Represent analyse & calculate shape & motion in 2- and 3-dimensional space in different contexts.
7468	Use mathematics to investigate and monitor the financial aspects of personal, business, national and international issues.





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OUTRANK YOUR COMPETITORS**

 **COMPANY PROFILE**

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**GENERIC MANAGEMENT LEVEL 3**

**SAQA ID: 83946**

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**GENERIC MANAGEMENT LEVEL 5**

**SAQA ID: 59201**

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**GET IN TOUCH**

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