

LEARNERSHIPS QUALIFICATION



National Certificate

GENERIC MANAGEMENT

Level 5

SAQA ID: 59201

DURATION

12 MONTHS

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

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

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National Certificate

GENERIC MANAGEMENT

Level 5

Course Purpose

The National Certificate: Generic Management, NQF Level 5 forms part of a learning pathway of management qualifications across various sectors and industries. This qualification is aimed at improving the effectiveness and leadership abilities of middle managers in various occupations in South Africa, in private and public business entities as well as non-governmental organisations. For this reason, the word 'entity' includes a company, business unit, public institution, small business, or non-profit organisation.

The certificate will enable qualifying candidates to:

- Manage first line managers in an organisational entity.
- Initiate, develop, implement, and evaluate operational strategies, projects, and action plans.
- Recommend change within teams and/or the unit to improve effectiveness of the unit.
- Monitor and measure performance and apply continuous innovative improvement interventions in the unit.
- Lead a team of first line managers, by capitalising on the talents of team members and promoting synergistic interaction between individuals and team.
- Build relationships using communication processes both vertically and horizontally within the unit.
- Enhance the development of teams and team members through facilitating the acquisition of skills, coaching, providing career direction, and capitalising on diversity in the unit.

Who should study Generic Management Level 5?

This course is intended for employed and newly promoted individuals entering a workplace in a first line management or senior position and aiming at upskilling themselves and unemployed individuals who want to develop their skills and become more employable.

Duration

12 MONTHS

US	Name of Unit Standard
12433	Use communication techniques effectively
252020	Create and manage an environment that promotes innovation.
252027	Devise and apply strategies to establish and maintain workplace relationships.
252037	Build teams to achieve goals and objectives.
252043	Manage a diverse work force to add value.
114226	Interpret and manage conflicts within the workplace.
117853	Conduct negotiations to deal with conflict situations.
252021	Formulate recommendations for a change process.
252031	Apply the principles and concepts of emotional intelligence to the management of self and others.
12140	Recruit and select candidates to fill defined positions.
252029	Lead people development and talent management.
252034	Monitor and evaluate team members against performance standards.
15224	Empower team members through recognising strengths, encouraging participation in decision making and delegating tasks.
120300	Analyse leadership and related theories in a work context.
252026	Apply a systems approach to decision making.
252035	Select and coach first line managers.
252036	Apply mathematical analysis to economic and financial information.
252040	Manage the finances of a unit.
252042	Apply the principles of ethics to improve organisational culture.
252044	Apply the principles of knowledge management.
25022	Develop, implement, and evaluate a project plan.
252024	Evaluate current practices against best practice.
252025	Monitor, assess and manage risk.
252032	Develop, implement, and evaluate an operational plan.



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OUTRANK YOUR COMPETITORS**

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GENERIC MANAGEMENT LEVEL 3

SAQA ID: 83946

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GENERIC MANAGEMENT LEVEL 4

SAQA ID: 57712

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