

# National Certificate: Generic Management

**SAQA ID 59201**

**NQF LEVEL 5**

**162 CREDITS**

Accredited by



## THE PURPOSE OF THIS QUALIFICATION

The focus of this qualification is to enable students to develop competence in a range of



while emphasising the importance of people management.

An added benefit is that this qualification has been approved by the Financial Services Conduct Authority (FSCA) to fulfil the generic Category 1 qualification requirements for Fit and Proper (FAIS) compliance – both for representatives and Key Individuals.

This NQF level 5 qualification flows seamlessly and logically from the Generic Management 4 Further Education and Training Certificate, although some students may elect to start at NQF 5 if they have sufficient experience to do so.

## DELIVERY METHODOLOGY

This qualification can be completed fully online or through blended learning.

Chartall Business College also offers this qualification as a learnership, which will qualify the sponsoring employer for an additional tax deduction, or it can be offered as a training programme without the learnership requirements.

We offer flexible training schedules to suit the needs of both the student and employer.

Alternatively, the qualification can be acquired by experienced candidates through **Recognition of Prior Learning (RPL)**.

RPL is an **assessment process** that captures a candidate's existing knowledge and skill and matches it to the qualification requirements. With RPL there is no formal training but the RPL adviser will spend time with the students to assist them to match their workplace learning to the requirements of the qualification.



## Flexibility

Chartall Business College believes in flexibility. We have an in-house team of professionals who are able to customise the training curriculum to the needs of your organisation.

This may include the addition of job-specific unit standards, the selection of particular elective unit standards or even the inclusion of non-unit standard based content.

In addition, we ensure that the content of the qualification does not conflict with the values and standard operating procedures prescribed by your company.



## Support

Although the programme is offered online, it does not mean that the students will not have access to additional support.

Each student will have access to assistance via email, as well as access to a lecturer who is able to provide extra assistance should the need arise.

This lecturer support can be used to assist students who are not progressing at the same pace as the rest of the class or miss a session.

We also have experienced lecturers who can manage projects involving students with disabilities.



## Administration

Chartall Business College will assist with SETA contracting, learnership preparation [if required], briefing of workplace coaches and the SETA reporting.

## Other requirements



A computer or tablet



Reliable internet access (minimum 2 Mbps)



Own email address



Video capability



Sound capability

# PROGRAMME CURRICULUM

## MANAGE STRATEGY

Unit standard title	ID
Develop, implement and evaluate an operational plan	252032
Create and manage an environment for innovation	252020
Formulate recommendations for a change process	252021
Apply a systems approach to decision making	252026
Evaluate current practices against best practice	252024

## LEAD STAFF

Unit standard title	ID
Analyse leadership and related theories in a work context	120300
Use communication techniques effectively	12433
Lead people development and talent management	252029
Interpret and manage conflicts in the workplace	114226
Conduct negotiations to deal with conflict situations	117853

## MANAGE FINANCES

Unit standard title	ID
Apply mathematical analysis to economic and financial information	252036
Manage the finances of a unit	252040
Apply the principles of ethics to improve organizational culture	252042
Monitor, assess and manage risk	252025
Apply the principles of knowledge management	252044

## MANAGE STAFF

Unit standard title	ID
Monitor and evaluate team members	252034
Select and coach first line managers	252035
Manage a diverse work force to add value	252043
Devise strategies to establish workplace relationships	252027
Build teams to achieve goals and objectives	252037
Develop, implement and evaluate a project plan	252022
Recruit and select candidates to fill defined positions	12140
Apply the principles and concepts of emotional intelligence to the management of self	252031
Promote a learning culture in an organisation	252041



Chartall Business College (Pty) Ltd is registered with the Department of Higher Education and Training until 31 December 2024 as a private college under the Continuing Education and Training Act, 2006 (registration number 2012/FE07/044) and is provisionally registered with the Department of Higher Education and Training until 31 December 2020 as a private higher education institution under the Higher Education Act, 1997 (registration certificate number 2016/HE07/002)

Chartall Business College (Pty) Ltd  
Chartall Campus  
Corner Cedar Road and Cedar Boulevard  
Broadacres, Johannesburg, 2191

Tel: 011 467 3215  
info@chartall.co.za  
www.chartallcampus.com