

# 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

**KNOWLEDGE**



**SKILLS**



**ATTITUDES**



**VALUES**



while emphasising the importance of people management.

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 face-to-face in a classroom or fully online or through blended learning.

These can either be attended:

Online, with e-books, readings, e-learning, pre-recorded e-lectures and live e-tutorials.



OR



Classroom – pre-scheduled and delivered either at the Chartall Campus or employer site.

This qualification is offered as:

A Learnership



Which will qualify the sponsoring employer for an additional tax deduction

OR

A Training Programme



Without the learnership requirements

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 although an experienced RPL adviser will assist learners to relate their workplace experience to the outcomes of the registered unit standards.



## 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

# SKILLS PROGRAMME 1

ID	Unit standard title	NQF level	Credits
252020 Core	Create and manage an environment for innovation	5	6
252021 Core	Formulate recommendations for a change process	5	8
252025 Core	Monitor, assess and manage risk	5	8
252026 Fundamental	Apply a systems approach to decision making	5	6
252032 Core	Develop, implement and evaluate an operational plan	5	8
252036 Fundamental	Apply mathematical analysis to economic and financial information	5	6
252040 Fundamental	Manage the finances of a unit	5	8
252042 Fundamental	Apply the principles of ethics to improve organisational culture	5	5
252044 Core	Apply the principles of knowledge management	5	6
<b>Total credits for Skills Programme 1</b>			<b>61</b>

# E CURRICULUM

## SKILLS PROGRAMME 2

ID	Unit standard title	NQF level	Credits
12433 Fundamental	Use communication techniques effectively	5	8
120300 Fundamental	Analyse leadership and related theories in a work context	5	8
252022 Fundamental	Develop, implement and evaluate a project plan	5	8
252027 Core	Devise and apply strategies to establish and maintain workplace relationships	5	6
252029 Core	Lead people development and talent management	5	8
252034 Core	Monitor and evaluate team members against performance standards	5	8
252035 Core	Select and coach first line managers	5	8
252037 Core	Build teams to achieve goals and objectives	5	6
252043 Core	Manage a diverse work force to add value	5	6
<b>Total credits for Skills Programme 2</b>			<b>66</b>

# SKILLS PROGRAMME 3

ID	Unit standard title	NQF level	Credits
114226 Elective	Interpret and manage conflicts in the workplace	5	8
117853 Elective	Conduct negotiations to deal with conflict situations	5	8
252024 Elective	Evaluate current practices against best practice	5	4
252030 Elective	Analyse compliance to legal requirements and recommend corrective actions	5	4
252033 Elective	Develop ways of dealing with the impact of dread diseases and in particular HIV/AIDS	5	8
252039 Elective	Develop a plan to combat corruption	5	5
<b>Total credits for Skills Programme 3</b>			<b>37</b>





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 2023 as a private higher education institution under the Higher Education Act, 1997 (registration certificate number 2016/HE07/002)

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