



TRAINING

UNLEASHING YOUR POTENTIAL



Imsimbi Training proudly presents

Further Education and Training Certificate: Generic Management NQF L4

This qualification is accredited by the Services Seta and material covers SAQA ID 57712 at NQF level 4 worth 150 credits

Imsimbi Training is a fully accredited training provider with the Services Seta, number 2147, as well as a Level 1 Contributor BBBEE company and 51% black owned



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This FETC programme can also be offered as a 12-month learnership programme.

Employers placing their employees on this learnership programme are eligible to receive a R22,400.00 per employee tax rebate from SARS, which almost covers the full cost of the course.

This qualification is intended for junior managers of small organisations, junior managers of business units in medium and large organisations, or those aspiring to these positions. Junior managers include team leaders, supervisors, foremen and section heads.

COURSE OUTCOMES

The focus of this qualification has been designed to enable learners to be competent in a range of knowledge, skills, attitudes and values including:

- Gathering and analysing information.
- Analysing events that impact on a business and its competitive environment.
- Complying with organisational standards.
- Motivating an individual or team.
- Negotiating in a work situation.
- Understanding the role of business strategy as it applies to junior management.
- Managing the budget within a specific area of responsibility.
- Applying management principles and practices within a specific area of responsibility.
- Managing work unit performance to achieve goals.
- Behaving ethically and promoting ethical behaviour in a work situation.
- Demonstrating understanding of the consequences in a work unit of HIV/AIDS.

The learners who achieve this qualification will be able to demonstrate competencies in management relating to Planning, Organising, Leading, Controlling and Ethics. Overall, this qualification will ensure that learners are capable of:

- Developing 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.



COURSE MODULES

Module 1: Strategy, Performance and Labour Relations

Objectives	US	Title	Credits
Organise resources in accordance with a developed plan	242818 (Elective)	Describe the relationship of junior management to other management roles	5
	242821 (Core)	Identify responsibilities of a team leader in ensuring that organisational standards are met	6
Lead a team to work co-operatively to achieve objectives	242824 (Core)	Apply leadership concepts in a work context	12
	242819 (Core)	Motivate and build a team	10
Total Credits			33
Total Number of Days			5

Module 2: Business Communication

Objectives	US	Title	Credits
Further organise resources in accordance with a developed plan	119462 (Fundamental)	Engage in sustained oral/signed communication and evaluate spoken/signed texts	5
	119469 (Fundamental)	Read/view, analyse and respond to a variety of texts	5
Monitor performance to ensure compliance to a developed plan	119459 (Fundamental)	Write/present/sign for a wide range of contexts	5
	12153 (Fundamental)	Use the writing process to compose texts required in the business environment	5



Make decisions based on a code of ethics	242816 (Core)	Conduct a structured meeting	5
	242815 (Core)	Apply the organisation's code of conduct in a work environment	5
	242829 (Core)	Monitor the level of service to a range of customers	5
Organisation of resources in accordance with a developed plan (second language)	119467 (Fundamental)	Use language and communication in occupational learning programmes (second language)	5
	119472 (Fundamental)	Accommodate audience and context needs in oral/signed communication (second language)	5
	119457 (Fundamental)	Interpret and use information from texts (second language)	5
	119465 (Fundamental)	Write/present/sign texts for a range of communicative contexts (second language)	5
Total Credits			55
Total Number of Days			5

Module 3: Maths Numeracy

Objectives	US	Title	Credits
Organise resources in accordance with a developed plan Lead a team to work co-operatively to achieve objectives	242810 (Core)	Solve problems, make decisions and implement solutions	8
	7468 (Fundamental)	Apply knowledge of statistics and probability to critically interrogate and effectively communicate findings on life related problems	6
	9016 (Fundamental)	Represent analyse and calculate shape and motion in 2-and 3-dimensional space in different contexts	4



	242810 (Core)	Manage expenditure against a budget	6
	7468 (Fundamental)	Use mathematics to investigate and monitor the financial aspects of personal, business, national and international issues	6
Total Credits			30
Total Number of Days			5

Module 4: Performance Management & Labour Relations

Objectives	US	Title	Credits
Further monitor performance to ensure compliance to a developed plan	242813 (Elective)	Explain the contribution made by own area of responsibility to the overall organisational strategy	5
	11473 (Elective)	Manage individual and team performance	8
Lead a team to work co-operatively to achieve objectives	242811 (Core)	Prioritise time and work for self and team	5
	242822 (Core)	Employ a systematic approach to achieving objectives	10
	13952 (Elective)	Demonstrate basic understanding of the Primary labour legislation that impacts on a business unit	8
Total Credits			36
Total Number of Days			5

