



# CPT

SKILLS DEVELOPMENT SOLUTIONS



Learnerships



Skills  
Programmes

**FETC: Generic Management**

**(LP 83988 – Planning & Scheduling Techniques)**

**SAQA ID.: 57712**

## General Information

<b>Qualification Title</b>	FETC: Generic Management
<b>SAQA Qualification ID</b>	57712
<b>NQF Level</b>	NQF 4
<b>Learning Programme ID</b>	83988
<b>Learning Programme Title</b>	Planning & Scheduling Techniques
<b>Minimum Credits</b>	150
<b>Primary ETQA</b>	MerSETA
<b>Registration Status</b>	Registered

## Purpose of the Qualification

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.

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.

## Rationale for the Qualification

This qualification lays the foundation for the development of management qualifications across various sectors and industries. It specifically 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 scope of management covers four domains: leadership, self-management, people management and management practices. This qualification addresses each of these domains with generic competencies, thereby enabling learning programmes to be contextualised for specific sectors and industries.

Provides opportunities for people to transfer between various specialisations within management. This will therefore enable management competencies to be strengthened, and enable managers to better manage systems, processes, resources, self, teams and individuals in various occupations.

It is intended to empower learners to acquire knowledge, skills, attitudes and values required to operate confidently as individuals in the South African community and to respond to the challenges of the economic environment and changing world of work. Ultimately, this qualification is aimed at improving the productivity and efficiency of managers within all occupations in South Africa.

## Modules

<b>FETC: Generic Management NQF 4 (LP 83988 - Planning &amp; Scheduling Techniques)</b> <b>SAQA ID: 57712</b>			
<b>Module No.:</b>	<b>Name of Module</b>	<b>Unit Standards</b>	<b>Duration of Module</b>
PoE 01	Plan and Prepare a POE for Assessment		1 Day
Module 1	Communication Skills 1	119457, 119465, 119469, 119459	5 Days
Module 2	Communication Skills 2	119472, 119467, 119462, 12153	5 Days
Module 3	Measurement & Statistics	9015, 9016, 7468	6 Days
<b>Interim Assessments of POE (Learners not Required)</b>			
Module 4	Operations Management	242815, 242816, 242810, 242829	7 Days
Module 5	Team Management	242 821, 242819, 242811, 242817	7 Days
<b>Interim Assessments of POE (Learners not Required)</b>			
Module 6	Implementing Strategies	242824, 242822	5 Days
Module 7	Planning & Scheduling Techniques	377382, 377383, 377400, 377402	8 Days
<b>Total Number of Classroom Days:</b>			<b>44 Days</b>
<b>Final Assessments &amp; Practical (Learners Required)</b> <i>Please note: We can only accommodate 6 learners per day for practical's</i>			

## Core Unit Standards

<b>Unit Standard No.:</b>	<b>Name of Unit Standard</b>	<b>Credits</b>
242824	Apply leadership concepts in a work context	12
242815	Apply the organisation's code of conduct in a work environment	5

242816	Conduct a structured meeting	5
242822	Employ a systematic approach to achieving objectives	10
242821	Identify responsibilities of a team leader in ensuring that organisational standards are met	6
242810	Manage Expenditure against a budget	6
242829	Monitor the level of service to a range of customers	5
242819	Motivate and Build a Team	10
242811	Prioritise time and work for self and team	5
242817	Solve problems, make decisions and implement solutions	8
Note: <b>ALL CORE</b> Unit Standards are covered - <b>72 credits</b>		

### Fundamental Unit Standards

Unit Standard No.:	Name of Unit Standard	Credits
119472	Accommodate audience and context needs in oral/signed communication	5
119457	Interpret and use information from texts	5
119467	Use language and communication in occupational learning programmes	5
119465	Write/present/sign texts for a range of communicative contexts	5
9015	Apply knowledge of statistics and probability to critically interrogate and effectively communicate findings on life related problems	6
119462	Engage in sustained oral/signed communication and evaluate spoken/signed texts	5
119469	Read/view, analyse and respond to a variety of texts	5
9016	Represent analyse and calculate shape and motion in 2-and 3-dimensional space in different contexts	4
7468	Use mathematics to investigate and monitor the financial aspects of personal, business, national and international issues	6
12153	Use the writing process to compose texts required in the business environment	5
119459	Write/present/sign for a wide range of contexts	5
Note: <b>ALL FUNDAMENTAL</b> Unit Standards are covered - <b>56 credits</b>		

### Elective Unit Standards

Unit Standard No.:	Name of Unit Standard	Credits
377382	Perform forecasting in a manufacturing environment	8
377383	Planning and controlling in a manufacturing environment	6
377400	Perform sales and operations planning	5
377402	Perform master scheduling in the workplace	5
Note: <b>ELECTIVE</b> unit standards covered equal - <b>24 credits</b>		

## During the Learnership

During the Learnership the learner will be required to attend class for each module. The lecturer is there to assist the learners in their studies to successfully complete the Learnership. The learner will receive the following during the Learnership:

- At the beginning of the Learnership the learner will be supplied with their Portfolio of Evidence and will spend time on the first day of class putting together their Portfolio of evidence so the learner knows how their portfolio works.
- For each module the learner will receive a workbook with the relevant information relating to the Unit Standards for that module.
- The learner will go through continuous assessments during the learnership to make sure all the relevant exercises are completed satisfactorily.
- At the end of the theory part of the learnership a Senior Assessor will conduct the final assessment as well as the practical for the Learnership.

Once the final assessments are completed the Final Assessor will bring all the Portfolios back to the College for Internal Moderation. Once the Internal Moderator is satisfied with the Portfolios CPT will arrange with the relevant SETA to conduct the External Moderation.

The client will be sent a copy of the External Moderation Report showing the final outcome of the Portfolios. CPT will then apply for the Certificates with the relevant SETA on behalf of the client.

## Qualification Rules

In order for a learner to successfully enter this learnership, the following must be adhered to:

1. The learner must have a qualification at least one level lower than the respective Learnership they are entering into. For example, if the learner wishes to enter a NQF 3 Learnership then he / she must have an equivalent to a Grade 10 School report or an NQF 2 Qualification in a SIMILAR field as the respective Learnership.
2. The learner must be a South African citizen or a valid work permit with a passport from their country of origin.
3. The Learner will be completing a SETA Learner agreement before commencing on the Learnership. These contracts will be completed with the learner on the first day of class. The learner needs to bring two (2) originally certified copies of their Identification Document as well as two (2) originally certified copies of their Highest Qualification.

# Contact Details

**College of Production Technology (Pty) Ltd**  
**15 Lakeview Crescent**  
**Kleinfontein Lake Office Park**  
**Pioneer Drive**  
**Benoni**

**0860 278 278**

**[info@cpt.co.za](mailto:info@cpt.co.za)**

**[www.cpt.co.za](http://www.cpt.co.za)**



**CPT is ACCREDITED as a TRAINING PROVIDER**  
with MerSETA  
Accreditation No.: 17-QA/ACC/0030/06