



CPT

SKILLS DEVELOPMENT SOLUTIONS



Learnerships



Skills
Programmes

**National Certificate: Generic Management
NQF 5 (LP 60270 – Generic Manufacturing)**

SAQA ID.: 59201

General Information

Qualification Title	National Certificate: Generic Management
SAQA Qualification ID	59201
NQF Level	NQF 5
Learning Programme ID	60270
Learning Programme Title	Generic Manufacturing
Minimum Credits	162
Primary ETQA	MerSETA
Registration Status	Registered

Purpose of the Qualification

A person acquiring this qualification will be able to manage first line managers in an organisational entity. First line managers may include team leaders, supervisors, junior managers, section heads and foremen. The focus of this qualification is to enable learners to develop competence in a range of knowledge, skills, attitudes and values including:

- Initiating, developing, implementing and evaluating operational strategies, projects and action plans, and where appropriate, recommending change within teams and/or the unit so as to improve the effectiveness of the unit.
- Monitoring and measuring performance and applying continuous or innovative improvement interventions in the unit in order to attain its desired outcomes, including customer satisfaction, and thereby contributing towards the achievement of the objectives and vision of the entity.
- Leading a team of first line managers, by capitalising on the talents of team members and promoting synergistic interaction between individuals and teams, to enhance individual, team and unit effectiveness in order to achieve the goals of the entity.
- Building relationships using communication processes both vertically and horizontally within the unit, with superiors and with stakeholders across the value chain to ensure the achievement of intended outcomes.
- Applying the principles of risk, financial and knowledge management and business ethics within internal and external regulatory frameworks in order to ensure the effectiveness and sustainability of the unit.
- Enhancing the development of teams and team members through facilitating the acquisition of skills, coaching, providing career direction, and capitalising on diversity in the unit.

The skills, knowledge and understanding demonstrated within this qualification are essential for the creation of a talent pool of experienced and effective middle managers that represents the demographics of the South African society. This qualification will create a leadership cadre for the South African society throughout multiple industries and sectors both private and public.

Rationale for the Qualification

The National Certificate: Generic Management, NQF Level 5 forms part of a learning pathway of management qualifications across various sectors and industries. It is specifically designed to develop management competencies required by learners in any occupation, particularly those who manage first line managers. The

qualification builds on the FETC: Generic Management and further develops the key concepts, principles and practices of management that will enable learners to lead, manage, organise and control first line managers and team leaders. The learners will typically be managers who have other junior managers or team leaders reporting to them. In smaller organisations or entities, the managers could primarily be responsible for managing the supervisors and staff within their section, division or business unit.

The scope of generic management covers five domains: leadership, managing the environment, managing relations, managing knowledge and the practice of management. This qualification addresses each of these domains with generic competencies, so that it allows learning programmes to be contextualised for specific sectors and industries. It reflects a similar design to the FETC: Generic Management, in that it provides opportunities for learners to transfer between various specialisations within management. This leads to the strengthening of management competencies and will enable managers at this level to manage successfully systems, processes, resources, managers and teams in their various occupations and contexts.

This qualification is further intended to empower learners to acquire the knowledge, skills, attitudes and values required to operate confidently as individuals in South African communities and to respond to the challenging economic environment and constantly changing world of work.

Modules

National Certificate: Generic Management NQF 5 (LP 60270 – Generic Manufacturing) SAQA ID.: 59201			
Module No.:	Name of Module	Unit Standards	Duration of Module
PoE 01	Plan and Prepare a POE for Assessment		1 Day
Module 1	Personal Mastery	252037, 252029, 264408, 252031	6 Days
Module 2	External Analysis	252036, 252025	5 Days
Module 3	Internal Analysis 1	252040, 114226, 12140	5 Days
Module 4	Internal Analysis 2	252035, 252034, 15224, 252043	5 Days
Interim Assessments of POE (Learners not Required)			
Module 5	Operational Excellence	252041, 252039, 252044, 252020, 252027	7 Days
Module 6	Strategic Management	252032, 252021, 120300, 252026, 252042, 252022, 12433	6 Days
Module 7	Manufacturing Processes	12999, 119159, 9897, 119166	5 Days
Total Number of Classroom Days:			40 Days
Final Assessments & Practical (Learners Required)			
<i>Please note: We can only accommodate 6 learners per day for practical's</i>			

Core Unit Standards

Unit Standard No.:	Name of Unit Standard	Credits
252044	Apply the principles of knowledge management	6
252037	Build teams to achieve goals and objectives	6
252020	Create and manage an environment that promotes innovation	6
252032	Develop, implement and evaluate an operational plan	8
252027	Devise and apply strategies to establish and maintain workplace relationships	6
252021	Formulate recommendations for a change process	8
252029	Lead people development and talent management	8
252043	Manage a diverse work force to add value	6
252034	Monitor and evaluate team members against performance standards	8
252025	Monitor, assess and manage risk	8
252035	Select and coach first line managers	8
Note: ALL CORE Unit Standards are covered - 78 credits		

Fundamental Unit Standards

Unit Standard No.:	Name of Unit Standard	Credits
120300	Analyse leadership and related theories in a work context	8
252026	Apply a systems approach to decision making	6
252036	Apply mathematical analysis to economic and financial information.	6
252042	Apply the principles of ethics to improve organisational culture	5
252022	Develop, implement and evaluate a project plan	8
252040	Manage the finances of a unit	8
12433	Use communication techniques effectively	8
Note: ALL FUNDAMENTAL Unit Standards are covered - 49 credits		

Elective Unit Standards

Unit Standard No.:	Name of Unit Standard	Credits
252031	Apply the principles and concepts of emotional intelligence to the management of self and others	4
12999	Contribute to the management of costs and the enhancement of value	10
252039	Develop a plan to combat corruption	5
15224	Empower team members through recognising strengths, encouraging participation in decision making and delegating tasks	4
114226	Interpret and manage conflicts within the workplace	8

119159	Maintain manufacturing efficiencies	12
9897	Manage inventory	3
119166	Optimise manufacturing processes	24
252041	Promote a learning culture in an organisation	5
12140	Recruit and select candidates to fill defined positions	9
264408	Manage and improve communication processes in a function	3
Note: ELECTIVE unit standards covered equal - 87 credits		

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

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