



CPT

SKILLS DEVELOPMENT SOLUTIONS



Learnerships



Skills
Programmes

**National Certificate: Management NQF 3
(LP 83986 – Stores and Warehousing)**

SAQA ID.: 83946

General Information

Qualification Title	National Certificate: Management
SAQA Qualification ID	83946
NQF Level	NQF 3
Learning Programme ID	83986
Learning Programme Title	Stores & Warehousing
Minimum Credits	120
Primary ETQA	MerSETA
Registration Status	Registered

Purpose of the Qualification

The purpose of the qualification is to build the knowledge and skills required by employees in junior management who have had schooling below NQF level 3. It is intended to empower learners to acquire knowledge, skills, attitudes and values required to operate confidently as junior managers in the South African community and to respond to the challenges of the economic environment and changing world of work.

The National Certificate in Management: Level 3 is intended for personnel already employed and other learners who intend to follow a career in management. The unit standards classified as core may be added to other industry qualifications to provide a management focus and align qualifications to the work done by learners. Practical competence is within a number of contexts some of which may be non-routine. The focus is on comparison, choice, interpretation and application of knowledge.

Rationale for the Qualification

Management is an essential, key function of a business. The National Certificate in Management: Level 3 is designed to meet the needs of learners who require junior management skills in all sectors of the economy.

It is intended for junior managers of business units in medium to large organisations. The term business unit in this qualification implies a cost centre, section or department. It is envisaged that learners who complete this qualification will be engaged in multiple work roles in a variety of organisations and will be able to play a part, at their level, in the implementing of the vision and contributing ultimately to the success of an organisation.

Modules

National Certificate: Management (LP 83986 – Stores and Warehousing) NQF 3 SAQA ID.: 83946			
Module No.:	Name of Module	Unit Standards	Duration of Module
PoE 01	Plan and Prepare a POE for Assessment		1 Day
Module 1	Communication Skills	8968, 8970, 8969, 8973	5 Days
Module 2	Numeric Skills	9013, 9010	5 Days
Module 3	Interpreting Data and Financial Issues	9012, 7456	5 Days
Interim Assessments of POE (Learners not Required)			
Module 4	Team and Team Management	13912, 13916, 13917, 13911, 13947	7 Days
Module 5	Management Functions of a Business Environment	13914, 13918, 14667	5 Days
Interim Assessments of POE (Learners not Required)			
Module 6	Factors Affecting a Business	13915, 14665, 13919	5 Days
Module 7	Stores and Warehousing	377384, 377385, 377362, 378013	8 Days
Total Number of Classroom Days:			41 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
13912	Apply knowledge of self and team in order to develop a plan to enhance team performance	5
13914	Conduct a formal meeting	3
13915	Demonstrate knowledge and understanding of HIV/AIDS in a workplace, and its effects on a business sub-sector, own organisation and a specific workplace	4
13916	Identify and keep the records that a team manager is responsible for keeping	4
13917	Indicate the role of a team leader ensuring that a team meets an organisation`s standards	6
13911	Induct a new member into a team	3
14665	Interpret current affairs related to a specific business sector	10
13919	Investigate and explain the structure of a selected workplace or organisation	10
13918	Manage time and the work process in a business environment	4
14667	Describe and apply the management functions of an organization	10
13947	Motivate a team	6
Note: <u>ALL</u> CORE Unit Standards are covered - 65 credits		

Fundamental Unit Standards

Unit Standard No.:	Name of Unit Standard	Credits
8968	Accommodate audience and context needs in oral/signed communication	5
9010	Demonstrate an understanding of the use of different number bases and measurement units and an awareness of error in the context of relevant calculations	2
9013	Describe, apply, analyse and calculate shape and motion in 2-and 3-dimensional space in different contexts	4
8970	Interpret a variety of literary texts	5
8969	Interpret and use information from texts	5
9012	Investigate life and work related problems using data and probabilities	5
8973	Use language and communication in occupational learning programmes	5
7456	Use mathematics to investigate and monitor the financial aspects of personal, business and national issues	5
Note: ALL FUNDAMENTAL Unit Standards are covered - 36 credits		

Elective Unit Standards

Unit Standard No.:	Name of Unit Standard	Credits
377384	Describe the use of stores and warehousing in operations	10
377385	Explain the role of materials handling in the warehouse	10
377362	Discuss the role of stocktaking in ensuring inventory accuracy	5
378013	Describe the functions of the purchasing cycle	5
Note: ELECTIVE unit standards covered equal - 30 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

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

0860 278 278

info@cpt.co.za

www.cpt.co.za



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