
Qualification

National Certificate: Management Level Three

The purpose of the qualification is to build the knowledge and skills required by employees in junior management. It is intended to empower learners to acquire the 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.

As a qualification that covers management, it provides a framework for learners to develop competencies that will enable them to become competent junior managers. It introduces some theoretical concepts, requires the application of a limited base of knowledge and requires a well-developed range of skills that will enable learners to be informed workers in their chosen industry. It provides a balanced learning experience that allows flexible access to further education, life long learning, higher education and to productive employment in a range of occupational contexts. It provides an opportunity for learners to learn and apply academic skills in relation to management and will provide them with skills to adapt to changes in work procedures and processes in business and industry.

The National Certificate in Management: Level 3 is intended for 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.

Qualification ID	23654
Title	National Certificate: Management
NQF Level	3
Credits	120
Duration	12 to 18 months

Target Audience / Career Choices

- Junior management
- Team leaders
- Supervisors
- First line managers
- Section heads

The position or term, "junior manager" is used to describe the first level of management in an organisation at which an employee has other employees reporting to him/her.

Exit Level Outcomes

Qualifying learners are capable of:

- Carrying out simple research tasks.
 - Interpreting current affairs related to a specific business sector.
 - Recognising the effect of HIV/AIDS on the specific workplace
 - Applying knowledge of self and team to enhance team performance.
 - Maintaining records.
 - Managing time and the work process.
 - Explaining the structure of an organisation.
 - Conducting a formal meeting.
 - Inducting a new member of a team.
 - Motivating a team.
 - Describing the management function of an organisation.
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Modules included in this qualification

Module One – Self Management

- Identify and solve problems related to his/her own life and the management of a team or group in which responses show that responsible decisions using critical and creative thinking have been made. The learner is required to apply knowledge of management to different situations.
- Organise and manage oneself and one's activities responsibly and effectively in that it is expected that the learners will be responsible for his/her own learning and for organising his/her own work and allocated tasks and those of a group or team responsibly in the work environment. The learner is required to complete research assignments on time and to apply knowledge of different aspects of management to manage team or group.
- Reflecting on and exploring a variety of strategies to learn more effectively in order to become an informed worker in a business or industry.
- Exploring education and career opportunities in investigating the structure of a workplace.

Module Two – Managing Teams

- Work effectively with others as a member of a team, group or organisation as junior management implies the management of a group or team. Several assessment criteria require learners to demonstrate competence as a group/team leader or manager. As the qualification focuses on generic management it implies that the learner would not work alone.
Demonstrating an understanding of the world as a set of related systems by recognising that problem-solving contexts do not exist in isolation in that references are made wherever applicable to the learner's part in the big picture and how his/her actions have implications up and down the line an organisation.

Module Three – Communication Skills

- Collect, organise and critically evaluate information. These competencies are built into the assessment criteria in many of the unit standards and the learners is required to do research projects and compare information from the main and financial sections of a daily or weekly newspaper.
- Communicate effectively using visual, mathematics and language skills in the modes of oral and/or written presentations. These competencies are an integral part of all the unit standards and are built into the assessment criteria.
- Being culturally and aesthetically sensitive across a range of social contexts in dealing with diverse people in the workplace including customers, co-workers and people who are surveyed or interviewed. The inclusion of an additional official South African language further supports this outcome.

Module Four – Social and Economic Responsibilities

- Participating as a responsible citizen in the life of local, national and global communities by accepting own responsibility for wellness and HIV/AIDS and being a responsible worker.

Module Five – Computer Skills

- Use science and technology effectively and critically showing responsibility towards the environment and the health of others in cases where computer end user standards are included as electives.

Assessment Methodology

The assessment tools used on the Programme are chosen with simplicity and practicality in mind. We assess each individual outcome and assessment criteria and then also assess them on an integrated and holistic viewpoint. Our extensive experience of training this content has shown that the more practical and applied the assessment tool, the better. The tools used fall into the following categories:

- Formative and Summative assessment during the contact-time with the facilitator
- Post-programme activities (including the final assessment against the unit standard outcomes) an integrated view

Methods we use:

- Case Study
- Facilitated Lecture
- Team work / group work
- Individual activities
- Demonstrations
- Scenario Sketching
- Work place analysis
- Work Based activities and projects