

SAQA-ALIGNED QUALIFICATION		
QUALIFICATION TITLE: FURTHER EDUCATION AND TRAINING CERTIFICATE: GENERIC MANAGEMENT SAQA ID: 57712 NQF LEVEL: 4 CREDITS: 152		
UNIT STDS NUMBER	UNIT STANDARD TITLE	CREDITS
242821	Identify responsibilities of a team leader in ensuring that organisational standards are met	6
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
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
242668	Demonstrate knowledge and application of the OHS Act	4
242822	Employ a systematic approach to achieving objectives	10
119472	Accommodate audience and context needs in oral / signed communication	5
119462	Engage in sustained oral/signed communication and evaluate spoken /signed texts	5
7468	Use mathematics to investigate and monitor the financial aspects of personal, business, national and international issues	6
242812	Induct a member into a team	4
11473	Manage individual and team performance	8
<u>242824</u>	Apply leadership concepts in a work context	12
<u>119467</u>	Use language and communication in occupational learning programmes	5



<u>9016</u>	Represent analyse and calculate shape and motion in 2-and 3-dimensional space in different contexts	4
<u>13915</u>	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
242814	Identify and explain the core and support functions of an organisation	6
242815	Apply the organisation`s code of conduct in a work environment	5
242816	Conduct a structured meeting	5
242810	Manage Expenditure against a budget	6
242829	Monitor the level of service to a range of customers	5
119457	Interpret and use information from texts	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
119469	Read/view, analyse and respond to a variety of texts	5