



Purpose and rationale

Management is an essential and key function of a business. This qualification is intended to empower learners to acquire knowledge, skills, attitudes and values to operate confidently as junior managers and to respond to the challenges of the world of work.

Learning assumed to be in place

Communication and Mathematical Literacy at NQF Level 2, or equivalent.

Modules covered

1 – Communication

- Accommodate audience and context needs in oral communication (SAQA 8968)
- Interpret and use information from texts (SAQA 8969)
- Use language and communication in occupational learning programmes (SAQA 8973)
- Write texts for a range of communicative contexts (SAQA 8970)

2 – Numeracy

- Demonstrate an understanding of the use of different number bases and measurement units and an awareness of error in the context of relevant calculations (SAQA 9010)
- Describe, apply, analyse and calculate shape and motion in 2-and 3-dimensional space in different contexts (SAQA 9013)
- Investigate life and work-related problems using data and probabilities (SAQA 9012)
- Use mathematics to investigate and monitor the financial aspects of personal, business and national issues (SAQA 7456)

3 – Understanding the Environment

- Demonstrate knowledge and understanding of HIV/AIDS in a workplace, and its effects on a business sub-sector, own organisation and a specific workplace (SAQA 13915)
- Interpret current affairs related to a specific business sector (SAQA 14665)
- Care for Customers (SAQA 8600)
- Negotiate an agreement or deal in an authentic work situation (SAQA 13948)

4 – Understanding Roles and Functions in Business

- Investigate and explain the structure of a selected workplace or organisation (SAQA 13919)
- Describe and apply the management functions of an organization (SAQA 14667)
- Identify and keep the records that a team manager is responsible for keeping (SAQA 13916)
- Empower team members through recognising strengths, encouraging participation in decision making and delegating tasks (SAQA 15224)
- Indicate the role of a team leader ensuring that a team meets an organisation`s standards (SAQA 13917)

5 – Manage and Build Teams

- Manage time and the work process in a business environment (SAQA 13918)
- Conduct a formal meeting (SAQA 13914)
- Motivate a team (SAQA 13947)
- Induct a new member into a team (SAQA 13911)
- Apply knowledge of self and team in order to develop a plan to enhance team performance (SAQA 13912)
- Recognise areas in need of change, make recommendations and implement change in the team, department or division (SAQA 15214)