

Qualification structure [1 of 6]

Qualification Name: **National Certificate: Management NQF 4**
 Qualification Registered Number: **23656**
 Date of Course:
 Number of days for Skills Programmes: **1 days + 1 day POE building**

Number:	1 of 6		
Name:	Time Management and Meeting Procedures		
Credits:	11 credits		
Unit standards used:		13914	
		13918	
		12153	
Unit standards:	Registered number:	Credits:	Level:
Conduct a formal meeting	13914	3	3
Manage time and the work process in a business environment	13918	3	3
Use the writing process to compose texts required in the business environment	12153	5	4

Qualification structure [2 of 6]

Qualification Name: **National Certificate: Management NQF 4**
 Qualification Registered Number: **23656**
 Date of Course:
 Number of days for Skills Programmes: **4 days + 1 day POE building**

Number:	2 of 6		
Name:	Teams and Team Leadership		
Credits:	23 credits		
Unit standards used:		13911	
		13912	
		13917	
		13947	
		13953	
Unit standards:	Registered number:	Credits:	Level:
Induct a new member into a team	13911	3	3
Apply knowledge of self and team in order to develop a plan to enhance team performance	13912	5	3
Indicate the role of a team leader ensuring that a team meets an organisation's standards	13917	4	3

Motivate a team	13947	6	4
Apply the principles of situational leadership to a business unit	13953	5	4

Qualification structure [3 of 6]

Qualification Name: **National Certificate: Management NQF 4**

Qualification Registered Number: **23656**

Date of Course:

Number of days for Skills Programmes: **6 days + 1 day POE**

Number:	3 of 6
Name:	Management functions
Credits:	31 credits
Unit standards used:	13949
	13942
	13944
	14667
	13941
	10388
	7468

Unit standards:	Registered number:	Credits:	Level:
Apply technical knowledge and skill to align business unit performance to business goals	13949	5	4
Demonstrate a basic understanding of the role of a business strategy in managing a small business or a business unit	13942	5	4
Describe the relationship of junior management to the general management function	13944	5	4

Qualification structure [4 of 6]

Qualification Name: **National Certificate: Management NQF 4**

Qualification Registered Number: **23656**

Date of Course:

Number of days for Skills Programmes: **4 days + 1 day POE building**

Number:	4 of 6		
Name:	Corporate Governance and Legislative Requirements		
Credits:	27 credits		
Unit standards used:	13952		
	13940		
	13948		
	8972; 8970		
Unit standards:	Registered number:	Credits:	Level:

Demonstrate basic understanding of the Primary labour legislation that impacts on a business unit	13952	8	4
Demonstrate knowledge and application of ethical conduct in a business environment	13940	4	4
Negotiate an agreement or deal in an authentic work situation	13948	5	4
Interpret a variety of literacy texts	8972	5	3
Write texts for a range of communicative contexts	8970	5	3

Qualification structure [5 of 6]

Qualification Name: **National Certificate: Management NQF 4**
Qualification Registered Number: **23656**
Date of Course:
Number of days for Skills Programmes: **3 days + 1 day POE building**

Number:	5 of 6		
Name:	Record keeping and integrated Financials		
Credits:	27 credits		
Unit standards:	13916		
	13954		
	9015		
	12417		
	13945		
	8975		
Unit standards:	Registered number:	Credits:	Level:
Identify and keep records that are the responsibility of a junior manager	13916	4	3
Manage risk in own work/business environment	13954	5	4
Apply knowledge of statistics and probability to critically interrogate and effectively communicate findings on life related problems	9015	5	4
Measure, estimate & calculate physical quantities & explore, critique & prove geometrical relationships in 2 and 3 dimensional space in the life and workplace of adult with increasing responsibilities	12417	6	4

Describe and apply the management of stock and fixed assets in a business unit	13945	2	4
Apply the budget function in a business unit	8975	5	4

Qualification structure [6 of 6]

Qualification Name: **National Certificate: Management NQF 4**
 Qualification Registered Number: **23656**
 Date of Course:
 Number of days for Skills Programmes: **1 day including POE building**

Number:	6 of 6
Name:	HIV/AIDS
Credits:	29 credits
Unit standards used:	8555
	8968
	8974
	8976
	8975
	8970

Unit standards:	Registered number:	Credits:	Level:
Contribute to information distribution regarding HIV/AIDS in the workplace	8555	4	4
Accommodate audience and context needs in oral communication	8968	5	3
Engage in sustained oral communication and evaluate spoken texts	8974	5	4
Write for a wide range of contexts	8976	5	4
Read analyse and respond to a variety of texts	8975	5	4
Write text for a range of communicative contexts	8970	5	3