



SAQA ID No:	NQF Level:	Credits:
59201	5	162
Qualification – National Certificate: Generic Management		
Learning Programme ID 74512		
Field: 03 - Business, Commerce and Management Studies		

National Certificate: Generic Management

Course Information

The National Certificate: Generic Management, NQF Level 5 forms part of a learning pathway of management qualifications across various sectors and industries. It is specifically designed to develop management competencies required by learners in any occupation, particularly those who manage first line managers. The qualification builds on the FETC: Generic Management and further develops the key concepts, principles and practices of management that will enable learners to lead, manage, organise and control first line managers and team leaders. The learners will typically be managers who have other junior managers or team leaders reporting to them. In smaller organisations or entities, the managers could primarily be responsible for managing the supervisors and staff within their section, division or business unit.

Course	Full-time National Certificate: Generic Management			
Programme Type	SETA			
Award Type	Accredited Programme			
Award Issued By	Edu Options Academy			
Accredited By	Services SETA			
Course Duration	Theory	60 Days	Workplace	120 Days
Entrance Criteria	NQF Level 4			
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What does the **National Certificate: Generic Management** course entail?

You will complete the following modules in order to obtain this qualification:

Year 1

Module	CREDITS
Module 1: People Management	31
Module 2: Workplace Management	38
Module 3: Decision Making	42
Module 4: Unit Management	27
Module 5: Strategic Management	25

Total 163

How is the **National Certificate: Generic Management** assessed?

You will be required to undertake and complete the following per module: (Assignment, Tasks, Research Project and Assessments) as well as a Portfolio of Evidence

Theory	Workplace
<ul style="list-style-type: none">• Tasks• Assignments• Research Project• Assessments• Portfolio Of Evidence (POE)	<ul style="list-style-type: none">• Site Diary• Logbook• Portfolio Of Evidence (POE)

Duration of the **National Certificate: Generic Management** course

The National Certificate: Generic Management course is delivered in the following manner:

- The year is divided into two segments namely; Theoretical and Workplace
- Attend full-time classes at our campus in Port Elizabeth over a period of 12 weeks
- And 24 weeks workplace experience
- You will have access to a computer lab for research purposes.

Who should enrol on this **National Certificate: Generic Management** course?

This qualification is further intended to empower learners to acquire the knowledge, skills, attitudes and values required to operate confidently as individuals in South African communities and to respond to the challenging economic environment and constantly changing world of work. Ultimately, this qualification is aimed at improving the effectiveness and leadership abilities of middle managers in various occupations in South Africa, in private and public business entities as well as non-governmental organisations. For this reason, the word 'entity' includes a company, business unit, public institution, small business or non-profit organisation

What are the pre-requisites for the **National Certificate: Generic Management** course?

For you to enrol on this qualification you should be in possession of:

- A National Senior Certificate or equivalent.
- 'Equivalent' refers to foreign qualifications (these are qualifications that you obtained in a foreign country, and which are evaluated by SAQA to be equivalent to the university entrance qualification of South Africa).
- Communication at NQF Level 4.
- Mathematical Literacy at NQF Level 4
- A good command of English.

Further studies after **National Certificate: Generic Management**

What is the articulation pathway for me once I have completed this full-time course? In other words, what is the possible next step when I have received this qualification? Once you have obtained this qualification in Generic Management, you have the option of entering the world of work immediately, or other appropriate fields through articulation with other tertiary institutions. You can obtain a degree at any other tertiary institution (university or private university in South Africa).

What are my next steps?

If you require more information before deciding if this is the course for you, or if you would like to find out what other options we have available, please contact our call centre on: • Landline: 041 450 2550, or Mobile: 063 236 0351 • E-mail: educol@iafrica.com If you have decided that this is the course for you, then please... • Complete the application form. • Pay the course fees in full or the deposit required. • Submit all your supporting documentation to prove that you meet the entrance criteria for this course as set out in the pre-requisites above. • Send all of the above documentation to: » educol@iafrica.com We look forward to welcoming you as a student at Ed-U Options Academy Campus.