



NIMET

Business Studies Qualification Title: Generic Management

Qualification Level: Further Education and Training Certificate NQF 4

SAQA ID: 57712

Credits: 150

Duration: 1 year (for Part time, Distance Learning and Full time)

This course will develop you to be proficient and understand management skills on how to perform in the Industry in different Business sectors.

Admission Requirements:

Full Matric or Grade 12 certificate or Matric equivalent qualification

Content

| | |
|---------------|---|
| US ID: 242824 | Apply leadership concepts in a work context |
| US ID: 242815 | Apply the organisation code of conduct in a work environment |
| US ID: 242816 | Conduct a structured meeting |
| US ID: 242822 | Employ a systematic approach to achieve objectives |
| US ID: 242821 | Identify responsibilities of a team leader in ensuring that organisational standards are met |
| US ID: 242810 | Manage Expenditure against a budget |
| US ID: 242829 | Monitor the level of service to a range of customers |
| US ID: 242819 | Motivate and build a team |
| US ID: 242811 | Prioritise time and work for self and team |
| US ID: 242817 | Solve problems and make decisions and implement solutions |
| US ID: 119472 | Accommodate audience and context needs in oral/signed communication |
| US ID: 119457 | Interpret and use information from texts |
| US ID: 119467 | Use language and communication in occupational learning programmes |
| US ID: 119465 | Write/present/sign texts for a range of communicative contents |
| US ID: 9015 | Apply knowledge of statistics and probability to critically interrogate and effectively communicate findings on life related problems |
| US ID: 119462 | Engage in sustained oral/ signed communication and evaluate spoken /signed texts |
| US ID: 119469 | Read/view, analyse and respond to a variety of texts |
| US ID: 9016 | Represent, analyse and calculate shape and motion in 2 and 3 dimensional space in different contexts |
| US ID: 7468 | Use mathematics to investigate and monitor the financial aspects of personal, business, national and international issues |
| US ID: 12153 | Use the writing process to compose texts required in the business environment |
| US ID: 119459 | Write/present/ sign for a wide range of contexts |



| Unit Standard | Unit Standard Title | NQF Level | Credits |
|---------------|---|-----------|---------|
| US ID: 242812 | Induct a member into a team | 3 | 4 |
| US ID: 13915 | Demonstrate understanding of HIV/AIDS and its impact on the workplace | 3 | 4 |
| US ID: 242820 | Maintain records of a team | 3 | 4 |
| US ID: 242814 | Identify and explain the core and support functions of an organisation | 3 | 6 |
| US ID: 242813 | Explain the contribution made by own area of responsibility to the overall organisation strategy | 4 | 5 |
| US ID: 242818 | Describe the relationship of junior management to other management roles | 4 | 5 |
| US ID: 251960 | Identify and describe disaster related risks and threatening situations utilizing basic disaster management concepts and indigenous knowledge | 3 | 5 |
| US ID: 11473 | Manage individual and team performance | 4 | 8 |
| US ID: 242668 | Demonstrate knowledge and application of the Occupation Health and Safety Act, 85 of 1993 (OHSA) (as amend) and the responsibilities of management in terms of the Act. | 4 | 4 |
| US ID: 13952 | Demonstration basic understanding of the primary labour legislation that impacts on a business unit | 4 | 8 |
| US ID: 113852 | Apply Occupation Health and Safety and environmental principles | 3 | 10 |
| US ID: 242840 | Make oral presentation | 4 | 2 |

Choose electives a minimum of 22 credits

- On successful completion of the programme, the student will receive a National Certificate from **SERVICES SETA** through **South African Corporate Training Association (Accreditation no: 12389)**
- Course fees: R25000 per year. These study fees include the cost for study material.
- The qualification will require Practical experience for the certificate to be issued
- If you register for this course, you will have access to a free Business Establishment and Development course.
- 10% of the fees must be paid to complete registration

Disclaimer:

The content of this brochure, accurate at the time of going to print, is subject to change without notification due to legislation, market requirements or any other reason. NIMET Institute reserves the right to change the programme content without notice.