

Guided RPL Learnership in Generic Management NQF Level 4 - SAQA ID: 57712 (150 Credits)



7 Days*



R 23, 400 Ex VAT



JHB and Onsite Nationally

* Contact sessions are split over a 12 month period

About this Learnership

This RPL (Recognition of Prior Learning) Learnership allows companies to send Supervisors, New Managers, and Junior Managers on 7 short workshops that will aid them in compiling 5 Portfolios of Evidence (PoE). Delegates will attend a series of workshops where they will be guided to complete Portfolios of Evidence based on their experience in the workplace.

What is needed before attending this learnership

- Delegates must have completed a Matric (Std 10/Grade 12), competent in Communication, Standard Grade Maths and Computers at a NQF Level 3
- Delegates must have at least 2 years' working experience in a supervisory position

Course Outline - Modules included Portfolio of Evidence (PoE)

1. **Developing Plans to Achieve Objectives**
2. **Organising Resources**
3. **Leading a Team**
4. **Controlling**
5. **Ethics in Decision Making**

These PoE's will be assessed and moderated, and if found competent, in all 5 areas, delegates will receive a *National Qualification**.

***Qualification Certificates are issued by Services SETA.**

NB: It is the responsibility of the employer to complete and submit a learnership agreement to their relevant SETA for registration purposes. CBM Training will register the students on the SERVICES SETA LMIS System against the selected Qualification

Qualification Breakdown

Unit Standard	Learning Unit /Module	Credits
Module 1: Developing Plans to Achieve Objectives - 33 Credits (US 242811, 242822, 242817, 9015, 9016)		
242811	Prioritise time and work for self and team	5
242822	Employ a systematic approach to achieving objectives	10
242817	Solve problems, make decisions and implement solutions	8
9015	Apply knowledge of statistics and probability to critically interrogate and effectively communicate findings	6
9016	Represent, analyse and calculate shape and motion in 2- and 3- dimensional space in different contexts	4
Module 2: Organising Resources - 59 Credits (US 242818, 242821, 13952, 119467, 119472, 119457, 119465, 119462, 119469, 119459, 12153)		
242818	Describe the relationship of junior management to other management roles	5
242821	Identify responsibilities of a team leader in ensuring that organisational standards are met	6
13952	Demonstrate basic understanding of the primary labour legislation that impacts on a business unit	8
119467	Use language and communication in occupational learning programmes (2nd Language)	5
119472	Accommodate audience and context needs in oral/signed communication (2nd Language)	5
119457	Interpret and use information from texts (2nd Language)	5
119465	Write, present, and sign texts for a range of communicative contexts (2nd Language)	5
119462	Engage in sustained oral/signed communication and evaluate spoken/signed texts	5
119469	Read/View, analyse and respond to a variety of texts	5
119459	Write, present or sign for a wide range of contexts	5
12153	Use the writing process to compose texts required in the business environment	5
Module 3: Leading a Team - 22 Credits (US 242824, 242819)		
242824	Apply leadership concepts in a work context	12
242819	Motivate and build a team	10
Module 4: Controlling - 35 Credits (US 242816, 242829, 242813, 11473, 242810, 7468)		
242816	Conduct a structured meeting	5
242829	Monitor the level of service to a range of customers	5
242813	Explain the contribution made by own area of responsibility to the overall organisational strategy	5
11473	Manage individual and team performance	8
242810	Manage expenditure against a budget	6
7468	Use mathematics to investigate and monitor the financial aspects of personal, business, national and	6
Module 5: Ethics in Decision Making - 5 Credits (US 242815)		
242815	Apply the organisation's code of conduct in a work environment	5



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