**National Certificate: Management (SAQA ID 83946)**

**NQF Level 3 – 120 Credits**

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| **Fundamental** | **Core** | **Electives** |
| * Accommodate audience and context needs in oral communication

Credits: 5* Demonstrate an understanding of the use of different number bases and measurement units and an awareness of error in the context of relevant calculations

Credits: 2* Describe, apply, analyse and calculate shape and motion in 2-and 3-dimensional space in different contexts

Credits: 4* Interpret and use information from texts

Credits: 5* Investigate life and work related problems using data and probabilities

Credits: 5* Use language and communication in occupational learning programmes

Credits: 5* Use mathematics to investigate and monitor the financial aspects of personal, business and national issues

Credits: 5* Write texts for a range of communicative contexts

Credits: 5 | * Apply knowledge of self and team in order to develop a plan to enhance team performance

Credits: 5* Conduct a formal meeting

Credits: 3* Demonstrate knowledge and understanding of HIV/AIDS in a workplace, and its effects on a business sub-sector, own organisation and a specific workplace

Credits: 4* Identify and keep the records that a team manager is responsible for keeping

Credits: 4* Indicate the role of a team leader ensuring that a team meets an organisation`s standards

Credits: 6* Induct a new member into a team

Credits: 3* Interpret current affairs related to a specific business sector

Credits: 10* Investigate and explain the structure of a selected workplace or organisation

Credits: 10* Manage time and the work process in a business environment

Credits: 4* Describe and apply the management functions of an organization

Credits: 10* Motivate a team

Credits: 6 | * Demonstrate ability to use the World Wide Web

Credits: 3* Demonstrate the ability to use electronic mail software to send and receive messages

Credits: 3* Produce and use spreadsheets for business

Credits: 5* Produce word processing documents for business

Credits: 5* Produce presentation documents for business

Credits: 5* Negotiate an agreement or deal in an authentic work situation

Credits: 5* Devise and apply strategies to establish and maintain relationships

Credits: 3 |