**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 |