



LEARNING &
DEVELOPMENT

Blended Learning

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Programme Name	National Certificate: Management				
SAQA ID	83946	NQF Level	3	Credits	123

Exit Level Outcomes	<ol style="list-style-type: none">1. Co-ordinating with others.2. Making significant choices from a wide range of procedures.3. Operating in a number of contexts.4. Making comparisons.5. Performing junior management functions.6. Maintaining records.7. Carrying out simple research and tasks.8. Interpreting current affairs related to a specific business sector.9. Recognising the effect of HIV/AIDS on the specific workplace, business sub-sector and own organisation.10. Applying knowledge of self and team to enhance team performance.11. Managing time and the work process.12. Explaining the structure of an organisation.13. Conducting a formal meeting.14. Inducting a new member of a team.15. Motivating a team.16. Describing the management function of an organisation.
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Programme Methodology	A blended learning approach, consisting of face-to-face classroom sessions and virtual classroom learning.
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Programme Delivery	<ul style="list-style-type: none">• The qualification is delivered over 1 year.• Attended by learners in a classroom situation with learning activities that include individual, group and self-study activities as well as practical reinforcement within a structured work environment, with workplace activities, exposure, coaching, mentoring activities and assessments.
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<p>Pre-requisites</p>	<ul style="list-style-type: none"> • Communication at NQF Level 2 or equivalent. • Mathematical Literacy at NQF Level 2 or equivalent.
<p>Learner Support</p>	<p>Learner Support caters for 2 hours per learner, using the following platforms:</p> <ul style="list-style-type: none"> • Google Meet • WhatsApp • Emailing • Skype • Tele-conferencing
<p>Classroom Tools</p>	<p>The following tools/resources are used in this learning programme:</p> <ul style="list-style-type: none"> • Google Classroom • Various online activities platforms • Electronic training materials • YouTube • Google Meet • WhatsApp • Emailing • Skype • Tele-conferencing

LEARNING PROGRAMMES

Learning Programme 1 Role of the Supervisor

ELO	US ID	US Title	Level	Credits
<ol style="list-style-type: none"> 1. Co-ordinating with others. 3. Operating in a number of contexts. 4. Making comparisons. 5. Performing junior management functions. 7. Carrying out simple research and tasks. 10. Applying knowledge of self and team to enhance team performance. 	13912	Apply knowledge of self and team in order to develop a plan to enhance team performance.	3	5
	13917	Indicate the role of a team leader ensuring that a team meets an organisation's standards.	3	6
	8973	Use language and communication in occupational learning programmes.	3	5
	Total Credits			

Learning Programme 2 Supervision as a Management Function

ELO	US ID	US Title	Level	Credits
<ol style="list-style-type: none"> 1. Co-ordinating with others. 2. Making significant choices from a wide range of procedures. 3. Operating in a number of contexts. 4. Making comparisons. 5. Performing junior management functions. 7. Carrying out simple research and tasks. 12. Explaining the structure of an organisation. 16. Describing the management function of an organisation. 	13919	Investigate and explain the structure of a selected workplace or organisation.	3	10
	8969	Interpret and use information from texts.	3	5
	13944	Describe the relationship of junior management to the general management function.	4	5
	Total Credits			

Learning Programme 3 External Environment of the Supervisor

ELO	US ID	US Title	Level	Credits
<ol style="list-style-type: none"> 1. Co-ordinating with others. 3. Operating in a number of contexts. 4. Making comparisons. 7. Carrying out simple research and tasks. 8. Interpreting current affairs related to a specific business sector. 	14665	Interpret current affairs related to a specific business sector.	3	10
	13943	Analyse new developments reported in the media that could impact on a business sector or industry.	3	10
	8970	Write texts for a range of communicative contexts.	3	5
	Total Credits			

Learning Programme 4 Internal Environment of the Supervisor

ELO	US ID	US Title	Level	Credits
<ol style="list-style-type: none"> 1. Co-ordinating with others. 4. Making comparisons. 7. Carrying out simple research and tasks. 9. Recognising the effect of HIV/AIDS on the specific workplace, business sub-sector and own organisation 	13915	Demonstrate knowledge and understanding of HIV/AIDS in a workplace, and its effects on a business sub-sector, own organisation and a specific workplace .	3	4
	9012	Investigate life and work related problems using data and probabilities.	3	5
	9010	Demonstrate an understanding of the use of different number bases and measurement units and an awareness of error in the context of relevant calculations	3	2
	9013	Demonstrate an understanding of the competitive environment and product positioning.	3	4
	Total Credits			

Learning Programme 5 Functioning as a Supervisor

ELO	US ID	US Title	Level	Credits
<ol style="list-style-type: none"> 1. Co-ordinating with others. 4. Making comparisons. 5. Performing junior management functions. 7. Carrying out simple research and tasks. 11. Managing time and the work process. 12. Explaining the structure of an organisation. 15. Motivating a team. 16. Describing the management function of an organisation. 	13919	Describe and apply the management functions of an organization.	4	10
	8969	Manage time and the work process in a business environment.	3	4
	13944	Use mathematics to investigate and monitor the financial aspects of personal, business, and national issues.	3	5
	Total Credits			

Learning Programme 6 Building a Team

ELO	US ID	US Title	Level	Credits
<ol style="list-style-type: none"> 5. Performing junior management functions. 10. Applying knowledge of self and team to enhance team performance. 15. Motivating a team. 	13947	Motivate a team.	4	6
	15224	Empower team members through recognising strengths, encouraging participation in decision making and delegating tasks.	5	4
	Total Credits			

Learning Programme 7 Conducting a Meeting as a Supervisor

ELO	US ID	US Title	Level	Credits
<ul style="list-style-type: none"> 1. Co-ordinating with others. 3. Operating in a number of contexts. 5. Performing junior management functions. 6. Maintaining records. 7. Carrying out simple research and tasks. 13. Conducting a formal meeting. 	13914	Conduct a formal meeting.	3	3
	8968	Accommodate audience and context needs in oral communication.	3	5
	Total Credits			

Learning Programme 8 Dealing with Team Members

ELO	US ID	US Title	Level	Credits
<ul style="list-style-type: none"> 1. Co-ordinating with others. 2. Making significant choices from a wide range of procedures. 3. Operating in a number of contexts. 6. Maintaining records. 10. Applying knowledge of self and team to enhance team performance. 14. Inducting a new member of a team. 	13911	Induct a new member into a team.	3	3
	13916	Identify and keep the records that a team manager is responsible for keeping.	3	4
	15238	Devise and apply strategies to establish and maintain relationships.	5	3
	Total Credits			