

National Certificate in Generic Management

NQF Level 5 - 162 Credits

Recommended duration: 6-12 months; 12 to 24 months | maximum duration: 3 years
Full qualifications (This programme is accredited by the Services SetA)

Code Unit	Title	Duration (days)
Subject/Module 1 –Professional Team Development – 1st Semester		
252027	Devise and apply strategies to establish and maintain workplace	2
252037	Build teams to achieve goals and objectives	2
252020	Create and manage an environment that promotes innovation	2
252043	Manage a diverse work force to add value	2
12433	Use communication techniques effectively	2
15219	Develop and implement a strategy and action plans for a team, department or division	2
Subject/Module 2: Professional Conflict and Change management – 1st Semester		
252031	Apply the principles and concepts of emotional intelligence to the management of self and others	1.5
252021	Formulate recommendations for a change process	3
117853	Conduct negotiations to deal with conflict situations	3
114226	Interpret and manage conflicts within the workplace	2.5
Subject/Module 3: Professional Human Resources – 2nd Semester		
252029	Lead people development and talent management	3
252034	Monitor and evaluate team members against performance standards	3
12140	Recruit and select candidates to fill defined positions	4
Subject/Module 4: Professional Management and leadership development – 2nd Semester		
120300	Analyse leadership and related theories in a work context	3
15224	Empower team members through recognising strengths, encouraging participation in decision making and delegating tasks	1.5
252035	Select and coach first line managers	3
252026	Apply a systems approach to decision making	2.5
Subject/Module 5: Financial Management for Professionals – 3rd Semester		
252042	Apply the principles of ethics to improve organisational culture	1.5
252044	Apply the principles of knowledge management	2.5
252036	Apply mathematical analysis to economic and financial information.	2.5
252040	Manage the finances of a unit	3
Subject/Module 6: Professional Management ,Planning, Monitoring & Evaluations – 4th Semester		
252022	Develop, implement and evaluate a project plan	3
252032	Develop, implement and evaluate an operational plan	3
252024	Evaluate current practices against best practice	1
252025	Monitor, assess and manage risk	3
Final Portfolios - 1st Semester		
-applies to students taking the 12-24 month Programme		
Sub59201	Final POE and Project Submissions	90
FAHR	Formative assignments (after each module)	
SAHR	Summative assignments (after each module)	
FISAHR	Final Integrated Summative Assignment	