

## LEARNING PATHWAY



### WHAT IS BLENDED LEARNING

Blended learning comprises of any learning intervention which is done on mobile, computer and hand-held gadgets. DigiAssist is an assistive tool that aids in learning through digitally presented

activities hosted on our site. The blended approach does not replace contact sessions but reduces them to a minimum of one contact session per Cluster. Benefits include the opportunity to explore and experience training in a distance learning environments, reduced classroom time and independently taking charge of your own educational experience.

### LEARNER REQUIREMENTS

- Access to a Computer at Work and Home
- Internet access without Limitations
- Committed to Self Study
- Computer Literacy at NQF Level 2:
- Ability to use browser,
- Ability to Convert and Upload attachments,
- Ability to understand basic radio button functionality,
- Ability to use media player.

### NATIONAL CERTIFICATE:

Management



**NQF 3**



**SAQA**

83946 (LP: 23654)



**6 CLUSTERS**



**DURATION**

12 MONTHS



**124 CREDITS**



SETA: **SERVICES SETA**

### PURPOSE

The purpose of the qualification is to build the knowledge and skills required by employees in junior management who have had schooling below NQF level 3. It is intended to empower learners to acquire knowledge, skills, attitudes and values required to operate confidently as junior managers in the South African community and to respond to the challenges of the economic environment and changing world of work.

### ENTRY CRITERIA

- Communication at NQF Level 2
- Mathematical Literacy at NQF Level 2

### MARKET INFORMATION

- **TARGET MARKET:** Any staff in: Secretarial Services • Reception Services • Switchboard Operations • Financial Administration • Banking Administration • Personal Assistants • technical Assistance • Data Capturing • System Administration • Human Resource Administration • Basic Contracts Administration • Change Administration and Management • Relationship Management • Project Coordination
- **TARGET INDUSTRIES:** : All industries that have an administration and /or operations aspect.

### SKILLS OUTCOMES

- Co-ordinating with others and making significant choices from a wide range of procedures.
- Operating in a number of contexts, and making comparisons.
- Performing junior management functions and maintaining records.
- Carrying out simple research and tasks and interpreting current affairs related to a specific business sector.
- Recognising the effect of HIV/AIDS on the specific workplace, business sub-sector and own organisation.
- Applying knowledge of self and team to enhance team performance.
- Managing time and the work process and explaining the structure of an organisation.
- Conducting a formal meeting, Inducting a new member of a team, Motivating a team • Describing the management function of an organisation

**For more information about DigiAssist and how it can benefit your organisation, contact Training Force**

**011 974 6633 / [info@trainingforce.co.za](mailto:info@trainingforce.co.za) / [www.trainingforce.co.za](http://www.trainingforce.co.za)**

## UNIT STANDARDS

**Cluster 1 – Communication – Credit Accumulation Transfer is applicable to the unit standards below**

| Outcome     | SAQA ID | Name of Unit Standard                                              | Credits |
|-------------|---------|--------------------------------------------------------------------|---------|
| Fundamental | 8968    | Accommodate audience and context needs in oral communication       | 5       |
| Fundamental | 8969    | Interpret and use information from texts                           | 5       |
| Fundamental | 8973    | Use language and communication in occupational learning programmes | 5       |
| Fundamental | 8970    | Write texts for a range of communicative contexts                  | 5       |

**Cluster 2 –Introduction to Supervision**

| Outcome  | SAQA ID | Name of Unit Standard                                                             | Credits |
|----------|---------|-----------------------------------------------------------------------------------|---------|
| Core     | 13919   | Investigate and explain the structure of a selected workplace or organisation     | 10      |
| Core     | 14667   | Describe and apply the management functions of an organization                    | 10      |
| Elective | 13944   | Describe the relationship of junior management to the general management function | 5       |

**Cluster 3 - Work with a Team**

| Outcome | SAQA ID | Name of Unit Standard                                                                     | Credits |
|---------|---------|-------------------------------------------------------------------------------------------|---------|
| Core    | 13912   | Apply knowledge of self and team in order to develop a plan to enhance team performance   | 5       |
| Core    | 13917   | Indicate the role of a team leader ensuring that a team meets an organisation's standards | 6       |
| Core    | 13911   | Induct a new member into a team                                                           | 3       |
| Core    | 13918   | Manage time and the work process in a business environment                                | 4       |
| Core    | 13947   | Motivate a team                                                                           | 6       |

**Cluster 4 – Numeracy – Credit Accumulation Transfer is applicable to the unit standards below**

| Outcome     | SAQA ID | Name of Unit Standard                                                                                                                                     | Credits |
|-------------|---------|-----------------------------------------------------------------------------------------------------------------------------------------------------------|---------|
| Fundamental | 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 | 2       |
| Fundamental | 9013    | Describe, apply, analyse and calculate shape and motion in 2-and 3-dimensional space in different contexts                                                | 4       |
| Fundamental | 9012    | Investigate life and work related problems using data and probabilities                                                                                   | 5       |
| Fundamental | 7456    | Use mathematics to investigate and monitor the financial aspects of personal, business and national issues                                                | 5       |

**Cluster 5 - Research**

| Outcome  | SAQA ID | Name of Unit Standard                                                                                                                                   | Credits |
|----------|---------|---------------------------------------------------------------------------------------------------------------------------------------------------------|---------|
| Core     | 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 | 4       |
| Core     | 14665   | Interpret current affairs related to a specific business sector                                                                                         | 10      |
| Elective | 7573    | Demonstrate ability to use the World Wide Web                                                                                                           | 3       |
| Elective | 7570    | Produce word processing documents for business                                                                                                          | 5       |
| Elective | 7567    | Product and use spreadsheets for business                                                                                                               | 5       |

**Cluster 6 - Supervise**

| Outcome  | SAQA ID | Name of Unit Standard                                                        | Credits |
|----------|---------|------------------------------------------------------------------------------|---------|
| Core     | 13916   | Identify and keep the records that a team manager is responsible for keeping | 4       |
| Core     | 13914   | Conduct a formal meeting                                                     | 3       |
| Elective | 13948   | Negotiate an agreement or deal in an authentic work situation                | 5       |

**For more information about DigiAssist and how it can benefit your organisation, contact Training Force**

**011 974 6633 / [info@trainingforce.co.za](mailto:info@trainingforce.co.za) / [www.trainingforce.co.za](http://www.trainingforce.co.za)**

## LEARNING PATHWAY



### WHAT IS BLENDED LEARNING

Blended learning comprises of any learning intervention which is done on mobile , computer and hand-held gadgets. DigiAssist is an assistive tool that aids in learning through digitally presented

activities hosted on our site. The blended approach does not replace contact sessions but reduces them to a minimum of one contact session per Cluster. Benefits include the opportunity to explore and experience training in a distance learning environments, reduced classroom time and independently taking charge of your own educational experience.

### LEARNER REQUIREMENTS

- Access to a Computer at Work and Home
- Internet access without Limitations
- Committed to Self Study
- Computer Literacy at NQF Level 2:
- Ability to use browser,
- Ability to Convert and Upload attachments,
- Ability to understand basic radio button functionality,
- Ability to use media player.

## MANAGEMENT

