



# BCONSULT

Further Education Training Certificate

**GENERAL MANAGEMENT**

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NQF Level 5 | SAQA ID 96100 | 162 Points | 12 Months

## General Management – NQF Level 5

SAQA ID: 96100 | Credits: 162 | Duration: 12-month | QCTO Learnership

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### 1. Course Overview

The Further Education and Training Certificate in Generic Management is designed for junior managers, team leaders, supervisors, foremen, and section heads operating across industries and sectors. The qualification provides learners with the essential knowledge, skills, and values required to plan, lead, organise, and control within their work environment. It equips learners to operate confidently in business and management contexts, while fostering ethical decision-making, strategic alignment, and effective people management.

This programme lays the foundation for further studies in management and is aligned to the National Qualifications Framework, promoting career mobility, life-long learning, and access to higher education.

### 2. Learning Outcomes

On completion of this programme, learners will be able to:

- **Develop plans** to achieve defined objectives.
- **Organise resources** in accordance with a developed plan.
- **Lead teams** to work co-operatively in achieving set objectives.
- **Monitor and control performance** to ensure compliance with organisational standards and plans.
- **Make decisions ethically**, applying a code of conduct within a professional environment.

### 3. A Qualified Learner Will Be Able To:

- Gather and analyse business and workplace information.
- Assess events and factors that impact business strategy and competitive environments.
- Motivate and guide individuals and teams to enhance performance.
- Negotiate effectively in workplace contexts.
- Manage budgets, systems, and processes within an area of responsibility.
- Apply management principles and practices to meet organisational objectives. Demonstrate an understanding of HIV/AIDS and its implications in the workplace.
- Promote and apply ethical behaviour in management decision-making.

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### Entry Requirements

Learners are expected to have:

- Communication skills at **NQF Level 3**.
- Mathematical Literacy at **NQF Level 3**.
- Computer Literacy at **NQF Level 3**.

### Recognition of Prior Learning (RPL):

This qualification may be achieved wholly or in part through RPL. Learners may submit portfolios, work records, reports, or other relevant evidence to demonstrate competence.

### 4. International Comparability

This qualification aligns with international best practice as identified in the **Bologna Process** and related frameworks in Europe, the UK, and Australia. International comparability highlights the emphasis on:

- Generic management skills applicable across industries.
- Transferability of competencies between sectors.
- Integration of vocational and academic education to support lifelong learning.

Comparable qualifications and frameworks include the **Dublin Descriptors** under the Bologna Process, UK's Institute of Leadership and Management (ILM) qualifications, and generic management programmes applied in the Australian financial services and local government sectors.

### 5. Occupational Trainer – NQF Level 4 Certification

This qualification is registered as a **Further Education and Training Certificate (FETC) in Generic Management at NQF Level 4**. It carries a total of **150 credits** and is recognised under the **Occupational Qualifications Sub-Framework (OQSF)**. The FETC: Generic Management serves as a foundational management qualification that enables progression to higher-level management and leadership programmes within the National Qualifications Framework.

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**Johannesburg:** 32 Lucas Ln Bedfordview, Germiston, 2008

**Durban:** 28-32 Siphosethu Rd, Mt EdgeCombe, Kingfisher Office Park

**Cape Town:** Unit 63 & 64 Millenium Office Park, 19 Edison Way, Century City, Milnerton

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### 6. Potential Career Opportunities

Graduates of this qualification can pursue roles such as:

- Junior Manager
- Supervisor / Foreman
- Section Head
- Team Leader
- First-line Manager

These roles may be applied across industries including finance, retail, manufacturing, public administration, human resources, service industries, and project-based environments.

### 7. Learning Options

The qualification may be pursued through the following flexible learning pathways:

Full-time study at accredited institutions.

Part-time study to accommodate working professionals.

Workplace-based learning, integrating theory with practical application.

Recognition of Prior Learning (RPL) for experienced professionals seeking formal recognition.

### Contact Details

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