



BCONSULT

Occupational Certificate
GENERIC MANAGEMENT

NQF Level 4 | SAQA ID 57712 | 150 Points | 12 Months

Generic Management – NQF Level 4

SAQA ID: 57712 | Credits: 150 | Duration: 12-month | QCTO Learnership

1. Course Overview

The Further Education and Training Certificate (FETC): Generic Management is designed to equip learners with the essential skills, knowledge, and values required to operate effectively as junior managers across diverse sectors and industries. Targeting roles such as team leaders, supervisors, foremen, and section heads, the qualification builds competence in planning, organising, leading, controlling, and applying ethical management practices.

This programme introduces learners to core principles of leadership, self-management, people management, and operational management. It provides a foundation for progression to higher management qualifications and enhances employability in both private and public sector contexts.

2. Learning Outcomes

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

- Develop plans to achieve defined objectives.
- Organise resources in line with organisational requirements and objectives.
- Lead and motivate teams to achieve collective goals.
- Monitor and evaluate performance against agreed plans.
- Apply ethical principles and make responsible decisions in management contexts.

3. A Qualified Learner Will Be Able To:

- Gather and analyse workplace information to inform decisions.
- Understand and apply business strategy at a junior management level.
- Manage budgets, resources, and service providers effectively.
- Apply leadership skills to build cohesive, productive teams.
- Demonstrate ethical behaviour and promote workplace integrity.
- Analyse events and trends impacting organisations and their environment.
- Understand the impact of HIV/AIDS and wellness issues on workplace productivity.

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Entry Requirements

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

Access to the Qualification: Open, provided learners meet the assumed competencies and have access to a workplace or simulated environment for practical application.

4. International Comparability

The qualification aligns with international best practices in generic management education. It is consistent with the principles of the Bologna Process in Europe and reflects the Dublin Descriptors, emphasising knowledge, application, judgement, communication, and lifelong learning. Comparable qualifications and frameworks exist in Australia, the UK, and other regions where generic management competencies form the foundation for supervisory and middle-management roles.

International evidence supports the importance of generic management qualifications across industries including public service, IT, health, financial services, and manufacturing.

5. Occupational Trainer – NQF Level 4 Certification

This qualification is pegged at NQF Level 4 under the Occupational Qualifications Sub-framework (OQSF). It serves as a foundation for progression to higher-level management qualifications and occupational certificates within the management and leadership learning pathway.

6. Potential Career Opportunities

Graduates will be well-positioned for junior to middle-management roles, including:

- Team Leader
- Supervisor
- Section Head
- Foreman
- Unit Manager (within small, medium, or large organisations)
- Service Station Site Manager
- HR Support Officer

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- Public Administration Supervisor
 - Retail or Wholesale Supervisor
 - School Governing Body Manager
 - Salon or Sport Manager
 - Sheriffing Administrator
 - Manufacturing or Process Supervisor

7. Learning Options

The qualification may be delivered through a variety of flexible learning modes, including:

- **Full-time study** at accredited training institutions.
- **Part-time or evening study** for employed learners.
- **Workplace-based learning** with structured mentorship.
- **Blended learning**, combining classroom, online, and workplace application.
- **Recognition of Prior Learning (RPL)** for experienced practitioners seeking formal recognition.

Integrated assessment combines workplace evidence, simulations, case studies, and theoretical knowledge tests to ensure learners demonstrate both practical and academic competence.

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