

Global FM School for Facilities Management

Course Outline Guide 2024

NQF Level 4
**Generic Management
Course**
SAQA ID: 57712
TOTAL Credits: 150
SSETA Accredited



SSETA Accreditation Number: 14930

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NQF level 4 Further Education and Training Certificate:
Generic Management

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1. What is the NQF4 Generic Management Course?

This qualification is intended for junior managers of small organisations, junior managers of business units in medium and large organisations, or those aspiring to these positions. Junior managers include team leaders, supervisors, foremen and section heads.

This qualification lays the foundation for the development of management qualifications across various sectors and industries. It specifically develops management competencies required by learners in any occupation, particularly those who are currently operating as junior managers. The qualification introduces key terms, rules, concepts, principles and practices of management that will enable learners to be informed managers in any occupation. It has also been developed to enable managers or prospective managers to access higher education and provide flexible access to life-long learning.

The scope of management covers four domains: leadership, self-management, people management and management practices. This qualification addresses each of these domains with generic competencies, thereby enabling learning programmes to be contextualized for specific sectors and industries. Provides opportunities for people to transfer between various specializations within management. This will therefore enable management competencies to be strengthened, and enable managers to better manage systems, processes, resources, self, teams and individuals in various occupations. It is intended to empower learners to acquire knowledge, skills, attitudes and values required to operate confidently as individuals in the South African community and to respond to the challenges of the economic environment and changing world of work. Ultimately, this qualification is aimed at improving the productivity and efficiency of managers within all occupations in South Africa.



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2. General Information

2.1 Entrance requirement for this qualification

NQF level 3 with Communication, Mathematical Literacy, and Computer Literacy.

2.2 Duration of the course

This qualification has been designed to be presented over 1 years, totaling 150 credits in total.

2.3 Enrollment dates

There are 1 enrollment date:

Students can enroll for the course, January 2024

2.4 Methodology on Class Attendance

This course will be presented via E-Learning.

E-Learning: the Theoretical Modules and the Practical Modules are presented via Online E-Learning classes

Classes are scheduled to be presented on Saturdays from 09:00 am according to the class schedule which is available on the Student Portal.

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2.5 Tuition Fees

E-Learning:

(E-Learning lectures only)

- **Once Off Yearly Payment option:**

Total amount: R16 500.00

- **Monthly Payment per Year option:**

Total amount: R18 500.00

2.6 What are the payment terms and conditions?

Pre-payment is essential for all courses.

Certificates will only be issued to learners that have complied with all the requirements for a particular course. No certificates will be issued to any learner that is not fully paid-up.

Global-FM retains the right to amend course dates/ module dates. Should this occur, Global-FM will offer alternative dates in co-operation with the learners.

Should you be forced to pull out of a course, before attending the classes, you may be substituted by another without extra cost.

A registration fee of R 1 500.00.

In the event of cancellation made at least 30 days prior to the commencement date, a full refund of the course fee will be made. For a cancellation, made between 14 - 30 days prior to the commencement date, a 50% refund of the course fee will be made. If a cancellation is made less than 14 days prior to the commencement date, no refund of the course fee will be made.

- The exam fees are included in the course cost.

2.7 What are the registration fees?

R 1 500.00

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3. How to register

Please visit our website: www.global-fmschool.com, and click on the "contact button" to submit your application to register.

Alternatively, send an email to admin@global-fmschool.com and a electronic registration form will be emailed to you, to complete.

Thereafter, the logistics for the enrollment procedures will be communicated to you via email.

4. Who endorses the qualification

The SSETA (Services Sector Education and Training Authority), along with Global-FM School for Facilities Management, who is the Quality Assurance Professional Body.

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5. Curriculum and Subjects

THE FUNDAMENTAL COMPONENT

The Fundamental Modules of this qualification includes the following:

1. Use the writing process to compose texts required in the business environment
2. Write / present / sign for a wide range of contexts
3. Engage in sustained oral/signed communication and evaluate spoken /signed texts
4. Use mathematics to investigate and monitor the financial aspects, of personal, business, national and international issues
5. Represent analyse and calculate shape and motion in 2-and 3-dimensional space in different contexts
6. Apply knowledge of statistics and probability to critically interrogate and effectively communicate findings on life related problems
7. Read/view, analyse and respond to a variety of texts
8. Interpret and use information from texts
9. Write/present/sign texts for a range of communicative contexts
10. Use language and communication in occupational learning programmes.
11. Accommodate audience and context needs in oral/signed communication

Total credits Fundamental Modules: 56 credits

Method of evaluation:

Continuous assessment will be done on each of the modules consisting of Formative and summative assessments. These assessments needs to be submitted electronically for evaluation.

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THE CORE COMPONENT

The Core Component of this qualification includes the following:

1. Identify responsibilities of a team leader in ensuring that organisational standards are met
2. Motivate and Build a Team
3. Prioritise time and work for self and team
4. Solve problems, make decisions and implement solutions
5. Employ a systematic approach to achieving objectives
6. Apply leadership concepts in a work context
7. Apply the organisation`s code of conduct in a work environment
8. Conduct a structured meeting
9. Manage Expenditure against a budget
10. Monitor the level of service to a range of customers

Total credits Core Component: 72 credits

Method of evaluation:

Continuous assessment will be done on each of the modules consisting of Formative and summative assessments. These assessments needs to be submitted electronically for evaluation.

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THE ELECTIVE MODULES

The Elective Modules of this qualification include the following:

1. Demonstrate knowledge and application of the OHS Act
2. Induct a member into a team
3. Manage individual and team performance
4. Demonstrate knowledge and understanding of HIV/AIDS in a workplace, and its effects on a business sub-sector, own organisation and a specific workplace
5. Identify and explain the core and support functions of an organisation

Total credits Elective Modules: 26 credits

Method of evaluation:

Continuous assessment will be done on each of the modules consisting of Formative and summative assessments. These assessments needs to be submitted electronically for evaluation.

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After the completion of Modules and Practical components, the learners will be receiving an overall mark for all the assessments.

Thus: Total Credits: 150

The student will need to score at least 50% to pass.

Once a learner has been deemed competent for all of the modules, validation and certification will be done by the Services SETA.

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