

Global FM School for Facilities Management

Course Outline Guide 2024

NQF Level 5
Generic Management
Course
SAQA ID: 59201
TOTAL Credits: 150
SSETA Accredited



Services SETA Accreditation Number: 14930

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School for Facilities Management

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NQF level 5 Generic Management National Certificate

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1. What is the NQF5 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 4 with Communication and Mathematical 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 can be presented via E-Learning/ Distance-Learning.

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:

- **Once Off Yearly Payment option:**
The total amount: **R16 500.00**
- **Monthly Payment per Year option:**
The 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.

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2.7 What are the registration fees?

R 1 500.00

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), facilitate skills development through learning programmes like learnerships, skills programmes, internships and other learning programmes.

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5. Curriculum and Subjects

FUNDAMENTALS:

The topics of this qualification includes the following:

1. Apply the principles of ethics to improve organisational culture
2. Analyse leadership and related theories in a work context
3. Apply mathematical analysis to economic and financial information
4. Use communication techniques effectively
5. Apply a systems approach to decision making
6. Develop, implement and evaluate a project plan
7. Manage the finances of a unit

Total credits:

49 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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CORE COMPONENT

The Core Component of this qualification includes the following:

1. Build teams to achieve goals and objectives
2. Lead people development and talent management
3. Devise and apply strategies to establish and maintain workplace relationships
4. Manage a diverse work force to add value
5. Develop, implement and evaluate an operational plan
6. Formulate recommendations for a change process
7. Apply the principles of knowledge management
8. Create and manage an environment that promotes innovation
9. Monitor and evaluate team members against performance standards
10. Monitor, assess and manage risk
11. Select and coach first line managers

Total credits :

78 credits

Method of evaluation:

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ELECTIVES

The Electives of this qualification include the following:

1. Recruit and select candidates to fill defined positions
2. Empower team members through recognising strengths, encouraging participation in decision making and delegating tasks
3. Evaluate current practices against best practice
4. Interpret and manage conflict within the workplace
5. Conduct negotiations to deal with conflict situations
6. Develop and implement a strategy and action plans for a team, department or division

Total credits:

35 credits

Method of 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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