

FACT SHEET

FETC: GENERIC MANAGEMENT NQF LEVEL 4 LEARNERSHIP

About this Course:

The learning programme is intended to empower learners to acquire knowledge, skills, attitudes and values required to operate confidently and efficiently as individuals in the workplace.

Outline of Modules

1. Module 1: Comms@Work
2. Module 2: Maths@Work
3. Module 3: Lead By Ex
4. Module 4: Life@Work
5. Module 5: Money Matters
6. Module 6: Perform@Work

Course Duration:

The learnership is a 12-month programme that consists of summative and formative assessments, and learners will be placed within the workplace for their practical exposure during the 12-month period.

“Fundamental Tools for Workplace Readiness”

Course Outline Summary

- Use language and communication through various levels and areas of the workplace.
- Analyze, conduct research, interpret and understand various forms of business-related documentation.
- Apply basic mathematical and statistical calculations in the workplace
- Apply leadership concepts in a work context
- Prioritise time and work for self and team
- Identify and explain core functions of a business
- Manage income and expenditure against a budget
- Solve problems, make decisions and implement solutions
- Lead the team by setting team and individual performance goals.

Who should attend:

- Supervisors/Team leaders
- Machine Operators

Proposed Cost:

- On Request
- (Min of 10 Learners)

Delivery Methodology

- Role Play
- Workplace Simulation
- Group Discussions & Presentation

There is a strong focus on learning by practical application, thus lively discussions and simulations will be used to encourage participation for a greater understanding and to create real value.