

National Certificate: Generic Management

NQF Level: 5

SAQA ID: 63334 Minimum Credits: 162

Overview:

The **National Certificate: Generic Management** equips learners with a comprehensive set of management and leadership competencies that are applicable across a wide range of industries. This qualification focuses on developing the skills required to manage people, lead teams, oversee operations, plan strategically, and apply sound decision-making in dynamic business environments.

It is designed for individuals in, or aspiring to, supervisory, team leader, or junior management positions who wish to enhance their ability to lead, communicate, and manage effectively within their organizations.

A qualified learner will be able to:

- Apply leadership principles to manage individuals and teams.
 - Implement operational plans and monitor business performance.
 - Communicate effectively across organizational levels.
 - Manage change, diversity, and conflict in the workplace.
 - Apply financial, project, and risk management principles.
 - Support organizational objectives through strategic thinking and planning.
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What is a National Certificate?

A **National Certificate** is a nationally recognized qualification registered on the **National Qualifications Framework (NQF)**. It focuses on building occupational and managerial competencies that combine theoretical knowledge with practical workplace skills, enabling learners to perform effectively in management and leadership roles.

Pricing and Payment Options (Indicative — may vary by provider)

| Cash Price | Installment Price | Deposit | 12-Month Installments |
|------------|-------------------|-----------|-----------------------|
| R24,500.00 | R27,500.00 | R2,500.00 | R2,083.00 |

Admission Requirements:

- Further Education and Training Certificate (NQF Level 4) or equivalent.
 - Communication and Mathematical Literacy at NQF Level 4.
 - Computer literacy and basic workplace experience advantageous.
 - Recognition of Prior Learning (RPL) applicable for experienced supervisors and team leaders.
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Learning Method:

- Blended learning approach (classroom facilitation, online modules, and workplace-based application).
 - Real-world case studies, group projects, and simulations.
 - Continuous assessment through assignments, presentations, and role plays.
 - Portfolio of Evidence (POE) and integrated summative assessment.
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Duration:

- **12 to 18 Months**, depending on study pace and delivery mode.
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Career Opportunities:

Entry-Level Roles

- Team Leader
- Supervisor
- Junior Manager
- Project Coordinator

Mid-Level Roles (with experience)

- Departmental Manager
- Operations Supervisor
- Human Resources Officer
- Training and Development Coordinator

Senior Roles (with further study)

- Senior Manager
 - Operations Manager
 - General Manager
 - Business Unit Leader
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Articulation Options:

Horizontal Articulation:

- National Certificate: Management (NQF Level 5)
- Occupational Certificate: Project Manager (NQF Level 5)

Vertical Articulation:

- Diploma in Management (NQF Level 6)
 - Advanced Diploma in Business Management (NQF Level 7)
 - Bachelor of Business Administration (NQF Level 7)
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Curriculum Breakdown (Minimum 162 Credits)

Fundamental Components (56 Credits)

1. Communication in the workplace (in two South African languages) – Level 5
2. Mathematical Literacy for management applications – Level 5
3. Problem-solving and critical thinking skills – Level 5

Core Components (78 Credits)

1. Apply leadership principles and practices within an organization.
2. Manage teams, performance, and workplace relationships.
3. Develop, implement, and monitor operational and project plans.
4. Apply financial management principles and budgeting processes.
5. Manage organizational change, conflict, and diversity.
6. Monitor and evaluate team and individual performance.
7. Develop strategies to enhance organizational effectiveness.
8. Apply principles of ethics, governance, and professional conduct.

Elective Components (28 Credits)

(Learners choose electives based on their career path or sector.)

Examples include:

- Manage customer service and stakeholder relationships.
- Implement human resources practices.
- Support talent management and skills development.

- Facilitate learning and mentoring in the workplace.
 - Apply quality management principles.
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Learning Outcomes Summary:

Upon successful completion, learners will be able to:

- Demonstrate an understanding of management and leadership within diverse contexts.
 - Lead teams to achieve operational goals and maintain high performance standards.
 - Communicate effectively, resolve conflicts, and promote collaboration.
 - Apply business, financial, and project management tools to improve performance.
 - Manage change, risks, and challenges proactively.
 - Contribute to strategic planning and continuous improvement initiatives.
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Qualification Benefits:

- Nationally recognized **NQF Level 5** management qualification.
 - Builds core leadership, communication, and problem-solving skills.
 - Applicable across all industries — public, private, and non-profit.
 - Enhances employability and career growth in supervisory and management roles.
 - Aligns with national unit standards set by the **Services SETA**.
 - Provides strong articulation to diplomas and degrees in management and business.
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