

MQA SKILLS PROGRAMME: Advanced generic management (NQF 4)



The objective of the programme is to enable learners to contribute to improved team and organisational efficiency whilst coping with ethical and production pressures.

Learners will learn to:

- Identify and apply basic management activities, functions and tasks (i.e. planning, organising, controlling, leading, motivating)
- Make management decisions
- Communicate effectively
- Apply different ethical principles
- Make decisions based on corporate code of ethics and/or values
- Apply leadership techniques to individuals and teams
- Prepare for- and conduct a meeting
- Deal with differing views in a meeting
- Apply problem solving techniques
- Distinguish between actual problems, challenges and decisions
- Set up teams for high performance
- Empower team members with techniques including: problem-solving, decision-making, delegation and feedback
- Manage individual and team performance
- Maintain team records
- Manage interpersonal team processes to achieve required outputs
- Monitor and control actual expenses against projected budget

Programme modules

POLC@business (pre-requisite)

| Unit standard title | U/S ID | NQF Level | Credits |
|--|--------|-----------|---------|
| Describe and apply the management functions of an organisation | 14667 | 4 | 10 |

Leading with ethics

| Unit standard title | U/S ID | NQF Level | Credits |
|--|--------|-----------|---------|
| Demonstrate knowledge and application of ethical conduct in a business environment | 242655 | 4 | 4 |
| Apply leadership concepts in a work context | 242824 | 4 | 12 |

Conduct a formal meeting

| Unit standard title | U/S ID | NQF Level | Credits |
|------------------------------|--------|-----------|---------|
| Conduct a structured meeting | 242816 | 4 | 5 |

Problem-solving and decision-making

| Unit standard title | U/S ID | NQF Level | Credits |
|--|--------|-----------|---------|
| Solve problems, make decisions and implement solutions | 242817 | 4 | 8 |

Managing performance in the mining industry

| Unit standard title | U/S ID | NQF Level | Credits |
|---|--------|-----------|---------|
| Manage individual and team performance | 11473 | 4 | 8 |
| Maintain records for a team | 242820 | 4 | 4 |
| Supervise work unit to achieve work unit objectives (individual and team) | 10981 | 4 | 12 |

Assessor-on-site (optional, but strongly recommended)

Managing finance

| Unit standard title | U/S ID | NQF Level | Credits |
|-------------------------------------|--------|-----------|---------|
| Manage expenditure against a budget | 242810 | 4 | 6 |

KEY WORDS

Plan Organise Lead Control Ethics Meeting
Problem solving Performance Team Finance

FAST FACTS

17 Days NQF Aligned
Target Audience: Superintendents, Managers
(Upper)

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