



PROCESS MANUFACTURING

NATIONAL CERTIFICATE: GENERIC MANAGEMENT

NQF LEVEL 4 / CREDITS: 157

Learning Programme 79286 recorded against National Certificate 57712

Learnership Code: 23Q230075281504

PURPOSE

This qualification aims to prepare first-line managers in a manufacturing environment to undertake a broader management role in their organisation. It lays the foundation for further management development and movement into more senior positions. First-line managers may include team leaders, supervisors, foremen, and section heads.

CONTENT

MODULE 1: Managing Team Performance

Providing first-line managers with the knowledge and skills necessary to manage the activities of their work unit as if it were a business with its own customers and suppliers, while ensuring that all team efforts are aligned with the goals of the organisation.

MODULE 2: Managing your Budget

Equipping the first-line manager with an understanding of the budgeting process, and a practical knowledge of the calculations involved in determining revenue amounts, and expenses.

MODULE 3: Leading a Team

Deepening the understanding and practical knowledge of different styles of leadership, and how they can be applied to strengthen and motivate your team.

MODULE 4: Continuous Business Improvement

Developing a set of practical skills and techniques that can be used to overcome problems that may arise, and coaching team members in the skills that they need to continuously improve work practices.

MODULE 5: Managing Quality of Manufacturing Processes

Providing first-line managers in a manufacturing environment with the knowledge and skills to monitor and control quality assurance practices, and resolving non-conformance issues.

MODULE 6: Conducting Business Ethically

Obtaining the knowledge and skills necessary to understand the importance of conducting business according to accepted ethical standards.

MODULE 7: HIV/AIDS in the workplace

Providing the first-line manager with an understanding of HIV/AIDS.