

Further Education and Training Certificate: Leadership Development

SAQA ID: 50081

NQF Level: 4

Credits: 160

Duration: 1 Year

Qualification Unit Standards & Learning Outcomes

No.	SAQA ID	SAQA Title	NQF Level	Credits	Learning Outcomes
1	14534	Apply knowledge of community issues in relation to development projects	3	4	<ul style="list-style-type: none"> Apply an understanding of the dynamics & structures prevalent in communities. Advise communities of the effect that development projects have on communities in a local context. Advise community structures on the effect that regeneration of the local economy will have. Advise community structures on the different types of agreements.
2	113955	Apply the Batho Pele principles to own work role and context	3	5	<ul style="list-style-type: none"> Explain how the Batho Pele principles apply to their own work roles. Explain how the application of Batho Pele principles determines the way in which work is done in the public sector. Identify and describe successful examples of application of Batho Pele principles in public sector contexts. Explain why the Batho Pele principles are so important to government and effective service delivery in South Africa and own organisation.
3	120394	Apply communication principles, strategies and processes in a leadership role	4	6	<ul style="list-style-type: none"> Explaining communication processes and the role of the leader in this process. Identifying and utilizing communication tools and strategies. Utilising information technology to enhance communications. Developing strategies to overcome barriers to communication. Applying the theories, principles and models of communication to a leadership role within a specific context. Applying the principles of effective communications in media relations.

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4	120391	Apply leadership skills to relationship management	4	8	<ul style="list-style-type: none"> • Explaining leadership strategies to deal with managing a variety of role players and stakeholders. • Creating an optimum advice environment. • Enhancing institutional accountability in managing relations with stakeholders and communities. • Demonstrating an understanding of the varying dynamics in managing relationships. • Developing a sound communications strategy to enhance relations with key stakeholders and communities.
5	120392	Apply the concept and principles of knowledge management to leadership	4	8	<ul style="list-style-type: none"> • Analysing the concept and principles of knowledge management within a local government leadership context. • Analysing and storing information using a knowledge management system. • Presenting and communicating information as part of a knowledge management network. • Applying knowledge management principles, techniques and tools into leadership service delivery.
6	113960	Demonstrate and apply knowledge of the ethical standards in the Public Sector	4	4	<ul style="list-style-type: none"> • Explain the core ethical values and standards which apply to the public sector. • Outline ethical values and standards contained in legislation and codes which have relevance to the conduct of employees in the public sector. • Describe areas of ethical conflict for public sector employees. <p>Explain the importance of ethical values and standards in relation to the public sector</p>
7	120390	Develop and apply a service culture to a leadership role	4	8	<ul style="list-style-type: none"> • Explaining service excellence from a leadership perspective. • Planning service excellence in a local government leadership context. • Compiling and implementing a service excellence plan. • Evaluating service delivery efficacy.
8	120393	Explain and apply legislation and policies applicable to leadership in a specific sector or context	4	10	<ul style="list-style-type: none"> • Describing a specific sector in relation to provincial and national government regarding the leader's role. • Analysing the legislative framework impacting on leadership in a specific sector. • Applying creative problem-solving techniques to resolve sector policy issues. • Differentiating between the roles of the leader and the official in policy development and implementation.

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9	120389	Explain and apply the concept, principles and theories of motivation in a leadership context	4	6	<ul style="list-style-type: none"> • Explaining the concept of motivation and its importance in enhancing performance levels. • Explaining and apply theories of motivation in a leadership context. • Applying techniques to enhance self-motivation and leadership performance. • Applying strategies to motivating others in a leadership context.
10	114585	Plan strategically to improve business performance	4	4	<ul style="list-style-type: none"> • Define and discuss the concept of strategic planning in managing business performance. • Discuss and explain the role of the various organisational structures in business performance. • Supervise and monitor expenditure as a crucial aspect of business performance. • Analyse marketing objectives related to business performance. • Identify and rectify performance problems occurring in own business. • Develop business attributes in a specific context to enhance performance.
11	120300	Analyse leadership and related theories in a work context	5	8	<ul style="list-style-type: none"> • Explaining the concept of leadership. • Differentiating between leadership and management. • Analysing and comparing leadership theories. • Applying the different roles and qualities of leadership in a work context.
12	120305	Analyse the role that emotional intelligence plays in leadership	5	8	<ul style="list-style-type: none"> • Explain the concept of emotional intelligence and how these impacts on leadership. • Analysing the relationship between emotional intelligence and self-awareness in relation to leadership. • Analysing the relationship between emotional intelligence and self-management in relation to leadership. • Analysing the relationship between emotional intelligence and social awareness in relation to leadership. • Applying techniques for responding to situations in an emotionally intelligent manner.
13	120311	Apply visionary leadership to develop strategy	5	10	<ul style="list-style-type: none"> • Explaining the purpose of visionary thinking in a leadership context • Analyse current context and trends to develop strategy • Compiling scenario plans • Apply selected scenarios into strategic and business planning processes • Evaluate scenario planning

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14	8968	Accommodate audience and context needs in oral communication	3	5	<ul style="list-style-type: none"> Interact successfully with audience in oral communication Use strategies that capture and retain the interest of an audience Identify and respond to manipulative use of language
15	8972	Interpret a variety of literary texts	3	6	<ul style="list-style-type: none"> Extract meaning from a variety of literary texts Identify and explain features that influence response to texts Produce texts in response to literary texts
16	8969	Interpret and use information from texts	3	5	<ul style="list-style-type: none"> Use a range of reading and viewing strategies to understand the literal meaning of specific texts Use strategies for extracting implicit messages in texts respond to selected texts in a manner appropriate to the context Explore and explain how language structures and features may influence a reader.
17	8970	Write texts for a range of communicative contexts	3	5	<ul style="list-style-type: none"> Write for a specified audience and purpose use language structures and features to produce coherent and cohesive texts for a wide range of contexts draft own writing and edit to improve clarity and correctness
18	9015	Apply knowledge of statistics and probability to critically interrogate and effectively communicate findings on life related problems	4	6	<ul style="list-style-type: none"> Critique and use techniques for collecting, organising and representing data. Use theoretical and experimental probability to develop models, make predictions and study problems. Critically interrogate and use probability and statistical models in problem solving and decision making in real-world situations.
19	8974	Engage in sustained oral communication and evaluate spoken texts	4	5	<ul style="list-style-type: none"> Respond critically yet sensitively as a listener Analyse own responses to spoken texts and adjust as required Use strategies to be an effective speaker in sustained oral interactions Evaluate spoken discourse
20	8975	Read analyse and respond to a variety of texts	4	5	<ul style="list-style-type: none"> Analyse and criticise texts produced for a range of purposes, audiences and contexts Identify and explain the values, attitudes and assumptions in texts Evaluate the effects of content, language and style on readers` responses in specific texts

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21	9016	Represent analyse and calculate shape and motion in 2-and 3-dimensional space in different contexts	4	4	<ul style="list-style-type: none"> • Measure, estimate, and calculate physical quantities in practical situations relevant to the adult with increasing responsibilities in life or the workplace • Explore analyse and critique, describe and represent, interpret and justify geometrical relationships and conjectures to solve problems in two- and three-dimensional geometrical situations
22	7468	Use mathematics to investigate and monitor the financial aspects of personal, business, national and international issues	4	6	<ul style="list-style-type: none"> • Use mathematics to plan and control financial instruments including insurance and assurance, unit trusts, stock exchange dealings, options, futures and bonds • Use simple and compound interest to make sense of and define a variety of situations including mortgage loans, hire purchase, present values, annuities and sinking funds • Investigate various aspects of costs and revenue including marginal costs, marginal revenue and optimisation of profit • Use mathematics to debate aspects of the national and global economy, including tax, productivity and the equitable distribution of resources.
23	12153	Use the writing process to compose texts required in the business environment	4	5	<ul style="list-style-type: none"> • Using textual features and conventions specific to texts • Identifying the intended audience for the communication • Identifying the purpose of a text • Selecting the appropriate text type, format and layout for the purpose • Organising and structuring a technical text appropriately • Using appropriate grammar conventions • Drafting and editing a technical text • Recognising errors and checking for accuracy • Presenting the same information in different ways • Using plain language in business
24	8976	Write for a wide range of contexts	4	5	<ul style="list-style-type: none"> • Write effectively and creatively on a range of topics • Choose language structures and features to suit communicative purposes • Edit writing for fluency and unity.