

Further Education and Training Certificate (FETC): Management and Administration

SAQA ID: 49129

NQF Level: 4

Credits: 140

The purpose of this qualification is to provide learners with the knowledge to further their learning in the field of Business Administration, and in order to advance their careers, as well as to qualify for entry to an appropriate Diploma qualification at NQF Level 5.

Learners will be able to:

- Engaging in sustained oral communication and evaluating spoken texts
- Reading, analysing and responding to a variety of texts
- Writing for a wide range of contexts
- Using language and communication in occupational learning programmes
- Representing, analysing and calculating shape and motion in 2-and 3-dimensional space in different contexts
- Using mathematics to investigate and monitor the financial aspects of personal, business, and national issues
- Accommodating audience and context needs in oral communication in a second language
- Interpreting and using information from texts in a second language
- Writing texts for a range of communicative contexts in a second language
- Producing accounting reports
- Recording and processing workplace transactions
- Assessing legal contracts for business

Qualification Unit Standards

No.	SAQA ID	SAQA Title	NQF Level	Credits	Learning Outcomes
1	14999	Analyse people related risks in an organisation to control the risk	4	3	<ul style="list-style-type: none"> • Evaluating the risks associated with relationships in an organisation. • Suggesting ways of managing work environment related risk. • Explaining the role of communication in managing people related risk. • Analysing the risks in an organisation associated with workplace skills.

No.	SAQA ID	SAQA Title	NQF Level	Credits	Learning Outcomes
2	117495	Assess legal contracts for business	4	8	<ul style="list-style-type: none"> • Demonstrate an understanding of the nature, role, history and sources of South African Law • Assess the legal rules that relate to the validity of various contracts • Demonstrate an understanding of the rights, duties of parties to a contract. • Demonstrate an understanding of the relevant terms and concepts used within contracts
3	117494	Comply to legal requirements in business	4	7	<ul style="list-style-type: none"> • Demonstrate an understanding of the purpose and application of labour statutes. • Demonstrate an understanding of the Insolvency Law. • Demonstrate an understanding of legal security. • Demonstrate an understanding of the law of partnership.
4	15007	Demonstrate knowledge and understanding of South African law and the regulation of risk management	4	4	<ul style="list-style-type: none"> • Identifying legislation that potentially impacts on the management of risk. • Explaining the risks associated with non-compliance. • Using common law terminology in the correct context. • Applying legislation that regulates risk management to a specific organisation.
5	15008	Determine risk exposure to manage the risk in a specific situation	4	2	<ul style="list-style-type: none"> • Explaining the concept of risk in the context of insurance. • Analysing and quantifying risk exposure. • Investigating different ways of managing risk. • Developing a plan to manage risk in a specific situation.
7	14995	Explain the nature of risk and the risk management process	4	4	<ul style="list-style-type: none"> • Explaining the concept of risk in risk management. • Demonstrating knowledge and understanding of the risk management process. • Explaining methods of managing risk. • Developing a risk management model.

No.	SAQA ID	SAQA Title	NQF Level	Credits	• Learning Outcomes
6	110003	Develop administrative procedures in a selected organisation	4	8	<ul style="list-style-type: none"> • Understand the various administrative systems required by an organisation • Be able to develop and update administrative systems in a specific business environment • Be able to develop systems to keep administrative information at the required level of confidentiality • Be able to develop policies and procedures on administrative systems and write them into a manual.
7	14995	Explain the nature of risk and the risk management process	4	4	<ul style="list-style-type: none"> • Explaining the concept of risk in risk management. • Demonstrating knowledge and understanding of the risk management process. • Explaining methods of managing risk. • Developing a risk management model.
8	110009	Manage administration records	4	4	<ul style="list-style-type: none"> • Controlling and dealing with confidential information and documents • Controlling and evaluating ordering and distribution of office stationery • Implementing control measures with individuals
9	117491	Produce accounting reports	4	10	<ul style="list-style-type: none"> • Operate within the context of a double-entry accounting system in a particular organisation • Input data, including a budget, and keep accurate financial records • Balance a general ledger and produce a trial balance • Prepare and input journal entries • Reconcile various accounts • Produce or compile an income statement, a balance sheet and a cash flow statement • Prepare supporting analyses including those for debtors and creditor

No.	SAQA ID	SAQA Title	NQF Level	Credits	Learning Outcomes
10	117492	Record and process workplace transactions	4	10	<ul style="list-style-type: none"> • Process invoices, credit-notes and debit notes on a system in place in a particular company. • Cater for Value Added Tax and the effect on a stock system for the above transactions. • Prepare goods received vouchers and debit notes or other proof of delivery required by the procedures in a particular organisation. • Deal with stock transfers to ensure that stock counts remain accurate. • Create journal entries for transactions not based on invoices, credit-notes or debit notes. • Accurately record and retain for safe-keeping any documentation required to validate any transaction. • Compile reports accumulating totals related to numerous transactions within a particular time-frame. • Explain how individual transactions are accumulated and eventually influence the financial reports of a selected organisation.
11	15234	Apply efficient time management to the work of a department/division/section	5	4	<ul style="list-style-type: none"> • Identifying time management profiles • Understanding the principles of time management • Drawing up time efficient work plans to carry out department/division/ section work functions • Implementing time efficient work plans.
12	8968	Accommodate audience and context needs in oral communication	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.

No.	SAQA ID	SAQA Title	NQF Level	Credits	Learning Outcomes
13	8972	Interpret a variety of literary texts	3	5	<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
14	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
15	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
16	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 • Critically interrogate and use probability and statistical models
17	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
18	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

No.	SAQA ID	SAQA Title	NQF Level	Credits	Learning Outcomes
19	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
20	8979	Use language and communication in occupational learning programmes	4	5	<ul style="list-style-type: none"> • Access, use and manage suitable learning resources • Formulate and use learning strategies • Manage occupational learning materials • Conduct basic research and analyse and present findings • Lead and function in a team • Reflect on how characteristics of the workplace and occupational context affect learning
21	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.

No.	SAQA ID	SAQA Title	NQF Level	Credits	Learning Outcomes
22	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.
23	117497	Apply basic business principles	4	10	<ul style="list-style-type: none"> • Apply the profit motive to a going concern. • Demonstrate an understanding of basic economics. • Undertake basic marketing activities. • Operate according to an organisational structure. • Discuss business objectives and goals.
24	10027	Monitor marketing information flow and collect process marketing data	4	4	<ul style="list-style-type: none"> • Identifying marketing information flow needs • Monitoring and reviewing marketing information flow • Gathering data for researching and information purposes • Processing data for researching and information purposes
25	117500	Manage finance in a small business	4	8	<ul style="list-style-type: none"> • Apply for finance and negotiate terms of any loan. • Understand how various pieces of legislation affect the finances of a company operating in South Africa. • Perform costing and a break-even analysis. • Supervise Debtor and Creditor control. • Ensure that accurate financial record keeping takes place. • Oversee the cash flow of an organisation.