



EMPLOY A SYSTEMATIC APPROACH TO ACHIEVING OBJECTIVES – US 242822

NQF LEVEL 4

Duration: 2 days + 1 day follow up
Target: Candidates competent in NQF Level 3
Prerequisite: NQF Level 3
NQF Info: NQF Level 4
Qualification: Contributes towards FET Certificate in Generic Management
NQF Level 4
Credits: 10
Certification: MERSETA accredited

Unit Standard:
➤ Employ a systematic approach to achieving objectives[242822]

Course Objective:
To enable learners to formulate a plan towards the achievement of specific objectives.

Outcomes: At the end of the course the learners will be able to :

- Plan the work activities of a team.
- Formulate objectives applied to the learners work context.
- An Action Plan is utilized to organize prioritized tasks.
- SWOT tools are applied to the learners departmental context.

Contents:

- Role of planning, scheduling, and achieving objectives is explained.
- Tasks that need to be executed are listed and prioritized and an estimated time for completion is indicated in terms of an Action Plan.
- A work allocation schedule is compiled.
- A strengths and weaknesses model [SWOT] is applied in terms of the learners' department/s.

Assessment and Certification:

- Ongoing assessment is conducted throughout the training programme. These comprise of daily tests, exercises, and roleplays.
- Summative assessment includes exams, and assignments.
- Practical, theoretical and workplace experience assignments are included with specific assignments to be submitted within two weeks following training.
- Exams are written after completion of the training programme
- One follow up day is required to give feedback on assessed assignments. A PFSA Certificate of Competence is issued to successful candidates.
- Relevant credits may be awarded to successful learners upon MERSETA due approval process.

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