

# GENERIC MANAGEMENT - PHASE 4: WORKPLACE PROJECT MANAGEMENT AND FINANCES

<b>Duration:</b>	3 days plus Project Presentation Day = 4 days
<b>Target:</b>	Candidates competent in NQF Level 4
<b>Prerequisite:</b>	NQF Level 4
<b>NQF Info:</b>	NQF Level 5
<b>Qualification:</b>	Towards the Generic Management: Generic Manufacturing NQF Level 5
<b>Credits:</b>	34
<b>Certification:</b>	merSETA-accredited Plastics SA Certification

## Unit Standards

- Develop, implement and evaluate a project plan [F - 252026]
- Manage the finances [F – 252040]
- Apply mathematical analysis to economic and financial information [F – 252036]
- Apply a systems approach to decision making [F – 252026]
- Create and manage an environment that promotes innovation[F – 252020]

## Objectives of Learning Programme

This programme is intended for managers in all economic sectors, the qualifying learners will be able to:

- Select a work based project, develop project plan, implement and evaluate project progress
- Use mathematical techniques to collect, organize, represent and calculate economic data
- Apply critical and analytical skills to analyse an issue or problem
- Analyzing own unit/team in terms of innovation opportunities
- Leading a team through a creative thinking process

## Outcomes

At the end of the learning programme, learners will be able to:

- Select work-based project for a unit
- Scope a work-based project for a unit
- Develop a project plan
- Develop tools to measure key performance parameters
- Implement the plan and evaluate project progress
- *Demonstrating understanding of the key concept of managerial finance*
- *Interpret financial statements*
- *Describe and prepare financial forecasts*
- *Draft budgets according to operational plan of a unit*
- *Supervise financial management of a unit against given requirements learning resources*
- Use mathematical techniques to collect and organize data
- Apply mathematical techniques to calculate and represent financial and economic data
- Apply mathematical analysis to indicate economic relationships
- *Apply critical and analytical skills to analyse an issue or problems*
- *Engage with stake holders in analysing the issue/problem and developing solutions*
- *Select feasible solution through a system approach*
- *Formulate and communicate the decision*
- Analyse own unit in terms of opportunities for innovation
- Demonstrate understanding of the techniques for promoting creativity
- Develop a plan for creating an environment conducive to innovation
- Lead a team through a creative thinking

## Contents

- Project management.
- Finance management
- Finance calculations
- Decision making
- Innovation

## Assessment and Certification

- Workplace Experience Assignments to be submitted within two weeks following training.
- A digital Plastics|SA Certificate of Competence is issued to successful candidates.
- Relevant credits may be awarded to successful learners upon **mer**SETA due approval process.