

How will the individual benefit?

- ⇒ They acquire new skills, increasing their contribution to the business and building their self-esteem
- ⇒ The training they receive can take them into other positions within the organisation – positions with better prospects and/or better pay
- ⇒ They're upskilled to do new and different tasks, which keeps them motivated and fresh
- ⇒ Because they're being trained on your time, they see that you value them enough to invest in them. A good company is seen as one that retrains rather than churns.

For more information and to discuss flexible training options, call any of our sales consultants.



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We are passionate about what we do,
let us get your staff passionate too!



LEARNERSHIPS

SERVICES SETA QUALIFICATION: 57712

GENERIC MANAGEMENT

NQF LEVEL 4 CREDITS 133

What is a learnership?

A **learnership** is a work-related education and training programme that facilitates the link between structured learning and work experience in order to obtain an accredited qualification. It combines theory and workplace practice into a qualification that is registered on the National Qualifications Framework .

Who should attend?

The **Generic Management Learnership** is ideal for candidates who are supervisors, team leaders, junior managers, or any employees suited for progression to middle management positions.

How your company will benefit?

1. Tax Incentives

South Africa is currently facing an education crisis. Our government is therefore encouraging and incentivising companies to up-skill their employees by granting tax incentives for each employee that is registered for a learnership.

How does this work? For every learner that registers for a learnership, the company pays less tax. This works as follows:

When an able-bodied learner starts a learnership, the company doesn't have to pay tax on a total of **R30 000**. When that same learner completes a learnership, the company gets a further incentive of not paying tax on another **R30 000**. So for every learner that completes a learnership the company has a total of **R60 000** on which it doesn't have to pay tax.

ie: **R60 000 x 30% (tax) = R18 000**--This is tax that the company doesn't have to pay.

This holds true for **every** employee that is registered for a learnership. When a disabled learner completes a learnership, a company does not have to pay tax on **R100 000**.

2. BBBEE Rating

Companies earn points on the BBBEE scale for each delegate that completes a learnership.

3. Skilled Staff

- ⇒ You don't always need to look outside your organisation for the skills you feel it is lacking. Often, the talent you seek already exists within your workforce, just waiting to be discovered and developed.
- ⇒ You choose what new skills your workforce gains, targeting skills to meet the needs of your operation for now and in the future training your staff can result in better customer service, better work safety practices and productivity improvements.
- ⇒ You demonstrate to your workforce that you value them enough to invest in them, improving loyalty and staff retention. In turn, retention is a saving to you.
- ⇒ An engaged and motivated workforce enjoying greater job satisfaction, higher motivation and morale.
- ⇒ Reduced absenteeism and employee turnover.
- ⇒ Reduced recruitment costs.
- ⇒ Increased productivity and efficiency.
- ⇒ A positive point of difference for customers looking new partners/suppliers.
- ⇒ A positive point of difference for recruits. Your visible demonstration of how prepared you are to invest in individual advancement for future success will be key to attracting top talent to your doors.

Course Modules

MANAGEMENT

Leadership

Apply leadership concepts in a work context

Planning

Employ a systematic approach to achieving objectives

Supervisory

Identify responsibilities of a team leader in ensuring that organisational standards are met

Team Development

Motivate and build a team

Problem Solving

Solve problems, make decisions and implement solutions

Time Management

Prioritise time and work for self and team

51 Credits

MATHS

Stats Data Gathering

Apply knowledge of statistics and probability to critically interrogate and effectively communicate findings on life related problems

Practical Calculations

Represent analyse and calculate shape and motion in 2-and-3 dimensional space in difference contexts

Financial Instruments

Use mathematics to investigate and monitor the financial aspects of personal, business, national and international issues

Time Management

Prioritise time and work for self and team

16 Credits

COMMUNICATION

Oral Communication

Accommodate audience and context needs in oral communication

Understanding Written Communication

Interpret and use information from texts

Learning Resources

Use language and communication in occupational learning programmes

Written Reports

Write, present, sign texts for a range of communicative contexts

Conflict Management

Engage in sustained oral and signed communication and evaluate spoken signed texts

Written Communication—Emails

Read, view, analyse and respond to a variety of texts

Effective Written Communication

Use the writing process to compose texts required in the business environment

Presentation Skills

Write, present, sign for a wide range of contexts

40 Credits

OTHERS

Budgeting

Manage expenditure against a budget

Customer Care

Monitor the level of service to a range of customers

Labour Relations

Apply the organisations code of conduct in a work environment

Meetings

Conduct a structured meeting

Organisational Structure

Describe the relationship of junior management to other roles

26 Credits



Accreditation number: 0417