



Level 2 – BBB-EE



Ubuntu Enterprise Development (Pty) Ltd

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Level 1 – BBB-EE

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Promoting Skills

Imparting Experience

Enhancing Employability

National Certificate: Management – Team Leader NQF3

SAQA ID 83946 – L/P 23654

Unit Standards Covered in this 9 Month Learnership Facilitated Online or Face-to-face

Core	<u>13912</u>	Apply knowledge of self and team in order to develop a plan to enhance team performance
Core	<u>13914</u>	Conduct a formal meeting
Core	<u>13915</u>	Demonstrate knowledge and understanding of HIV/AIDS in a workplace, and its effects on a business sub-sector, own organisation and a specific workplace
Core	<u>13916</u>	Identify and keep the records that a team manager is responsible for keeping
Core	<u>13917</u>	Indicate the role of a team leader ensuring that a team meets an organisation`s standards
Core	<u>13911</u>	Induct a new member into a team
Core	<u>14665</u>	Interpret current affairs related to a specific business sector
Core	<u>13919</u>	Investigate and explain the structure of a selected workplace or organisation
Core	<u>13918</u>	Manage time and the work process in a business environment
Core	<u>14667</u>	Describe and apply the management functions of an organization
Core	<u>13947</u>	Motivate a team
Elective	<u>7573</u>	Demonstrate ability to use the World Wide Web
Elective	<u>7571</u>	Demonstrate the ability to use electronic mail software to send and receive messages
Elective	<u>10717</u>	Examine the applications of the Basic Conditions of Employment Act and its effect on earnings in own contract
Elective	<u>7567</u>	Produce and use spreadsheets for business
Elective	<u>7575</u>	Produce presentation documents for business
Elective	<u>7570</u>	Produce word processing documents for business

N.B. It is assumed that Learners have achieved Maths and English at NQF Level 3

Training Costs, recovered through SARS Allowances!