

Generic Management

(NQF4)

NLRD57712 L/P 58344

Administration

Enjoy the SARS tax benefits of R80,000 per Learner AND improve your BEE rating!



Get Qualified!

TYPE	ID	UNIT STANDARD TITLE	CREDITS
Core	242824	Apply leadership concepts in a work context	12
Core	242815	Apply the organisation's code of conduct in a work environment	5
Core	242816	Conduct a structured meeting	5
Core	242822	Employ a systematic approach to achieving objectives	10
Core	242821	Identify responsibilities of a team leader in ensuring that organisational standards are met	6
Core	242810	Manage Expenditure against a budget	6
Core	242829	Monitor the level of service to a range of customers	5
Core	242819	Motivate and Build a Team	10
Core	242811	Prioritise time and work for self and team	5
Core	242817	Solve problems, make decisions and implement solutions	8
Fundamental	119472	Accommodate audience and context needs in oral/signed communication	5
Fundamental	119457	Interpret and use information from texts	5
Fundamental	119467	Use language and communication in occupational learning programmes	5
Fundamental	119465	Write/present/sign texts for a range of communicative contexts	5
Fundamental	9015	Apply knowledge of statistics and probability to critically interrogate and effectively communicate findings on life related problems	6
Fundamental	119462	Engage in sustained oral/signed communication and evaluate spoken/signed texts	5
Fundamental	119469	Read/view, analyse and respond to a variety of texts	5
Fundamental	9016	Represent analyse and calculate shape and motion in 2-and 3-dimensional space in different contexts	4
Fundamental	7468	Use mathematics to investigate and monitor the financial aspects of personal, business, national and international issues	6
Fundamental	12153	Use the writing process to compose texts required in the business environment	5
Fundamental	119459	Write/present/sign for a wide range of contexts	5
Electives		SELECT UP TO 22 CREDITS FROM U/S BELOW	
Elective	13915	Demonstrate knowledge and understanding of HIV/AIDS in a workplace, and its effects on a business sub-sector, own organisation and a specific workplace	4
Elective	242814	Identify and explain the core and support functions of an organisation	6
Elective	242812	Induct a member into a team	4
Elective	242818	Describe the relationship of junior management to other roles	5
Elective	110003	Develop administrative procedures in a selected organisation	8
Elective	242813	Explain the contribution made by own area of responsibility to the overall organisational strategy	5
Elective	109999	Manage service providers in a selected organisation	5
Elective	15234	Apply efficient time management to the work of a department/division/section	4

LEARNERSHIPS AND SARS TAX ALLOWANCE MODEL

Company wishes to undertake Learnerships:

- 18.1's (Currently Employed Learners)
- 18.2's (Unemployed Learners)

Accredited **Training Provider** Approached
(**Award Training**):

- Rates per Learner agreed upon
- Service Level Agreement signed

SETA informed of Learnerships:

Benefits explained to Company:

- **Learner:**
 - Lifelong learning /Personal Development
 - Morale boosting
- **Company benefits:**
 - Improved Productivity
 - BEE Status uplifted
 - SARS Tax allowances:
 - R40,000 per Learner 1st year (net R11,200 @ 28% Co. tax rate)
 - R40,000 per Learner 2nd Year (net R11,200 @ 28% Co. tax rate)

SARS informed of Learnerships at Companies tax year end, so that incentives can be deducted from profits. **SARS IT180** form refers (R40,000 per Learner or R11,200 net).

Process is **repeated** next tax year end for 2nd incentive for successful Learners (R40,000 per Learner or R11,200 net).

Company assisted to apply to SETA for **discretionary grants** for Learnerships undertaken.

- Company pockets the funds awarded for Learnerships to **cover the costs of training Learners**
- **Unfunded Learners are substantially subsidised** by the SARS tax allowances.

Training Commences:

- Learnership Agreements signed
- One Year Training Programme Commences

Award Training Invoices Company monthly over 12 months for training

Once Training is Complete:

- Learners are certified; and
- Encouraged to study the next level up