



Get  
Qualified

## National Certificate Management (NQF3)

UNIT STANDARD	NLRD	CREDITS
Apply knowledge of self and team in order to develop a plan to enhance team performance	113912	5
Conduct a formal meeting	13914	3
Demonstrate knowledge and understanding of HIV/AIDS in a workplace, and its effects on a business sub-sector, own organisation and a specific workplace	13915	4
Identify and keep the records that a team manager is responsible for keeping	13916	4
Indicate the role of a team leader ensuring that a team meets an organisation's standards	13917	6
Induct a new member into a team	13911	3
Interpret current affairs related to a specific business sector	14665	10
Investigate and explain the structure of a selected workplace or organisation	13919	10
Manage time and the work process in a business environment	13918	4
Describe and apply the management functions of an organization	14667	10
Motivate a team	13947	6
Demonstrate an understanding of the use of different number bases and measurement units and an awareness of error in the context of relevant calculations	9010	2
Describe, apply, analyse and calculate shape and motion in 2-and 3-dimensional space in different contexts	9013	4
Investigate life and work related problems using data and probabilities	9012	5
Use mathematics to investigate and monitor the financial aspects of personal, business and national issues	7456	5
Demonstrate ability to use the World Wide Web	7573	3
Demonstrate the ability to use electronic mail software to send and receive messages	7571	3
Produce and use spreadsheets for business. Produce Word processing documents for business	7567/ 7570	5/ 5
Produce presentation documents for business	7575	5

# Enrol Today!

<b>Learner Name</b>	
<b>Learner I.D. No.</b>	
<b>Learner Race</b>	
<b>Learner Gender</b>	
<b>Learner Cell No.</b>	
<b>Company Name</b>	
<b>Contact Person</b>	
<b>Company Phone</b>	
<b>Company E Mail</b>	
<b>Name of Skills Development Facilitator (SDF)</b>	
<b>SDF Contact No.</b>	

## Terms & Conditions:

- We give Award Training permission contact the Company's SDF to make a claim for a discretionary grant from SETA for the above Learner to be trained in the National Certificate: Management-NLRD23654.
- Award Training accepts no responsibility for discretionary funds not allocated to the Company by the SETA.
- Award Training will provide the theoretical component to the training and the Company will provide the practical experience.

## Authorised by:

Please fax to 0866773135 or  
e mail to [admin@award.co.za](mailto:admin@award.co.za)

<b>Name</b>	
<b>Position</b>	
<b>Signed</b>	
<b>Date</b>	
<b>Award Training Rep.</b>	