

No. 404

9 April 2009

**SOUTH AFRICAN QUALIFICATIONS AUTHORITY (SAQA)**

In accordance with Regulation 24(c) of the Regulations of 28 March 1998, the Standards Generating Body (SGB) for

Generic Management

registered by Organising Field 03 – Business, Commerce and Management Studies, publishes the following Unit Standards for public comment.

This notice contains the titles, fields, sub-fields, NQF levels, credits, and purposes of the Unit Standards. The full Unit Standards can be accessed via the SAQA web-site at www.saga.org.za. Copies may also be obtained from the Directorate for Standards Setting and Development at the SAQA offices, SAQA House, 1067 Arcadia Street, Hatfield, Pretoria.

Comment on the Unit Standards should reach SAQA at the address ***below and no later than 11 May 2009***. All correspondence should be marked **Standards Setting – Generic Management** addressed to

The Director: Standards Setting and Development
SAQA

Attention: Mr. E. Brown

Postnet Suite 248

Private Bag X06

Waterkloof

0145

or faxed to 012 – 431-5144

e-mail: ebrown@saga.org.za



D. MPHUTHING
ACTING DIRECTOR: STANDARDS SETTING AND DEVELOPMENT



SOUTH AFRICAN QUALIFICATIONS AUTHORITY

UNIT STANDARD:

Formulate a strategy and an implementation plan for a function

SAQA US ID	UNIT STANDARD TITLE		
264395	Formulate a strategy and an implementation plan for a function		
ORIGINATOR		PROVIDER	
SGB Generic Management			
FIELD		SUBFIELD	
3 - Business, Commerce and Management Studies		Generic Management	
ABET BAND	UNIT STANDARD TYPE	NQF LEVEL	CREDITS
Undefined	Regular	Level 6	6

This unit standard does not replace any other unit standard and is not replaced by another unit standard.

SPECIFIC OUTCOME 1

Analyse the value-add of the function within the value chain of the entity.

SPECIFIC OUTCOME 2

Select the most viable strategic initiative/s for the function.

SPECIFIC OUTCOME 3

Formulate an integrated strategy for the function.

SPECIFIC OUTCOME 4

Implement the implementation plan for the strategy.

SPECIFIC OUTCOME 5

Develop a scorecard for measuring the implementation of the strategy.

QUALIFICATIONS UTILISING THIS UNIT STANDARD

None



SOUTH AFRICAN QUALIFICATIONS AUTHORITY

UNIT STANDARD:

Evaluate and plan the role of self as leader in a function

SAQA US ID		UNIT STANDARD TITLE	
264398		Evaluate and plan the role of self as leader in a function	
ORIGINATOR		PROVIDER	
SGB Generic Management			
FIELD		SUBFIELD	
3 - Business, Commerce and Management Studies		Generic Management	
ABET BAND	UNIT STANDARD TYPE	NQF LEVEL	CREDITS
Undefined	Regular	Level 6	5

This unit standard does not replace any other unit standard and is not replaced by another unit standard.

SPECIFIC OUTCOME 1

Develop the vision for the function.

SPECIFIC OUTCOME 2

Describe the leader's role within the function in relation to the vision.

SPECIFIC OUTCOME 3

Improve own leadership within the function.

QUALIFICATIONS UTILISING THIS UNIT STANDARD

None



SOUTH AFRICAN QUALIFICATIONS AUTHORITY

UNIT STANDARD:***Apply the principles of corporate governance and ethics in a function***

SAQA US ID	UNIT STANDARD TITLE		
264400	Apply the principles of corporate governance and ethics in a function		
ORIGINATOR	PROVIDER		
SGB Generic Management			
FIELD	SUBFIELD		
3 - Business, Commerce and Management Studies	Generic Management		
ABET BAND	UNIT STANDARD TYPE	NQF LEVEL	CREDITS
Undefined	Regular	Level 6	5

This unit standard does not replace any other unit standard and is not replaced by another unit standard.

SPECIFIC OUTCOME 1

Determine own accountability in respect of corporate governance.

SPECIFIC OUTCOME 2

Develop processes for operationalising the corporate governance policy of the entity within the function.

SPECIFIC OUTCOME 3

Evaluate the adherence to corporate governance in the function.

SPECIFIC OUTCOME 4

Develop a plan to improve compliance to corporate governance.

QUALIFICATIONS UTILISING THIS UNIT STANDARD

None



SOUTH AFRICAN QUALIFICATIONS AUTHORITY

UNIT STANDARD:***Apply problem-solving techniques to make decisions on a multi-faceted problem***

SAQA US ID		UNIT STANDARD TITLE	
264403		Apply problem-solving techniques to make decisions on a multi-faceted problem	
ORIGINATOR		PROVIDER	
SGB Generic Management			
FIELD		SUBFIELD	
3 - Business, Commerce and Management Studies		Generic Management	
ABET BAND	UNIT STANDARD TYPE	NQF LEVEL	CREDITS
Undefined	Regular	Level 6	5

This unit standard does not replace any other unit standard and is not replaced by another unit standard.

SPECIFIC OUTCOME 1

Apply problem solving techniques to analyse a situation.

SPECIFIC OUTCOME 2

Define a multi-faceted problem in the function.

SPECIFIC OUTCOME 3

Diagnose the source/s or cause/s of the problem.

SPECIFIC OUTCOME 4

Generate a number of possible solutions and motivate the preferred option.

QUALIFICATIONS UTILISING THIS UNIT STANDARD

None



SOUTH AFRICAN QUALIFICATIONS AUTHORITY

UNIT STANDARD:***Manage the information and institutional knowledge within a function***

SAQA US ID	UNIT STANDARD TITLE		
264405	Manage the information and institutional knowledge within a function		
ORIGINATOR	PROVIDER		
SGB Generic Management			
FIELD	SUBFIELD		
3 - Business, Commerce and Management Studies	Generic Management		
ABET BAND	UNIT STANDARD TYPE	NQF LEVEL	CREDITS
Undefined	Regular	Level 6	5

This unit standard does not replace any other unit standard and is not replaced by another unit standard.

SPECIFIC OUTCOME 1

Develop a framework for creating, sharing, capturing and protecting management information and institutional knowledge.

SPECIFIC OUTCOME 2

Develop a processes for promoting information and knowledge management in the function.

SPECIFIC OUTCOME 3

Evaluate the processes and practices relating to information and knowledge management.

SPECIFIC OUTCOME 4

Develop an action plan to address gaps in information and knowledge management processes and practices.

SPECIFIC OUTCOME 5

Implement a culture that empowers staff to seek, develop, share, utilise, protect and store knowledge assets.

QUALIFICATIONS UTILISING THIS UNIT STANDARD

None



SOUTH AFRICAN QUALIFICATIONS AUTHORITY

UNIT STANDARD:

Manage relationships with strategic partners to improve the performance of a function

SAQA US ID	UNIT STANDARD TITLE		
264406	Manage relationships with strategic partners to improve the performance of a function		
ORIGINATOR		PROVIDER	
SGB Generic Management			
FIELD		SUBFIELD	
3 - Business, Commerce and Management Studies		Generic Management	
ABET BAND	UNIT STANDARD TYPE	NQF LEVEL	CREDITS
Undefined	Regular	Level 6	6

This unit standard does not replace any other unit standard and is not replaced by another unit standard.

SPECIFIC OUTCOME 1

Identify strategic partners and key drivers that achieve the strategy of the function.

SPECIFIC OUTCOME 2

Evaluate the contribution of strategic partners towards the strategy of the function.

SPECIFIC OUTCOME 3

Develop an implementation plan to enhance relationships with strategic partners.

QUALIFICATIONS UTILISING THIS UNIT STANDARD

None



SOUTH AFRICAN QUALIFICATIONS AUTHORITY

UNIT STANDARD:

Analyse the strategy and external environment of the entity in relation to a function

SAQA US ID		UNIT STANDARD TITLE	
264407		Analyse the strategy and external environment of the entity in relation to a function	
ORIGINATOR		PROVIDER	
SGB Generic Management			
FIELD		SUBFIELD	
3 - Business, Commerce and Management Studies		Generic Management	
ABET BAND	UNIT STANDARD TYPE	NQF LEVEL	CREDITS
Undefined	Regular	Level 6	3

This unit standard does not replace any other unit standard and is not replaced by another unit standard.

SPECIFIC OUTCOME 1

Analyse the strategy of the entity.

SPECIFIC OUTCOME 2

Analyse the macro-environment relating to the industry.

SPECIFIC OUTCOME 3

Analyse the industry competitive environment relating to own function.

SPECIFIC OUTCOME 4

Interpret the results of the analyses.

QUALIFICATIONS UTILISING THIS UNIT STANDARD

None



SOUTH AFRICAN QUALIFICATIONS AUTHORITY

UNIT STANDARD:***Manage and improve communication processes in a function***

SAQA US ID	UNIT STANDARD TITLE		
264408	Manage and improve communication processes in a function		
ORIGINATOR		PROVIDER	
SGB Generic Management			
FIELD		SUBFIELD	
3 - Business, Commerce and Management Studies		Generic Management	
ABET BAND	UNIT STANDARD TYPE	NQF LEVEL	CREDITS
Undefined	Regular	Level 6	3

This unit standard does not replace any other unit standard and is not replaced by another unit standard.

SPECIFIC OUTCOME 1

Establish communication processes to promote positive relationships within the policies and procedures of the entity.

SPECIFIC OUTCOME 2

Evaluate the effectiveness of the communication processes.

SPECIFIC OUTCOME 3

Recommend improvements to the effectiveness of communication processes.

QUALIFICATIONS UTILISING THIS UNIT STANDARD

None



SOUTH AFRICAN QUALIFICATIONS AUTHORITY

UNIT STANDARD:*Use negotiation in multi-faceted situations to achieve the objectives of a function*

SAQA US ID		UNIT STANDARD TITLE	
264409		Use negotiation in multi-faceted situations to achieve the objectives of a function	
ORIGINATOR		PROVIDER	
SGB Generic Management			
FIELD		SUBFIELD	
3 - Business, Commerce and Management Studies		Generic Management	
ABET BAND	UNIT STANDARD TYPE	NQF LEVEL	CREDITS
Undefined	Regular	Level 6	5

This unit standard does not replace any other unit standard and is not replaced by another unit standard.

SPECIFIC OUTCOME 1

Demonstrate an understanding of the theoretical aspects regarding negotiation.

SPECIFIC OUTCOME 2

Determine the objectives of the negotiation.

SPECIFIC OUTCOME 3

Develop a negotiation strategy.

SPECIFIC OUTCOME 4

Formulate a course of action.

QUALIFICATIONS UTILISING THIS UNIT STANDARD

None



SOUTH AFRICAN QUALIFICATIONS AUTHORITY

UNIT STANDARD:*Appraise, develop and retain human capital for a function*

SAQA US ID		UNIT STANDARD TITLE	
264416		Appraise, develop and retain human capital for a function	
ORIGINATOR		PROVIDER	
SGB Generic Management			
FIELD		SUBFIELD	
3 - Business, Commerce and Management Studies		Generic Management	
ABET BAND	UNIT STANDARD TYPE	NQF LEVEL	CREDITS
Undefined	Regular	Level 6	6

This unit standard does not replace any other unit standard and is not replaced by another unit standard.

SPECIFIC OUTCOME 1

Develop a human capital plan for the nurturing and retention of staff.

SPECIFIC OUTCOME 2

Appraise the performance of employees.

SPECIFIC OUTCOME 3

Develop an action plan to address identified performance gaps and development needs.

SPECIFIC OUTCOME 4

Develop an implementation plan for the action plan.

QUALIFICATIONS UTILISING THIS UNIT STANDARD

None