

## Annexure A

### APPLICATION TO REGISTER A LEARNERSHIP



#### Documents to accompany this application form:

- The relevant SAQA qualification document downloaded from the SAQA website.
- If the applying SETA is not the accredited ETQA for the qualification associated with the learnership, proof of adequate arrangements with the relevant ETQA must be attached.

Learnership registration number : <b><u>27Q270029281625</u></b>
Learnership registration date: _____
Learnership review date: _____
SETA responsible for Learnership: <b><u>W&amp;RSETA</u></b>
ETQA accredited for qualification associated with the learnership: <b><u>W&amp;RSETA</u></b>
(For official use only)

#### 1. SETA information

- 1.1 Name of SETA: **W&RSETA**
- 1.2 Name of Chamber (if applicable): **N/A**
- 1.3 Details of SETA official responsible for preparing the application
- 1.3.1 Name: **Sipho Shoba**
- 1.3.2 Telephone number: **012 622 9500**
- 1.4 SETA's Telephone number: **012 622 9500**
- 1.5 SETA's fax number: **N/A**
- 1.6 SETA's postal address: **N/A**
- 1.7 SETA's e mail address: [sshoba@wrseta.org.za](mailto:sshoba@wrseta.org.za)

#### 2. Qualification information

2.1 Title of qualification associated with the learnership: **National Certificate: Generic Management Level 5**

SAQA qualification ID number: 59201 (63334)

2.3 NQF level: 5

2.4 Expiry date of the qualification: 2023-06-30

2.5 Minimum number of credits of the qualification: 162

- Entry level requirements for the qualification: **Communication at NQF Level 4.**
  - **Mathematical Literacy at NQF Level 4.**

2.6 Name of ETQA accredited for the qualification: W&RSETA

### 3. Learnership information

3.1 Is this an application to register a new learnership or to replace an existing learnership?

(tick relevant box)

3.1.1  new Learnership

3.1.2  Learnership to replace an existing learnership

3.2 If replacing an existing learnership, indicate the following:

3.2.1 Name of existing learnership: \_\_\_\_\_

3.2.2 Number of existing learnership: \_\_\_\_\_

3.3 Learnership title: **National Certificate: Wholesale and Retail Generic Management Level 5**

3.4 Review date of the learnership: \_\_\_\_\_

3.5 Minimum number of credits to be earned through the learnership: 162

3.6 Related occupation (as per Organising Framework for Occupations – OFO):

**Retail Managers – (General)** \_\_\_\_\_

3.7 Occupation code (as per Organising Framework for Occupations – OFO):

**142101** \_\_\_\_\_

### 4. Learnership identification

4.1 How was the need for this learnership identified?

(tick the relevant box or boxes)

SETA sector skills plan

Skills plans from “adjacent” SETAs

- SETA commissioned research
- Workplace skills plans
- Scarce skills list
- Generally available research (specify): \_\_\_\_\_  
\_\_\_\_\_
- Other (specify): \_\_\_\_\_

#### 4.2 What needs will the learnership address?

This qualification is intended for junior managers of small organisations, junior managers of business units in medium and large organisations, or those aspiring to these positions. Junior managers include team leaders, supervisors, foremen and section heads.

The focus of this qualification has been designed to enable learners to be competent in a range of knowledge, skills, attitudes and values including:

- Gathering and analysing information.
- Analysing events that impact on a business and its competitive environment.
- Complying with organisational standards.
- Motivating an individual or team.
- Negotiating in a work situation.
- Understanding the role of business strategy as it applies to junior management.
- Managing the budget within a specific area of responsibility.

What is the specific purpose of the learnership?

A person acquiring this qualification will be able to manage first line managers in an organisational entity. First line managers may include team leaders, supervisors, junior managers, section heads and foremen. The focus of this qualification is to enable learners to develop competence in a range of knowledge, skills, attitudes and values including:

- Initiating, developing, implementing and evaluating operational strategies, projects and action plans, and where appropriate, recommending change within teams and/or the unit so as to improve the effectiveness of the unit. Etc.

## 5 Learnership outline in case of unit standards based qualification

Occupation name	Retail Managers (General)				Occupation number	142101		
Learnership title	<b>National Certificate: Wholesale and Retail Generic Management Level 5</b>				Minimum credit value of this learnership	162		
Qualification title	<b>National Certificate: Generic Management Level 5</b>				Qualification registration number	(59201) 63334(WRSGB)		
Qualification expiry date	2023-06-30		NQF registration level	5	Credit value of qualification	162		
ETQA accredited for qualification								
Purpose of the learnership	<p>This qualification lays the foundation for the development of management qualifications across various sectors and industries. It specifically develops management competencies required by learners in any occupation, particularly those who are currently operating as junior managers. The qualification introduces key terms, rules, concepts, principles and practices of management that will enable learners to be informed managers in any occupation. It has also been developed to enable managers or prospective managers to access higher education and provide flexible access to life-long learning</p>							
Entry level requirements for the learnership	<ul style="list-style-type: none"> <li>• Communication at NQF Level 4</li> <li>• Mathematical Literacy at NQF Level 4</li> <li>• Computer Literacy at NQF Level 4</li> </ul>							
Unit Standard Title	US number	NQF Level	Credit value	Specific Outcomes for each Unit Standard	Percentage of learning at:		Specified Practical Workplace Experience Activities	Notional Hours
					Training Provider	Work Place		
<b>Fundamental Unit Standards</b>								
Analyze leadership and related theories in a work context	120300	5	8	<ul style="list-style-type: none"> <li>• Explain the concept of leadership.</li> <li>• The roles and qualities of a leader are explained using examples.</li> </ul>	90	10	<ul style="list-style-type: none"> <li>• Explain the concept of leadership.</li> <li>• The roles and qualities of a leader are explained using examples.</li> </ul>	80
Apply a systems approach to decision making	252026	5	6	<ul style="list-style-type: none"> <li>• Engage with stakeholders in analyzing the issue/problem and developing solutions.</li> <li>• Select feasible solutions through a systems approach.</li> </ul>	30	70	<ul style="list-style-type: none"> <li>• Engage with stakeholders in analyzing the issue/problem and developing solutions.</li> <li>• Select feasible solutions through a systems approach.</li> </ul>	60
Apply mathematical analysis to economic and financial information.	252036	5	6	<ul style="list-style-type: none"> <li>• Apply mathematical techniques to calculate and represent financial and economic data.</li> <li>• Apply mathematical analysis to indicate economic relationships.</li> </ul>	40	60	<ul style="list-style-type: none"> <li>• Apply mathematical techniques to calculate and represent financial and economic data.</li> <li>• Apply mathematical analysis to indicate economic relationships.</li> </ul>	60

Apply the principles of ethics to improve organizational culture	252042	5	5	<ul style="list-style-type: none"> <li>Apply the concept of corporate ethics to a unit.</li> <li>Analyze a unit in relation to the principles of corporate ethics.</li> </ul>	30	70	<ul style="list-style-type: none"> <li>Apply the concept of corporate ethics to a unit.</li> <li>Analyze a unit in relation to the principles of corporate ethics.</li> </ul>	50
Develop, implement and evaluate a project plan	252022	5	8	<ul style="list-style-type: none"> <li>Select a work-based project for a unit.</li> <li>Scope a work-based project for a unit.</li> </ul>	30	70	<ul style="list-style-type: none"> <li>Select a work-based project for a unit.</li> <li>Scope a work-based project for a unit.</li> </ul>	80
Manage the finances of a unit	252040	5	8	<ul style="list-style-type: none"> <li>Interpret financial statements.</li> <li>Describe and prepare financial forecasts.</li> </ul>	20	80	<ul style="list-style-type: none"> <li>Interpret financial statements.</li> <li>Describe and prepare financial forecasts.</li> </ul>	80
Use communication techniques effectively	12433	5	8	<ul style="list-style-type: none"> <li>Lead discussions and chair meetings</li> <li>Generate a variety of workplace reports using various data gathering techniques</li> </ul>	20	80	<ul style="list-style-type: none"> <li>Lead discussions and chair meetings</li> <li>Generate a variety of workplace reports using various data gathering techniques</li> </ul>	80
			49	•			•	490
<b>Core Unit Standards</b>								
Apply the principles of knowledge management	252044	5	6	<ul style="list-style-type: none"> <li>Analyse a unit according the entity`s knowledge management policies and procedures.</li> <li>Develop a knowledge management implementation plan for a unit.</li> </ul>	30	70	<ul style="list-style-type: none"> <li>Analyse a unit according the entity`s knowledge management policies and procedures.</li> <li>Develop a knowledge management implementation plan for a unit.</li> </ul>	60
Build teams to achieve goals and objectives	252037	5	6	<ul style="list-style-type: none"> <li>Apply the theory of teams to team dynamics.</li> <li>Explain the process of building teams.</li> </ul>	30	70	<ul style="list-style-type: none"> <li>Apply the theory of teams to team dynamics.</li> <li>Explain the process of building teams.</li> </ul>	60
Create and manage an environment that promotes innovation	252020	5	6	<ul style="list-style-type: none"> <li>Analyse own unit in terms of opportunities for innovation.</li> <li>Develop a plan for creating an environment conducive to innovation.</li> </ul>	30	70	<ul style="list-style-type: none"> <li>Analyse own unit in terms of opportunities for innovation.</li> <li>Develop a plan for creating an environment conducive to innovation.</li> </ul>	60
Develop, implement and evaluate an operational plan	252032	5	8	<ul style="list-style-type: none"> <li>Develop operational strategies for a unit.</li> <li>Develop an operation plan for a unit.</li> </ul>	30	70	<ul style="list-style-type: none"> <li>Develop operational strategies for a unit.</li> <li>Develop an operation plan for a unit.</li> </ul>	80

Devise and apply strategies to establish and maintain workplace relationships	252027	5	6	<ul style="list-style-type: none"> <li>• Liaise and network with internal and external stakeholders.</li> <li>• Devise and apply a strategy to establish constructive relationships with manager(s).</li> </ul>	30	70	<ul style="list-style-type: none"> <li>• Liaise and network with internal and external stakeholders.</li> <li>• Devise and apply a strategy to establish constructive relationships with manager(s).</li> </ul>	60
Formulate recommendations for a change process	252021	5	8	<ul style="list-style-type: none"> <li>• Analyze an area requiring the implementation of a change process.</li> <li>• Select a model for implementing a change management process.</li> </ul>	30	70	<ul style="list-style-type: none"> <li>• Analyze an area requiring the implementation of a change process.</li> <li>• Select a model for implementing a change management process</li> </ul>	80
Lead people development and talent management	252029	5	8	<ul style="list-style-type: none"> <li>• Analyse education, training and development needs of members of a unit.</li> <li>• Compile a people development plan for a unit.</li> </ul>	30	70	<ul style="list-style-type: none"> <li>• Analyse education, training and development needs of members of a unit.</li> <li>• Compile a people development plan for a unit.</li> </ul>	80
Manage a diverse work force to add value	252043	5	6	<ul style="list-style-type: none"> <li>• Demonstrate understanding of the reality of diversity and its value in a unit.</li> <li>• Manage team members taking into account similarities and differences.</li> </ul>	40	60	<ul style="list-style-type: none"> <li>• Demonstrate understanding of the reality of diversity and its value in a unit.</li> <li>• Manage team members taking into account similarities and differences.</li> </ul>	60
Monitor and evaluate team members against performance standards	252034	5	8	<ul style="list-style-type: none"> <li>• Formulate performance standards for team members in a unit.</li> <li>• Establish systems for monitoring performance.</li> </ul>	30	70	<ul style="list-style-type: none"> <li>• Formulate performance standards for team members in a unit.</li> <li>• Establish systems for monitoring performance</li> </ul>	80
Monitor, assess and manage risk	252025	5	8	<ul style="list-style-type: none"> <li>• Identify potential risks and assess the impact thereof in a unit.</li> <li>• Develop contingency plans for managing risk.</li> </ul>	30	70	<ul style="list-style-type: none"> <li>• Identify potential risks and assess the impact thereof in a unit.</li> <li>• Develop contingency plans for managing risk</li> </ul>	80
Select and coach first line managers	252035	5	8	<ul style="list-style-type: none"> <li>• Select first line manager for a specific position.</li> <li>• Plan the coaching process of a first line manager.</li> </ul>	30	70	<ul style="list-style-type: none"> <li>• Select first line manager for a specific position.</li> <li>• Plan the coaching process of a first line manager.</li> </ul>	80
		78						780
<b>Elective Unit Standards</b>								
Induct a new employee	10980	4	6	<ul style="list-style-type: none"> <li>• Compile induction plan for new entrant/s.</li> <li>• Prepare environment to accommodate new entrant.</li> </ul>	30	70	<ul style="list-style-type: none"> <li>• Compile induction plan for new entrant/s.</li> <li>• Prepare environment to accommodate new entrant.</li> </ul>	60

Conduct a disciplinary hearing	255514	5	15	<ul style="list-style-type: none"> <li>Investigate the allegation.</li> <li>Prepare for a hearing.</li> </ul>	20	80	<ul style="list-style-type: none"> <li>Investigate the allegation.</li> <li>Prepare for a hearing.</li> </ul>	150
Demonstrate an understanding of the sectoral determination for the wholesale and retail sector	255495	5	8	<ul style="list-style-type: none"> <li>Explain application of the Sectoral Determination within the organisation.</li> <li>Explain how the Sectoral Determination impacts on the management of the unit.</li> </ul>	30	70	<ul style="list-style-type: none"> <li>Explain application of the Sectoral Determination within the organisation.</li> <li>Explain how the Sectoral Determination impacts on the management of the unit.</li> </ul>	80
Manage a training intervention	255496	5	8	<ul style="list-style-type: none"> <li>Review a training intervention.</li> <li>Manage implementation of a training intervention.</li> </ul>	30	70	<ul style="list-style-type: none"> <li>Review a training intervention.</li> <li>Manage implementation of a training intervention.</li> </ul>	80
Manage cold chain processes in a wholesale and retail unit	255498	5	6	<ul style="list-style-type: none"> <li>Manage cold chain processes in the various areas of the unit.</li> <li>Manage the process of clearing spoiled/expired foods.</li> </ul>	30	70	<ul style="list-style-type: none"> <li>Manage cold chain processes in the various areas of the unit.</li> <li>Manage the process of clearing spoiled/expired foods.</li> </ul>	60
Manage procedures that increase the net income of a wholesale and retail unit	255500	5	8	<ul style="list-style-type: none"> <li>Plan to improve the operational performance of a Wholesale and Retail outlet.</li> <li>Explain the effect of sales and gross profit on the nett profit of the organisation.</li> </ul>	40	60	<ul style="list-style-type: none"> <li>Plan to improve the operational performance of a Wholesale and Retail outlet.</li> <li>Explain the effect of sales and gross profit on the nett profit of the organisation.</li> </ul>	80
Manage shrinkage and losses in a wholesale and retail unit	255499	5	12	<ul style="list-style-type: none"> <li>Plan the reduction of shrinkage and losses.</li> <li>Implement and evaluate shrinkage and loss reduction action plans.</li> </ul>	40	60	<ul style="list-style-type: none"> <li>Plan the reduction of shrinkage and losses.</li> <li>Implement and evaluate shrinkage and loss reduction action plans</li> </ul>	120
Manage stock holding procedures in a wholesale and retail unit	255497	5	6	<ul style="list-style-type: none"> <li>Manage the recording of stock information for record keeping.</li> <li>Manage stock levels to improve profitability of the unit.</li> </ul>	30	70	<ul style="list-style-type: none"> <li>Manage the recording of stock information for record keeping.</li> <li>Manage stock levels to improve profitability of the unit.</li> </ul>	60
Recruit and select candidates to fill defined positions	12140	5	6	<ul style="list-style-type: none"> <li>Plan and prepare for recruitment and selection.</li> <li>Recruit applicants.</li> </ul>	30	70	<ul style="list-style-type: none"> <li>Plan and prepare for recruitment and selection.</li> <li>Recruit applicants.</li> </ul>	60
Schedule staff	255494	5	10	<ul style="list-style-type: none"> <li>Determine operational staff requirements.</li> <li>Develop a staffing plan.</li> </ul>	30	70	<ul style="list-style-type: none"> <li>Determine operational staff requirements.</li> <li>Develop a staffing plan</li> </ul>	10
TOTAL 85					TOTAL			TOTAL 850
TOTAL 212					TOTAL			TOTAL 2120

**6 Learnership outline in case of non- unit standards based qualification**

Occupation name				Occupation number			
Learnership title				Credit value of this learnership			
Qualification title				Qualification registration number			
Qualification expiry date				NQF registration level			
ETQA accredited for qualification				Credit value of qualification			
Purpose of the learnership _____							
Entry level requirements for the learnership _____							
Exit level outcomes	Specific theoretical learning outcomes	Notional Learning Hours	Percentage of learning at:		Specified Practical Workplace Experience Activities	Notional Learning Hours	
			Training Provider	Work Place			
<b>Year 1</b>							
TOTAL							
<b>Year 2</b>							
TOTAL							
<b>Year 3</b>							



			TOTAL				

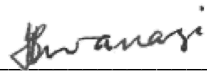
**7. Declaration by SETA**

We declare that this application is a true and accurate reflection of the learnership, the qualification associated with the learnership and the rationale for the learnership.

Signed on this 09 day of November 2022

at **Centurion**

SETA Chief Executive Officer: Mr Tom Mkhwanazi  
Name

  
Signature

Chief Operations Officer: Mr Sipho Shoba  
Name

  
Signature

