

RPL: NATIONAL CERTIFICATE IN MANAGEMENT 2016

This Recognition of Prior Learning (RPL) process is aimed at those who have worked in first line management for many years, but have no formal qualifications in their area of expertise.

RPL is a process whereby your prior learning can be formally recognised in terms of registered qualifications and unit standards, regardless of where and how the learning was attained. The process of RPL identifies what you know and can do, and then assesses your knowledge, skills and experience against specific standards and assessment criteria for a particular qualification. In this way you can be credited for skills, knowledge and experience built up through formal, informal and non-formal learning that occurred in the past.

The successful participant will be able to demonstrate knowledge, skill or experience in:

- Carrying out simple research tasks
- Interpreting current affairs related to a specific business sector
- Recognising the effect of HIV/AIDS on the specific workplace, business sub-sector and own organisation
- Applying knowledge of self and team to enhance team performance
- Maintaining records
- Managing time and the work process
- Explaining the structure of an organisation
- Conducting a formal meeting
- Inducting a new member of a team
- Motivating a team
- Describing the management function of an organisation

Participants submit evidence that they have the knowledge, skill or experience required. This evidence takes the form of knowledge questions, assignments, observations and various workplace activities and tasks. The dates and plan for the process are clearly outlined and you will be required to manage your time carefully. This process takes between six and eight months, and attendance at all meetings and completion of all required work is compulsory. Participants will be required to sign a 'Bursary Agreement'.

OUTCOMES

This RPL process, if you are found competent, will result in a National Certificate in Management (ID 23654, 120 Credits), which is at NQF Level 3. This qualification is for anyone who is involved in any first-line management function within the university.

WHO SHOULD PARTICIPATE?

This process is aimed at those who have worked in first line management roles for many years, but have no formal qualifications in their area of expertise. This process is aimed at staff in grades PC6 to PC9.

SELECTION PROCESS

There is a selection process for inclusion on this process. Interested staff members must apply to the Staff Learning Centre for inclusion in the selection process by booking for the process by the closing date. Those who have booked will then be sent further information about the selection process.

PRE-REQUISITES

In order to apply for selection, you must:

- have a certified copy of NQF Level 2 or higher (Grade 10, 11 or 12, National Certificate)
- currently be in a management position at UCT
- must also have at least three years' experience in a first line management role

You will need to provide proof of the above when applying.

DATES AND TIMES: **This course begins in January 2016.** Meeting, coaching and submission dates will be confirmed after the selection process.

BOOKING AND FURTHER INFORMATION

This course is run by the Staff Learning Centre, Human Resources, as a special project supported by an ETD P SETA discretionary funding award.

In order to book, please use the online booking system at <http://www.icts.uct.ac.za/modules.php?name=cbs&file=book&gid=4>. **The closing date for bookings is 18 September 2015.**

For more information contact the Staff Learning Centre at hr-stafflearningcentre@uct.ac.za or 021 650 3812.