



RESIONEX

EXCELLENCE | PASSION | RESULTS

**Further Education and Training Certificate:
Business Sector Transformation Management Learnership
Programme**

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B-BBEE ACADEMY QUAL ID	QUALIFICATION TITLE			
Resionex ID: 201906	Further Education and Training Certificate: Business Sector Transformation Management			
ABET BAND	MINIMUM CREDITS	PRE-2009 NQF LEVEL	NQF LEVEL	QUAL CLASS
Undefined	165	Level 4	NQF Level 04	Regular-Unit Stds Based

PURPOSE AND RATIONALE OF THE QUALIFICATION

The purpose of the learnership is to acquire a unique combination of B- BBEE Scorecard administration competencies, human resource management skills and business enterprise skills, in order to successfully administer Business Sector B BBEE Scorecard Requirements. This qualification formalizes sets of competencies and combinations of systems to help accumulate expertise in this new area of training.

Experiential knowledge is an important aspect of this qualification, as it scopes across different fields. This should also assist in accelerating the development of people who may have previously been denied opportunities in formal training or employment. If lessons can be learned, documented and applied, a contribution is made to building the discipline of Business Sector B- BBEE Scorecard administration, as well as an integrated national framework for learning achievements, which is one of the primary objectives of the NQF. The quality of the education and training is enhanced by the strategic combination of management skills and strategic management attitudes, grounded in the need to augment the potential in the trade and industry sectors. Business Sector B BBEE Scorecard Requirements differ widely in content, context, meaning and impact.

At this level, learners are not required to develop and/or decide on financial or shareholder targets and goals of the B BBEE Scorecard Requirements. As administrators, their level of responsibility is focused within the B BBEE Scorecard Requirements, and they only have jurisdiction over the resources allocated to them, with some primary functions included, but not limited to in the below list:

- Allocating given resources within B BBEE Scorecard Requirements, in order to achieve defined B- BBEE Scorecard objectives
- Co-ordinating the various activities required to implement B BBEE Scorecard Requirements
- Monitoring and reviewing the progress of B- BBEE Scorecard implementation according to approved systems
- Taking corrective action where possible to ensure the accomplishment of the B BBEE Scorecard Requirements
- Recording accurately the B BBEE Scorecard Requirements' processes and outcomes, with appropriate and agreed upon financial and narrative documentation
- Communicating with a range of people
- Supervising B- BBEE Scorecard teams so that the B BBEE Scorecard Requirements are completed satisfactorily according to the brief
- Concluding allocated B- BBEE Scorecard tasks by motivating team members with a range of interventions including coaching, advising, mentoring and counselling
- Contributing to future planning by using knowledge gained and information gathered from B- BBEE Scorecard administration experiences
- Analysing education, training and development needs of members of a unit
- Recording the results of the training needs analysis.
- Compiling a people development plan for a work unit.
- Managing the implementation of a people development plan for a unit

A broad range of electives offers opportunities for portability across qualifications, and learners could progress to Level 5, which is Business Sector Management. Learners could also move into areas of B- BBEE Scorecard management specialization, such as Skills development or training.

Rationale:

Business Sector education in South Africa has historically focused on the development of techniques and the creation of the various ownership forms, with little attention being given to the broader administration strategic management required with the New B-BBEE amended codes

Business Sector B BBEE Scorecard Requirements can play a significant economic role in job creation and small business development. The B-BBEE scorecard also document changes in society in unique ways and provide important means for people to express their identities and commonalities within a diversity of traditions and ideologies and economic transformation.

RECOGNISE PREVIOUS LEARNING?

Yes

EXIT LEVEL OUTCOMES

Fundamental and Core:

1. Communicate in a variety of ways.
2. Use mathematics in practical applications.
3. Plan Business Sector B BBEE Scorecard Requirements from definition to completion.
4. Improve future B- BBEE Scorecard and organisation planning and implementation by using experiential knowledge and information gathered.
5. Co-ordinate and manage Business Sector B BBEE Scorecard Requirements in line with B- BBEE Scorecard plans.
6. Range: resources, planned objectives, timeline.
7. Monitor and review B- BBEE Scorecard performance and solve identified problems appropriate to contexts.
8. Evaluate the outcomes of B BBEE Scorecard Requirements and assess and apply lessons learnt for future use.
9. Keep records for B BBEE Scorecard Requirements and small businesses that meet legal requirements and builds knowledge for future use.
10. Communicate with stakeholders, networks, and B- BBEE Scorecard teams.
11. Lead and supervise B- BBEE Scorecard teams in order to ensure that all phases and cycles of the B- BBEE Scorecard are completed according to specifications.
12. Implement and report on financial strategies for specific business requirements and contexts.
13. Plan how to implement components of given B- BBEE Scorecard marketing plan, in line with given resources and time frames, and execute such plans accordingly.
14. Develop and set up processes, systems, and resources for effective organisational functioning.

ASSOCIATED ASSESSMENT CRITERIA

Fundamental and Core

- Oral and written communication is sustained in a variety of contexts.
- Texts are analysed and evaluated in a variety of contexts.
- Language is used effectively within the performing arts sphere.
- Creative and functional aspects of language are utilised.
- Conflict resolution techniques employed are appropriate for specific contexts.
- Financial aspects of personal, business, and national issues are investigated using accepted financial principles.
- Findings on life-related problems are logical and based on statistics and probabilities.
- Physical quantities of materials are accurately measured, estimated and calculated.
- Geometrical relationships in two and three-dimensional space are correctly applied in administering Business Sector B BBEE Scorecard Requirements.
- B- BBEE Scorecard plans are achievable in terms of resources available.
- B- BBEE Scorecard plans are achievable in terms of resources required.
- B BBEE Scorecard Requirements plans reflect/correlate with goals and objectives.
- Hazards identified are relevant to the context.
- Provision for the impact and extent of hazards occurring is realistic given resources and is in line with operational procedures.
- Evaluation of previous B- BBEE Scorecard planning is observable in current B- BBEE Scorecard planning.
- Information gathered regarding previous B BBEE Scorecard Requirements is accurate.
- Range: Information gathered can include experiential knowledge.
- Resources are logically deployed.
- Administrative systems put in place are appropriate and agreed.
- Recording of completion of tasks and B- BBEE Scorecard phases is accurate and regular.
- Monitoring and amendment of team and individual work schedules are in line with agreed timelines.
- Communication to team members and stakeholders about changes to B- BBEE Scorecard schedules, timelines and resources available is regular.
- Checking of team and individual work tasks against planned objectives is regular.
- Amendment of team and individual work tasks is appropriate.
- B- BBEE Scorecard performance monitoring and review is continuous.
- Evaluation of previous B- BBEE Scorecard planning is observable in B- BBEE Scorecard implementation.
- Information gathered during B- BBEE Scorecard implementation is accurate.
- Evaluation criteria relate directly to B- BBEE Scorecard outcomes planned.
- Results/conclusions are consistent with observable information/data.
- Recommendations for future improvements are feasible.
- Range: Recommendations should focus on logistic or operational issues.
- Legal requirements identified for record keeping are contextually relevant.
- Legal requirements are met.

- Range: Legal requirements include those regarding record keeping types, content of records, capturing of information, storage of information, retrieval of information, and access to records.
- Record keeping systems and processes selected are contextually relevant (fit-for-purpose).
- Record keeping systems and processes selected are feasible given available resources.
- Types of records kept are contextually relevant.
- Content of records kept is comprehensive for specific contexts and purposes.
- Capturing, storage and retrieval of information follows an agreed, described procedure.
- Capturing of information is accurate.
- Records kept are accessible to all relevant individuals and/or groups.
- Stakeholders identified are contextually relevant.
- Networks identified are contextually relevant.
- Communication content, methods, techniques and tools selected are appropriate for specific contexts.
- Communication content, methods, techniques and tools selected are appropriate for specific target groups.
- Styles of communication selected are in line with agreed context-specific conventions.
- Communication purpose and content, methods, techniques and tools selected correlate.
- Goals and objectives given to team members are clear.
- Resources allocated to team members for all phases of B BBEE Scorecard Requirements are adequate.
- All phases of the B- BBEE Scorecard have been completed according to the given criteria.
- Financial data gathered to plan actions in line with B- BBEE Scorecard objectives are relevant for a specified context.
- Income and expenditures applied to implement Business Sector B BBEE Scorecard Requirements are in line with agreed procedures.
- Financial transactions recorded and filed are in line with agreed procedures.
- Income and expenditures are reconciled in line with agreed upon financial plans.
- Financial reporting is accurate and consistent with observable information.
- Definitions of effective organisational functioning are contextually relevant.
- Organisational processes developed and selected are workable in given contexts.
- Organisational systems developed and selected are workable in given contexts.
- Resource requirements are identified accurately for given contexts.
- Resources selected meet the requirements of given contexts.
- Organisational processes, systems and resources can sustain effective organisational functioning.
- B- BBEE Scorecard objectives are delivered.
- Community needs assessments meet specified requirements.
- Advocacy campaigns and workshops in development practice meet specified requirements.

REREGISTRATION HISTORY

As per the SAQA Board decision/s at that time, this qualification was Reregistered in 2012; 2015.

UNIT STANDARDS:

UNIT STANDARD TITLE

1. Lead people development and talent management
2. Conduct B- BBEE Scorecard documentation management to support B- BBEE Scorecard processes
3. Contribute to B- BBEE Scorecard initiation, scope definition and scope change control
4. Contribute to the management of B- BBEE Scorecard risk within own field of expertise
5. Fulfil procurement activities and supervise procurement administration
6. Identify, suggest and implement corrective actions to improve quality
7. Implement marketing activity plans to meet agreed deadlines
8. Implement B- BBEE Scorecard administration processes according to requirements
9. Monitor, evaluate and communicate B- BBEE Scorecard schedules
10. Participate in the estimation and preparation of cost budgets for an element of work and monitor and control actual cost against budget
11. Schedule B- BBEE Scorecard activities to facilitate effective B- BBEE Scorecard execution
12. Evaluate and improve the B- BBEE Scorecard team`s performance
13. Generate resources for B BBEE Scorecard Requirements
14. Accommodate audience and context needs in oral communication
15. Interpret and use information from texts
16. Use language and communication in occupational learning programmes
17. Write texts for a range of communicative contexts
18. Apply knowledge of statistics and probability to critically interrogate and effectively communicate findings on life related problems
19. Engage in sustained oral communication and evaluate spoken texts
20. Read analyse and respond to a variety of texts
21. Represent analyse and calculate shape and motion in 2-and 3-dimensional space in different contexts
22. Use language and communication in occupational learning programmes
23. Use mathematics to investigate and monitor the financial aspects of personal, business, national and international issues
24. Write for a wide range of contexts
25. Conduct a basic community needs assessment
26. Identify and support learners with special needs
27. Supervise a B- BBEE Scorecard team of a technical B- BBEE Scorecard to deliver B- BBEE Scorecard objectives



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