



Short Courses – Addressing the Need

Short course provisioning is one of the most dynamic features of the emerging continuing education and training system in South Africa. This kind of provisioning is particularly associated with ‘just in time’, and ‘just enough’ learning to meet a specific need in workplace environments.

Continuing education is considered a viable and appropriate method for optimal workplace functioning in all contexts and greatly facilitates access to learning in a manageable way in terms of cost, time, energy and resources, for both the employer and employee.

Secondly, continuing education has a wider focus than the workplace context: where research findings are disseminated and new knowledge is shared, it is also associated with continuing professional development.

Thirdly, continuing education is important where delegates require a targeted short learning programme, to upgrade skills and knowledge to ensure success in their chosen field of learning. With the new approach to education and training, short course provisioning has a unique place in education and vocational skills development system, in supporting the development, up-skilling and multi-skilling of people.

At UKZN Extended Learning, we address people development needs by providing:

- ‘Hands-on’ holistic learning on courses such as the Management Development Programme (MDP)
- Specific learning interventions to address development needs, such as the “Conflict Management & Negotiation Skills” programme
- Practical short business and executive education programmes such as Finance for Non-Financial Managers, Competent Project Management, and Supply Chain Management
- Access programmes such as Math Literacy Upgrade, Foundation Math, Foundation Physics, and Certificate in Business Administration, which provide a pathway to further academic and degree studies
- Vocational and professional programmes in fields such as Dentistry and Occupational Therapy



SERVICES SETA ACCREDITATION

UKZN Extended Learning is accredited by the Services SETA for a National Certificate in Generic Management. The National Certificate: Generic Management, NQF Level 5 forms part of a learning pathway of management qualifications across various sectors and industries. It is specifically designed to develop management competencies required by learners in any occupation, particularly those who manage first line managers. The qualification builds on the FETC: Generic Management and further develops the key concepts, principles and practices of management that will enable learners to lead, manage, organise and control first line managers and team leaders. The learners will typically be managers who have other junior managers or team leaders reporting to them. In smaller organisations or entities, the managers could primarily be responsible for managing the supervisors and staff within their section, division or business unit.

Qual ID	Qualification Title	Pre-2009 NQF Level	NQF Level	Min Credits	Replacement Status
61594	National Certificate: Management	Level 5	Level TBA: Pre-2009 was L5	120	Complete

PURPOSE AND RATIONALE OF THE QUALIFICATION

Purpose:

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.
- Monitoring and measuring performance and applying continuous or innovative improvement interventions in the unit in order to attain its desired outcomes, including customer satisfaction, and thereby contributing towards the achievement of the objectives and vision of the entity.
- Leading a team of first line managers, by capitalising on the talents of team members and promoting synergistic interaction between individuals and teams, to enhance individual, team and unit effectiveness in order to achieve the goals of the entity.
- Building relationships using communication processes both vertically and horizontally within the unit, with superiors and with stakeholders across the value chain to ensure the achievement of intended outcomes.
- Applying the principles of risk, financial and knowledge management and business ethics within internal and external regulatory frameworks in order to ensure the effectiveness and sustainability of the unit.
- Enhancing the development of teams and team members through facilitating the acquisition of skills, coaching, providing career direction, and capitalising on diversity in the unit.



The skills, knowledge and understanding demonstrated within this qualification are essential for the creation of a talent pool of experienced and effective middle managers that represents the demographics of the South African society. This qualification will create a leadership cadre for the South African society throughout multiple industries and sectors both private and public.

Recognition of Prior Learning (RPL)

In South Africa, RPL carries particular significance as it is central to an inclusive, democratic education and training system. It is part of a national drive to build a learning culture.

The Vision is to challenge conventional knowledge hierarchies, in the interests of widening access to lifelong learning opportunities for adults who can contribute to the production of new knowledge, in the interests of social, economic and environmental justice and sustainability. RPL provides access to lifelong learning opportunities and to the global knowledge economy:

- Through an education and training system that enables articulation and mobility within and across different pathways
- Through alternative routes to formal education and training; and
- Through skills development

A typical example of this is the Leadership and Good Governance Programme which recognises the role and the prior learning of traditional leaders, allowing them access into a formal programme of the University of KwaZulu-Natal.

Registration, Accreditation and Mobility

Registration of UKZN as provider of education and training courses and programmes:

Only private providers of higher education have to formally apply for accreditation as providers. The University of KwaZulu-Natal is accredited as a University by the Department of Higher Education and Training (DHET) and is registered on the SAQA list of Public Higher Education Providers. None of the 26 Public Universities in South Africa receive/require provider accreditation/registration numbers from the Department of Education or from SAQA.

Accreditation of short courses accredited by the University of KwaZulu-Natal:

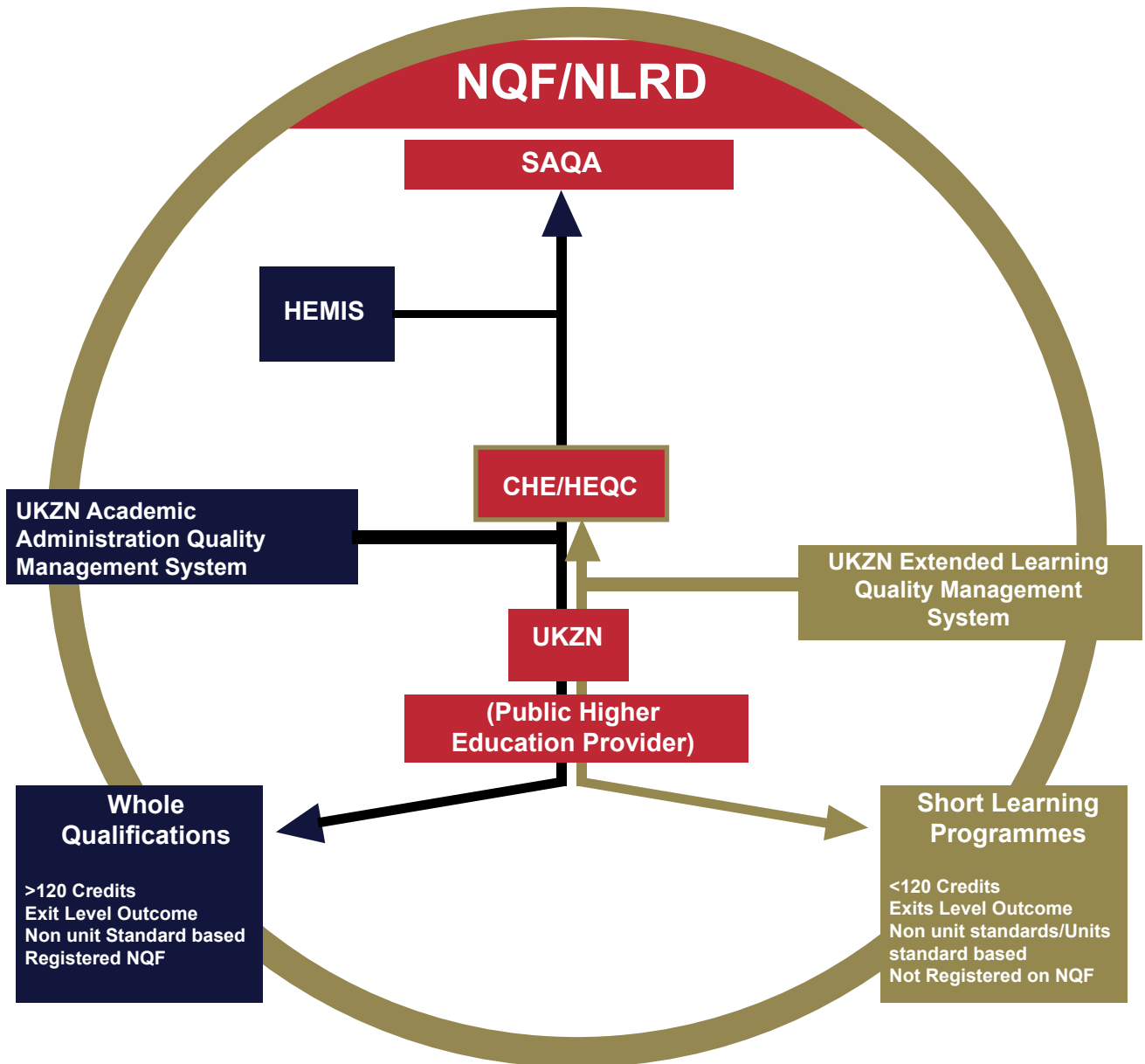
SAQA stopped recording short courses in November 2001. In the case of Public Universities like UKZN, this responsibility now rests with the institution, where there is a quality assurance entity in place, controlled and managed by the University. All short courses offered by UKZN Extended Learning are accredited by the University itself, by means of its quality assurance systems and mechanisms that have been approved by the Council on Higher Education (CHE)/HEQC, and comply with SAQA regulations.

Mobility to Formal Qualifications of the University of KwaZulu-Natal:

Although short courses are predominantly known for their practical “just in time” and “just enough” informal approach, various carefully constructed courses are designed to provide mobility through access or credits into formal degree programmes of the University of KwaZulu-Natal.



ACCREDITATION





Skills Development Levies Act – Claiming

In the Government Gazette (No. 20865, 7 February 2000) the Skills Development Levies Act provides for recovery of the levy payment based on the submission of Workplace Skills Plans (WSPs), Workplace Skills Implementation Plans (WSIPs) and the submission of the names of Skills Development Facilitators (SDFs).

Companies or institutions whose employees attend short courses accredited by the University of KwaZulu-Natal, and offered by UKZN Extended Learning, can claim a refund from their Skills Levy Funds, if these short courses are incorporated into their companies' skills plans which they submit to the various SETAs.

UKZN Extended Learning encourages prospective clients to contact us to discuss how we can assist you with your WSPs and processes.

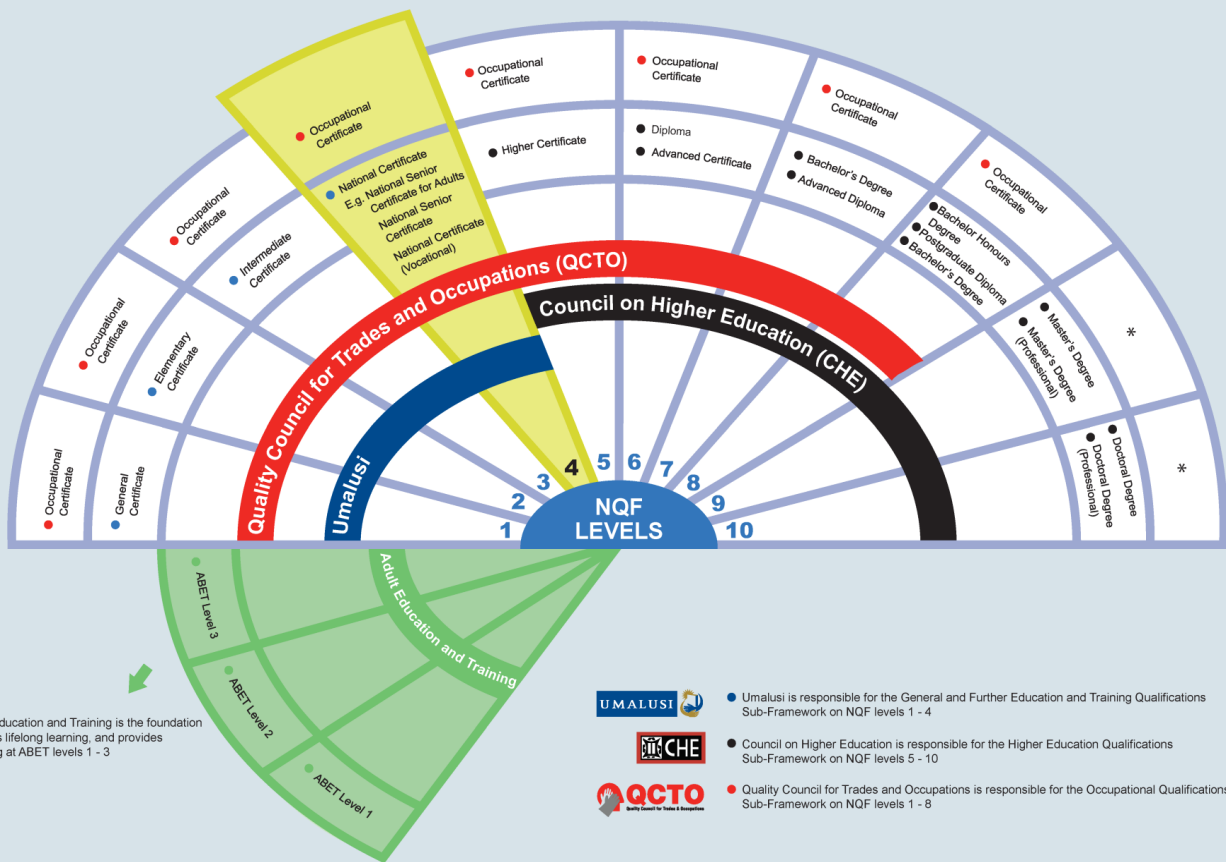
CAREER PATHWAYS





NATIONAL QUALIFICATIONS FRAMEWORK

ABET LEVELS AND THE NATIONAL SENIOR CERTIFICATE



Adult Education and Training is the foundation towards lifelong learning, and provides learning at ABET levels 1 - 3



Umalusi is responsible for the General and Further Education and Training Qualifications Sub-Framework on NQF levels 1 - 4



Council on Higher Education is responsible for the Higher Education Qualifications Sub-Framework on NQF levels 5 - 10



Quality Council for Trades and Occupations is responsible for the Occupational Qualifications Sub-Framework on NQF levels 1 - 8

*Where an occupational qualification is needed at NQF levels 9 and 10, the developers should contact SAQA and the Quality Council for Trades and Occupations to motivate.