

Unit ID: 2137	
Domain	WHOLESALE AND RETAIL OPERATIONS SUPERVISION
Title:	Describe and apply the management functions of an organization
Level: 4	Credits: 10

Purpose

This unit standard is intended for those who describe and apply the management functions of an organization. People credited with this unit standard are able to identify the management activities involved in running a business; explain the activities involved in the management process; and apply the general management functions in an organisation.

This unit standard is intended for people who carry out work in the wholesale and retail operations.

Special Notes

1. Entry information:
Prerequisite:
None
2. This unit standard is to be delivered and assessed in the context of Wholesale & Retail operations and should be assessed in conjunction with other relevant technical unit standards selected from this domain.
3. Assessment evidence may be collected from a real workplace or simulated workplace in which wholesale and retail tasks are carried out.
4. Regulations and legislation relevant to this unit standard include the following:
 - Labour Act, No. 11 of 2007
 - Occupational Health and Safety Regulations relating to employees at work schedule 1(1) Act 11 of 2007, Regulation No. 156, 1992)

Quality Assurance Requirements

This unit standard and others within this subfield may be awarded by institutions which meet the accreditation requirements set by the Namibia Qualifications Authority and the Namibia Training Authority and which comply with the national assessment and moderation requirements. Details of specific accreditation requirements and the national assessment arrangements are available from the Namibia Qualifications Authority and the Namibia Training Authority on www.nta.com.na.

Elements and Performance Criteria

Element 1: Identify the management activities involved in running a business

Performance Criteria

- 1.1 Business functions of an organisation are identified.
- 1.2 Resources used in a business and the role of management is identified and explained.

- 1.3 Responsibilities of employees in the use of resources are identified and explained.

Element 2: Explain the activities involved in the management process

Performance Criteria

- 2.1 Activities involved in the management process are identified and explained.
- 2.2 Responsibility and accountability of management is explained with reference to business operations.

Element 3: Apply the general management functions in an organisation

Performance Criteria

- 3.1 Steps to be followed in decision-making are explained and applied.
- 3.2 Management function as addressed in a specific organisation is explained with reference to the organogram of a selected organisation.
- 3.3 The role of a team leader in the management of an organisation is outlined and adhere to.

Registration Data

Subfield:	Wholesale and retail
Date first registered:	14 March 2019
Date this version registered:	14 March 2019
Anticipated review:	2024
Body responsible for review:	Namibia Training Authority