

## Team Supervisor Training Programme – 3 Day

**Duration:** 3 Days

**Credits:** 14

**Unit Standard:**

- SAQA Unit Standard 120388, Supervise a project team of a small project to deliver project objectives. NQF Level 5, Credits: 14

**Programme Accreditation:**

- Education, Training and Development Practices Sector (ETDP SETA) Accredited: ETDP10602

### Overview

This programme is ideal for those working as a leader/supervisor or middle management who are in charge of teams and projects involving small teams and projects in any sector. Effective management of teams and Project Management forms an integral component of any business and contributes to successful teams and the success of the business. On successful completion one will be equipped to undertake the management of a small project from start to finish.

### What does a Team Supervisor do?

- Supervises teams in organisations.
- Manages a team working on a specific task/project from beginning to end
- Supervises groups to work successfully together on a day-to-day basis
- Reports on team progress, identifies and solves problems within the team and the project/task

### Who should attend the training?

- Those wishing to attend a SETA Accredited training programme on supervision.
- Supervisors.
- Team Leaders.
- Project Managers & Leaders.
- Junior, Middle Management, Managers.
- Human Resource Personnel.
- Those requiring the skills to lead a team.

### What are the benefits?

For the Individual	For the Company
<ul style="list-style-type: none"> <li>Gains a formal qualification in supervision.</li> <li>Credits towards a full qualification.</li> <li>Improves skills in managing and leading a team in the working environment successfully.</li> <li>Improves employability.</li> </ul>	<ul style="list-style-type: none"> <li>Have a registered/qualified supervisor/team leader.</li> <li>Have efficient leaders.</li> <li>Have productive teams</li> <li>Improved BEE scorecard.</li> <li>Levies - access skills development fund (Grants)</li> </ul>

### How does one become a Team Supervisor/Team Leader?

- Attend the *Team Supervisor Training Programme*.
- Qualify as a Supervisor.

### What are the entry requirements?

- Minimum requirement: NQF Level 4/Grade 12 or equivalent.

#### ENJO Consultants (Pty) Ltd

Tel: (012) 667-1985 | Cell: 084 620 0437 | Fax: 086 514 7543  
Web: [www.enjoconsultants.co.za](http://www.enjoconsultants.co.za) | Email: [info@enjoconsultants.co.za](mailto:info@enjoconsultants.co.za)

Postal Address: P. O. Box 11108, Die Hoewes, 0163, Centurion | Physical Address: Centurion Close, 119 Gerhard Street, Centurion, 0157, Gauteng

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## How is this training programme completed and what is the duration?

- This qualification can be completed either through class attendance, distance learning or RPL.
- Support is available to learners via Skype, email, phone or setting up an appointment to meet with one of our facilitators for guidance.
- Training is provided for corporates and individuals.

## What does the class attendance for the Team Supervisor Training entail?

- A 3-day interactive training programme (discussions/role play/ practical application).
- Following the 3-day class attendance learners will need to submit a Portfolio of Evidence (PoE) within 3 months after the training for assessment.

## What does the distance learning for the Team Supervisor Training entail?

- Learners will be required to work through the Learner Guide and Portfolio of Evidence.
- The learner will be required to submit the Portfolio of Evidence for assessment within 3 months after receiving the learning material.

## What is a Portfolio of Evidence (PoE)?

- As the name implies, the Portfolio of Evidence contains different types of evidence for different purposes.
- The Portfolio of Evidence contains various questions and activities which are completed by the learner.
- The Portfolio of Evidence contains evidence of the learner's ability to apply the newly acquired knowledge and skills in the workplace.
- All questions in the Portfolio of Evidence are covered in the Learner Guide.

## Does one need to write exams?

No, one does not need to write exams, the portfolio will be assessed to determine competence.

## Assessment, Verification and Certification

- The Portfolio of Evidence will be assessed by a registered assessor.
- During assessment, the assessor measures the evidence the learner submitted against the outcomes and criteria of the unit standard/qualification; compiles a report and if needed, contacts the learner for additional evidence.
- When the learner is declared competent, the assessor will forward the assessment report to the learner and the Portfolio of Evidence will be submitted to the ENJO Moderator for moderation.
- On successful completion, ENJO Consultants will upload the learner's results onto the ETDP database.
- Results need to be verified by the SETA before the Statement of Results (SoR) and certificate are issued.
- The ETDP SETA will capture the learner's results on the National Learner Record Database (NLRD) and issue a Statement of Results (SoR) that will reflect the credits earned.
- ENJO Consultants will then forward the certificate and Statement of Results to the client/learner.

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This programme is accredited for the following unit standard:

SAQA US ID	Unit Standard Title	NQF Level	Credits	Outcomes
120388	Supervise a project team of a small project to deliver project objectives	5	14	<ol style="list-style-type: none"> <li>1. Undertake the management activities, from start to end, for a small project.</li> <li>2. Supervise and monitor a team working on a small project.</li> <li>3. Report progress for a small project.</li> <li>4. Identify and rectify problems occurring in a project.</li> </ol>

## How do I know that this programme is recognised?

- ENJO Consultants are accredited with the ETDP SETA to offer this programme: Accreditation No: ETDP10602.
- On successful completion of the programme, ENJO Consultants will upload your results onto the ETDP database and you will receive a certificate.
- The ETDP SETA will capture your results on the National Learner Record Database (NLRD) and issue a Statement of Results (SoR) that will reflect the credits you have earned.

## Where does the training take place?

- ENJO Consultants: Company and Individual Bookings – training takes place according to scheduled dates.
- ENJO Consultants: Group Bookings – training can be scheduled for groups at ENJO Consultants on dates mutually agreed upon with the client.
- Other/Client Site: Training can be presented at various training venues or at the client site depending on numbers and suitability of the venue.

## Bookings and Enquiries

Please contact us for further information, quotes or to make a booking.

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## Training Programme Outline

### Overview

#### **STUDY UNIT 1: Undertake the management activities, from start to end, for a small project.**

1. Key stakeholders are identified and communicated with according to agreed procedures.
2. A project management plan is developed, agreed and communicated using agreed procedure.
3. Project operations are established within agreed time frames using identified personnel.
4. Project progress is measured against project scope and requirements.
5. Project work is executed, monitored, evaluated and controlled according to project management plan.
6. Close down procedures are executed according to agreed procedures and project management plan.

#### **STUDY UNIT 2: Close down procedures are executed according to agreed procedures and project management plan.**

1. The impact of the needs and constraints of the project environment on team work and team composition are explained with examples.
2. Supervisory activities involved with reference to project teams are named with examples.
3. Work is delegated and supervised as per the project plan.
4. The achievement of group objectives and goals are monitored in accordance with agreed plan.
5. Corrective action to sustain team performance is identified as required and implemented according to needs.

#### **STUDY UNIT 3: Report progress for a small project.**

1. A variety of reporting lines are recognised and explained with examples.
2. Report priorities and requirements are agreed and documented in agreed format.
3. Progress is documented and reported in accordance with established procedures.
4. Reports are produced according to client specifications
5. Progress reports are produced within agreed time frame and format.

#### **STUDY UNIT 4:**

##### **Identify and rectify problems occurring in a project.**

1. Potential problems are identified, recorded and notified in terms that allow timely resolution.
2. Symptoms of problems are identified and root causes determined using recognised techniques.
3. Appropriate problem-solving methods and techniques are identified, selected and applied to solve the problem.
4. Unresolved problems are reported to higher authority.
5. Problems are rectified within agreed time frames.

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