

MILPARK
EDUCATION



College

AN EXTRAORDINARY LIFE

PARTNERING WITH YOU ON YOUR **COLLEGE** LEARNING JOURNEY

PROUDLY PART OF
STADIO
— HOLDINGS —

QUALIFICATIONS & FUTURE CAREERS

Human Resource Management

Human Resource Senior Practitioner, Human Resource Manager

Generic Management

Team Leader, Supervisor, Middle Management

Business Management

Junior Researcher, Junior Analyst, Sales Assistant, Assistant or Administrator in HR, Office Management, Legal, Administration, PR, Marketing, Sales, Customer Relations

Financial Accounting

Financial Accountant, Accounting Officer, Tax Practitioner, Tax Consultant, Management Accountant, Assistant Manager

Office Administration

Office Manager, Public Relations Manager, Administrative Manager

Project Management

Project Administrator, Project Coordinator

Business Administration Services

Customer Service, Executive Administration, Financial Services, Banking Administration, Legal Administration

Computer Studies

Microsoft Office Specialist

Adult Matric

An Adult Matric will improve your chances to get employed, promoted and start the career you want.

CHAT TO US ABOUT
AVAILABLE LEARNERSHIPS

MESSAGE FROM THE HEAD OF COLLEGE



Dear Prospective Student,

Milpark College has an impeccable reputation for excellence. We are committed to equipping students for career success through our excellent education solutions that are tailored to meet the demands of modern life. Our flexible learning modes make it easy for you to choose how and when you want to study.

We offer a wide range of accredited courses designed to give you access to most courses without having a Grade 12.

Our programmes are offered via contact learning, correspondence and distance learning online. Milpark has been awarded best blended learning provider for two years in a row, by the South-African Board of People Practices (SABPP).

Our quality educators and staff look forward to welcoming you as a student of the Milpark College family.

- MARITSA GREWE

COURSE DETAILS

HUMAN RESOURCE MANAGEMENT

All courses in this section are accredited by SABPP

FET CERTIFICATE: HUMAN RESOURCE MANAGEMENT & PRACTICE SUPPORT

(NQF 5, SAQA ID 67463)

Support and participate in human resource management and practices.

ADMISSION REQUIREMENTS:

Grade 11

MODE OF DELIVERY:

Distance Learning
Learnership

DURATION:

12 months

CERTIFYING BODY:

SABPP

Modules:

- Fundamental Communication (NQF 3)
- Fundamental Communication (NQF 4)
- Fundamental Numeracy
- Business Environment
- Human Resource, Environment, Education and Training
- Employee Wellness

DIPLOMA: HUMAN RESOURCE MANAGEMENT & PRACTICE

(NQF 5, SAQA ID 61592)

Become a strategic human resource partner in your organisation.

ADMISSION REQUIREMENTS:

Grade 12

MODE OF DELIVERY:

Contact Learning
Distance Learning
Distance Learning Online
Learnership

DURATION:

18 months

CERTIFYING BODY:

SABPP

Modules:

- Communication
- Administration
- Legal Framework
- Human Resource Management
- Labour Relations
- Team Dynamics
- Skills Development Facilitator
- Education & Training/Skills Development
- Management

COURSE DETAILS

GENERIC MANAGEMENT

NATIONAL CERTIFICATE: GENERIC MANAGEMENT

(NQF 5, SAQA ID 59201)

Designed to develop management competencies required in any occupation.

ADMISSION REQUIREMENTS:

Grade 12

MODE OF DELIVERY:

Distance Learning Online

DURATION:

12 months

CERTIFYING BODY:

SABPP

Modules:

- Business Strategy
- Building High-Performance Teams
- Customer Delight
- Financial Management
- Managing Performance
- Process Management & Innovation
- Working with People (Human Resources)
- Business Ethics & Risk
- Elective Learning

COURSE DETAILS

BUSINESS MANAGEMENT



The ICB is the quality assurance partner for these qualifications

BUSINESS MANAGEMENT PROGRAMMES

This is just the ticket if you have ambitions to manage a business and its finances.

ADMISSION REQUIREMENTS:

Grade 11

MODE OF DELIVERY:

Distance learning

DURATION:

1-3 years

CERTIFYING BODY:

ICB

FOUNDATION LEVEL

National Certificate: Small Business Financial Management

(NQF 4, SAQA ID: 48736)

Modules:

- Business Management 1
- Bookkeeping to Trial Balance
- Business Literacy

INTERMEDIATE LEVEL

Higher Certificate: Office Administration

(NQF 5, SAQA ID: 23619)

Modules:

- Office & Legal Practice
- Business Management 2
- Marketing Management & Public Relations
- Financial Statements
- Human Resources Management & Labour Relations

ADVANCED LEVEL

National Diploma: Financial Accounting

(NQF 6, SAQA ID: 20366)

Modules:

- Business Management 3
- Financial Management & Control
- Financial Reporting & Regulatory Frameworks
- Research Theory & Practice (by short dissertation; topic: Business Management)

COURSE DETAILS

FINANCIAL ACCOUNTING



FINANCIAL ACCOUNTING PROGRAMMES

This is the course for you! It will equip you with knowledge and practical skills in bookkeeping, financial accounting, income tax, financial management, reporting standards, corporate strategy, management accounting and research.

ADMISSION REQUIREMENTS:

Grade 10

MODE OF DELIVERY:

Distance Learning
Contact Learning

DURATION:

1-3 years

CERTIFYING BODY:

ICB

FOUNDATION LEVEL

National Certificate: Bookkeeping

(NQF 3, SAQA ID: 58375)

Modules:

- Bookkeeping to Trial Balance
- Payroll & Monthly SARS Returns
- Computerised Bookkeeping
- Business Literacy

INTERMEDIATE LEVEL

FET Certificate: Bookkeeping

(NQF 4, SAQA ID: 58376)

Modules:

- Financial Statements
- Cost & Management Accounting

UPPER INTERMEDIATE LEVEL

National Diploma: Technical Financial Accounting

(NQF 5, SAQA ID: 36213)

Modules:

- Income Tax Returns
- Business Law & Accounting Control

ADVANCED LEVEL

National Diploma: Financial Accounting

(NQF 6, SAQA ID: 20366)

Modules:

- Corporate Strategy
- Management Accounting Control Systems
- Financial Reporting & Regulatory Frameworks
- Accounting Theory & Practice (by short dissertation; topic: Financial Accounting)

COURSE DETAILS

OFFICE ADMINISTRATION



OFFICE ADMINISTRATION PROGRAMMES

The knowledge you gain in each successive qualification builds on the last, allowing you to take on key functions and increased responsibility in your workplace.

ADMISSION REQUIREMENTS:

Grade 12

MODE OF DELIVERY:

Distance Learning

DURATION:

1-3 years

CERTIFYING BODY:

ICB

FOUNDATION LEVEL

Certificate: Office Administration

(NQF 5, SAQA ID: 23618)

Modules:

- Business Literacy
- Business & Office Administration 1
- Bookkeeping to Trial Balance
- Marketing Management & Public Relations
- Business Law & Administrative Practice
- Cost & Management Accounting

INTERMEDIATE LEVEL

Higher Certificate: Office Administration

(NQF 5, SAQA ID: 23619)

Modules:

- Business & Office Administration 2
- Human Resources Management & Labour Relations
- Economics

ADVANCED LEVEL

National Diploma: Office Administration

(NQF 6, SAQA ID: 35958)

Modules:

- Business & Office Administration 3
- Financial Statements
- Management



COURSE DETAILS

PROJECT MANAGEMENT



All courses in this section are certified by Services Seta

FET CERTIFICATE: PROJECT MANAGEMENT

(NQF 4, SAQA ID 50080)

The primary purpose of the qualification is to provide learners with a foundation of basic project management knowledge and skills which can be used to build further project management related competencies.

ADMISSION REQUIREMENTS:

Grade 11

MODE OF DELIVERY:

Distance Learning Online
Learnership

DURATION:

12 months

CERTIFYING BODY:

Services Seta

Modules:

- Project Management Introduction
- Project Planning
- Mathematical Literacy
- Project Budgeting and Risk Management
- Project Implementation
- Project Communication
- Project Second Language Communication
- Project Admin Support
- Supervise a Project Team

COURSE DETAILS

BUSINESS ADMINISTRATION SERVICES



NATIONAL CERTIFICATE: BUSINESS ADMINISTRATION SERVICES

(NQF 3, SAQA ID 67465)

This qualification is for any individual who is or wishes to be involved in the administration function within any industry.

ADMISSION REQUIREMENTS:

Grade 10

MODE OF DELIVERY:

Contact Learning
Distance Learning
Learnership

DURATION:

1 year min.

CERTIFYING BODY:

Services Seta

Modules:

- The Business Environment
- Business Communication
- Business Reception
- Business Writing Skills
- Numeracy Skills
- Financial Administration
- PC Skills
- Teamwork Skills
- Meeting Administration
- Business Administration
- Business Research

FET CERTIFICATE: BUSINESS ADMINISTRATION SERVICES

(NQF 4, SAQA ID 61595)

The core component of the qualification offers the learner knowledge and skills in the management of records, comprehension of written and verbal texts, business writing, problem solving, ethics, cultural awareness, self-management and self-development, project teamwork, business policies and procedures.

ADMISSION REQUIREMENTS:

Grade 11

MODE OF DELIVERY:

Contact Learning
Distance Learning
Learnership

DURATION:

1 year min.

CERTIFYING BODY:

Services Seta

Modules:

- Work and Career Orientation
- Business Communication
- Second Language Communication
- Maths Literacy
- Administration
- Finance for Office Administrators
- Customer Care

COURSE DETAILS

COMPUTER STUDIES



The National Certificate in End-User Computing is certified by MICTSETA.

NATIONAL CERTIFICATE IN END USER COMPUTING

(NQF 3, SAQA ID 61591)

The National Certificate: Information Technology: End-User Computing - NQF Level 3, is designed to meet the needs of learners who require end-user computing skills in all sectors of the economy, as end-user computing is an essential skill in any business today.

ADMISSION REQUIREMENTS:

Grade 10

MODE OF DELIVERY:

Contact Learning

DURATION:

12 months

CERTIFYING BODY:

MICTSETA

Modules:

- Using ICT in the Organisation (30 credits)
- Using Microsoft Office Word (13 credits)
- Communication (25 credits)
- Mathematical Literacy (22 credits)
- Using a Web Browser (10 credits)
- Using Microsoft Office PowerPoint (10 credits)
- Using Microsoft Office Excel (13 credits)
- Using Microsoft Office Outlook (4 credits)
- Using Microsoft Office Access (9 credits)

COURSE DETAILS

ADULT MATRIC

ADULT MATRIC

(NQF 4, SAQA ID 49647)

Obtain your Adult Matric and improve your chances to get employed, promoted and start the career you want. To pass the Adult Matric (Amended Senior Certificate) you must complete six (6) subjects from the available subjects list below. We can help you choose subjects that are right for you, and then prepare you to do well in those subjects.

ADMISSION REQUIREMENTS

Adult learners should be 21 years and older, and have:

- a General Education and Training Certificate (GETC); or
- a Grade 9 school report (or the old Standard 7) stating that they have passed Grade 9 or Standard 7
- a recognised equivalent qualification obtained at NQF Level 1 which requires two official languages
- an incomplete Senior Certificate qualification
- an incomplete National Senior Certificate and whose School Based Assessment (SBA) validity has expired

MODE OF DELIVERY:

Distance Learning Online

DURATION:

12 months

CERTIFYING BODY:

Umalusi

Subjects we support:

- Accounting
- Afrikaans First Additional Language
- Afrikaans Home Language
- Agricultural Sciences
- Business Studies Economics
- English First Additional Language
- English Home Language
- Geography
- History
- IsiXhosa Home Language
- IsiZulu Home Language
- Life Sciences
- Mathematics
- Mathematical Literacy
- Physical Sciences
- SeSotho (Available June 2021)

BUSINESS / COLLEGE / COMMERCE / FINANCIAL PLANNING & INSURANCE / INVESTMENT & BANKING

Milpark Education. AN EXTRAORDINARY LIFE



ANY QUESTIONS?

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