

QUALIFICATION: Higher Certificate in Management (SAQA ID 91832, NQF LEVEL 5)

MODE OF LEARNING: DISTANCE LEARNING ONLINE

DESCRIPTION AND PROGRAMME PURPOSE

The Higher Certificate in Management is an entry-level, post-school higher education qualification designed to equip the student with the foundational knowledge and skills necessary to function in junior management roles in diverse organisational contexts.

The HCert (Management) has a strong vocational orientation, which enables the candidates to appropriately select and apply sound theory towards solving practical problems that typically occur in the contemporary work environment. Beyond gaining knowledge and skills related to the discipline of management, students also develop generic competencies and values that make them better prepared to deal with fairly complex work and life situations.

WHO SHOULD ENROL

The HCert (Management) would be suitable for the following individuals:

- An employed person seeking to develop or formalise the skills, knowledge and attributes needed to effectively operate in a junior management position.
- A school leaver, who requires a Higher Certificate for access into a Diploma or Degree programme of study.

PROGRAMME OUTCOMES

Successful completion of this qualification should enable the student to:

- Demonstrate an understanding of the management functions of planning, organising, leading and controlling.
- Perform a basic analysis of the business environment.
- Implement basic human resource best practices within an organisational environment.
- Integrate foundational knowledge of basic project management techniques in designing and solving problems within familiar organisational contexts.
- Determine marketing strategies that will contribute to the satisfaction of consumer needs and attainment of organisation goals.

PROGRAMME STRUCTURE

Module name and code	DLO cycle	Compulsory/Elective	Credits
The Management Environment MAEN02-5	1	Compulsory	20
People Leadership and Development PLDV01-5	2	Compulsory	20
Design Thinking for Business Success DTBS01-5	3	Compulsory	20
Principles of Accounting ACCP02-5*	4	Elective	20
Fundamentals of Strategic Management FOSM01-5	4	Elective	20
Introduction to Management Accounting IMAC01-5	5	Compulsory	20
Introduction to Marketing Management PMAR02-5	6	Elective	20
TOTAL CREDITS			120

* Only students interested in continuing to the BCom in Accounting qualification should opt for this module (ACCP02-5).

MODE OF LEARNING

The programme will be offered via **Distance Learning Online (DLO)**. DLO is our fully digital, guided and flexible study experience designed to support independent learning with structured engagement.

Through our online platform, students access all learning materials – including textbooks – and participate in live online classes, discussion forums and collaborative projects. DLO fosters meaningful interaction while allowing students to study at their own pace. With downloadable resources and flexible access, it accommodates varying connectivity needs and offers a rich, inclusive learning journey tailored to diverse student contexts.

MODULE DESCRIPTIONS

Compulsory

Design Thinking for Business Success DTBS01-5

This module introduces students to the fundamental concepts, tools and techniques in project management and in the design thinking for business success framework. A comprehensive coverage of the rationale for the project approach is offered, followed by a systematic exploration of the main knowledge domains of project management and, finally, an integration of the various knowledge domains. A generic approach is adopted, which seeks to advance fundamental principles and practices, without subscribing to the requirements of any of the various professional bodies in project management. This module also aims to introduce students to an inter-disciplinary approach to solving business problems. Students will be required to write a well-substantiated report on a business context (this may be their current business context) that they have assessed in terms of strengths and weaknesses.

Introduction to Management Accounting IMAC01-5

This is an introductory module in management accounting. Students are introduced to the fundamentals of business, bookkeeping and accounting. The module will also introduce students to the provisions and use of accounting information by managers within organisations, and provide them with the basis to make informed business decisions, which will better equip them for the management and control function.

People Leadership and Development PLDV01-5

Students will be exposed to the business environment in which people have to be managed. From a general perspective, the module covers the organisation as a system, approaches to decision-making, performance management and job design. Students will also be exposed to unique human resources challenges in the South African context. There should be no doubt that an equitable, efficient and effective human resource management culture will produce collaboration between business units and departments to enhance synergy and productivity.

The Management Environment MAEN02-5

This module details the results that successful managers at different levels of business must deliver within their organisations. It addresses topical and future management issues through both classic and contemporary management thought. In addition to placing management in context, the module also explores the knowledge, skills and dispositions required of managers to perform the management functions of planning, organising and leading in an unpredictable and changing business environment.

Electives

Fundamentals of Strategic Management FOSM01-5

This module introduces students to the principles and practices of strategic management. It enables an appreciation of how the student's role (as an employee) fits in with the broader strategic goals and direction of the organisation. Students are exposed to the core elements of the strategic management process and, most pertinently, are grounded in basic techniques of environmental analysis, strategy implementation and review. Students learn to take ownership of their role in the success (or failure) of business strategy.

Introduction to Marketing Management PMAR02-5

This is an introductory module in Marketing Management. Students are introduced to the basic principles of marketing management and are provided with a framework for writing and implementing a marketing plan. Topics include an analysis of the marketing environment, the process of selecting a target market, marketing mix strategies, implementation and control of marketing strategy, services marketing and contemporary marketing management developments. This module prepares students to apply their acquired competencies and skills in developing and reflecting on marketing strategies that will contribute to the satisfaction of consumer needs and the development of an organisation.

Principles of Accounting ACCP02-5

This module introduces students to the basic principles of accounting. The double-entry principle and accounting equation are addressed. In addition, students are introduced to different types of journal entries, ledger accounts and bank reconciliation statements. Different types of financial statements are also introduced. *This module should only be taken by students interested in proceeding to the BCom Accounting qualification.*

MINIMUM ADMISSION REQUIREMENTS

For entry into the Higher Certificate, candidates require a Senior Certificate (SC) or a National Senior Certificate (NSC), as certified by Umalusi, with at least a pass in English, the language of instruction at Milpark Education.

Applicants must, at a minimum, submit the following **documents** with their application:

- Copy of South African 13-digit identity document or valid passport
- Copy of Matric/National Senior Certificate OR international school leaving certificate with SAQA Equivalence Certificate

Note: The documents listed above represent the minimum requirements. Applicants may be asked to provide additional supporting documentation if further evidence is needed. Applicants are encouraged to provide all supporting documentation at the time of applying so as to avoid unnecessary delays in the processing of their application.

Other / International certificates

Further to the requirements for admission provided above, foreign nationals or South African nationals seeking to apply for admission onto the qualification based on a non-South African/foreign, senior school leaving certificate, must obtain and submit to Milpark, a Certificate of Equivalence from the South African Qualifications Authority (SAQA) (www.saqa.org.za).

Applicants with foreign senior school leaving certificates, who have already completed the equivalent of a South African Grade 12, are required to submit their SAQA Certificate of Equivalence at the time of applying online for the Milpark Higher Certificate.

Foreign nationals residing in South Africa on a temporary visa must provide proof from the South African Home Affairs offices that they are permitted to study and enrol for studies at the tertiary level.

Recognition of Prior Learning (RPL) applications

Milpark admits a small number of students onto its programme via Recognition of Prior Learning (RPL). Applicants interested in applying via RPL will be considered individually by the relevant Head of School. Applicants will be required to provide evidence, as provided below, when applying for admission via the RPL route:

- Comprehensive curriculum vitae (work experience: minimum five years)
- Proof of English proficiency through prior academic records and/or writing samples; for example, a letter of motivation
- Evidence of academic transcripts/statement of results
- Employer letter of recommendation.

Click on [RPL Commerce](#) to view the RPL requirements for Commerce programmes.

MODE OF DELIVERY

The Department of Higher Education and Training has registered the programme, and the Council on Higher Education has accredited the programme, for delivery via distance learning.

ACCESS TO TECHNOLOGY

Through the *myMilpark* and *myCourses* online tuition and support environments, students have access to all course materials (including formative and summative assessments), discussion opportunities, administrative services and a wealth of external resources.

Minimum requirements to study online and complete assessments and online proctored assessments

- A laptop or personal computer (PC) with *one* of the following operating systems:
 - Windows 10+;
 - macOS 10.11+;
 - Ubuntu 18.04+;
 - Chrome 58+
- Continuous (daily) access to a stable internet connection with an upload and download speed of at *least* 5 Mbps
- A camera/webcam (720p resolution)
- Speakers and a microphone OR headphones
- 2GB free RAM (memory)
- 250MB free disk space.

For more information, such as tips to help prevent technical issues during an online proctored assessment, visit [Technical requirements](#).

STUDENT SUPPORT

Library access

The Milpark Library provides access to e-books in a virtual library called Cyberlibris (Scholartext). Lecturers may create smart bookshelves per course or module for students to access (these shelves can contain prescribed and recommended books). Students can also create their own personal smart bookshelves containing resources for their studies. Having access to a digital library means that thousands of students can access books and resources from anywhere at the same time online. There is no need to make reservations and requests, and no limit on the time a student has to access a book. With the implementation of Cyberlibris, students also have access to full-text resources via ProQuest (global), Emerald (global), Ebsco (global) and Sabinet (South African publications) to assist with research and to enrich their learning experience. Access to the Library is included in the module fee.

Tutor

Comprehensive student support services are available. Students are provided with administrative support by Student Services. To assist with understanding content, students have access to tutors whom they can contact individually. Students who experience study and/or personal problems have access to a student counsellor. All support services are available to registered students via *myMilpark (myCourses)*.

RULES OF PROGRESSION

Students have to complete four compulsory and two elective modules. Students require 120 credits to complete the qualification.

ASSESSMENT

Formative assessment contributes 30% to the final mark and consists of a combination of assignments and tests. The exact formative structure per module will be communicated to you at the start of the semester.

Students will complete a final, summative assessment per module at the end of each semester that contributes 70% towards the final mark. Students need to obtain a sub-minimum mark of 40% in the final, summative assessment and an overall mark of 50% in order to pass the module.

DURATION

Students have a minimum of one year and a maximum of three years to complete this qualification.

CERTIFICATION

On successful completion of the qualification, the student will receive a Higher Certificate, NQF Level 5 (credits: 120). The Higher Certificate in Management is accredited by the Higher Education Quality Committee of the Council on Higher Education (CHE).

FURTHER STUDIES

Milpark Education is committed to the process of lifelong learning and opening access to higher education. The programme is at NQF level 5 and it will provide articulation options for NQF level 6 programmes. The Higher Certificate allows articulation with the Advanced Certificate in Management. Beyond Milpark Education, this qualification should articulate with other qualifications in the relevant fields of management.

A student who transfers from one qualification to another within Milpark Education may be given credit for some modules successfully completed.

A student who has completed certain modules on this qualification at Milpark Education and who wishes to transfer to another tertiary-level institution should be able to apply for exemption from relevant modules on the basis of the modules that have been passed at Milpark Education.

PRICING

All module fees include one round of formative and summative assessments (supplementary examinations excluded). Module fees do not include the cost of prescribed textbooks, which will be for your own account. The prescribed book list will be available on *myMilpark* on registration.

DISCLAIMER

The content of this brochure is accurate at the time of going to print. Milpark Education reserves the right to change the programme content due to changes in legislation, market requirements and other reasons. Notice of such changes will be published on our website.