



**QUALIFICATION: Advanced Certificate in Management (SAQA ID 90665, NQF LEVEL 6)**

**MODE OF LEARNING: DISTANCE LEARNING ONLINE**

## **DESCRIPTION AND PROGRAMME PURPOSE**

The challenge facing many organisations and entrepreneurs today is that although many workers have sound technical skills, their overall contribution to organisational performance is undermined by their limited appreciation of how individual roles fit into the organisation's value chain. The Advanced Certificate in Management aims to formally enable workers to be aware of this bigger picture, thus maximising the benefits of sound technical and cognitive leadership.

The Advanced Certificate in Management is an intermediate, post-school Higher Education qualification designed to equip the student with the skills necessary to function in a management role at different types of organisations. The qualification is designed to produce people able to work in middle management in a General Management context. In line with the requirements of the Higher Education Qualifications Framework (HEQF), the programme is "primarily vocational or industry oriented" and provides a sound basis for graduates wishing to proceed with further studies. The qualification will thus provide an "intermediate level of higher education knowledge" and ensure that the qualifying student is able to "[apply] such knowledge and competence in an occupation or role in the workplace" (HEQF, 2011).

## **WHO SHOULD ENROL**

The Advanced Certificate in Management would be suitable for:

- A person who has completed the Higher Certificate in Management or equivalent qualification and who wants to further their knowledge in the field of general management.
- An employed person seeking to develop or formalise the skills, knowledge and attributes needed to effectively operate in a middle management position.
- A person with significant work experience, who wishes to acquire formal management training in order to fully qualify for a middle management position.

## **PROGRAMME OUTCOMES**

Successful completion of this qualification should enable the student to:

1. Demonstrate an understanding of the key aspects of employment relations and the core labour legislation impacting on the employment relationship.

2. Apply the principles of strategic leadership, and be able to analyse emerging political, economic, technological and social trends that are vital to good strategic decisions.
3. Demonstrate a working knowledge of the concepts, tools and techniques of project management.

## PROGRAMME STRUCTURE

Module name and code	DLO Cycle	Compulsory/Elective	Credits
Finance for Managers FMAN02-6	2 & 4	Compulsory	20
Integrated Business Strategy IBST02-6	1 & 3	Compulsory	20
Management and Leadership MLED02-6	2 & 4	Compulsory	20
Advanced People Management ADPE02-6	1 & 3	Compulsory	20
Business Ethics BUSE02-6	1 & 3	Elective – choose two	20
Marketing Management Practice PMAR01-6	2 & 4		20
Project Management PROM02-6	2 & 4		20
			120

## 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

#### **Advanced People Management ADPE02-6**

Line managers have to manage people with the aim of helping an organisation to maximise employee performance in service of an employer's strategic objectives. This module aims to present a hands-on approach that will assist line managers with this task in the South African context. Students will also acquire the necessary skills to address contemporary workforce issues related to the South African labour legislative framework.

#### **Finance for Managers FMAN02-6**

This module introduces you to basic financial management principles and empowers you to better understand the financial aspects of business and management decisions. The purpose of the course is to enable students to understand finance and its associated terminology. It will enable you to analyse financial statements, complete

basic cash and capital budgeting, manage working capital, make valid pricing decisions and assess project progress and returns.

### **Integrated Business Strategy IBST02-6**

This module addresses integrated business strategy, how to apply horizontal and vertical integration strategies, and why global events and trends are important to South African organisations. Students will explore how business level strategy, corporate level strategy and global level strategy are inter-connecting. The module further covers the nature of strategy and the strategic management process, industry and internal environment of an organisation and the major drivers of strategy implementation.

### **Management and Leadership MLED02-6**

The purpose of this module is to provide a holistic picture of the dynamic and evolving concept of leadership, taking into account typical African circumstances, values and beliefs in order to equip students with entrepreneurial and managerial leadership skills that will contribute towards the facilitation of a transformed African society. Students will be exposed to the basic strategies that can be implemented to ensure successful leadership and change initiatives in the corporate environment. A structured approach to ethical, transformational and entrepreneurial leadership will also be presented.

### **Electives**

#### **Business Ethics BUSE02-6**

Ethical behaviour by employees makes a substantial contribution to the long-term viability of a business. In this context, decisions are taken by individuals or groups within an organisation. The purpose of this module is to enable students to participate in ethical decision-making in the business environment. The module covers the importance of corporate governance globally, as well as locally, with the focus on the individual and the business environment.

#### **Marketing Management Practice PMAR01-6**

The purpose of this module is to provide a holistic picture of the field of marketing management and the resultant marketing strategies that can be implemented to obtain a competitive advantage. The module provides more insight into the context of the contemporary marketing landscape and presents students with a structured approach to developing a marketing plan. Topics include an analysis of the marketing environment, market targeting and positioning, as well as strategies that can be implemented to obtain a competitive advantage.

#### **Project Management PROM02-6**

This module covers the application of fundamental management principles in the management of projects. It runs along the well-known Project Management Body of Knowledge (PMBok). All the well-known knowledge areas and processes of project management are given detailed treatment. This is further reinforced by the extensive use of case studies and practical scenarios to bring theoretical concepts to life.

## MINIMUM ADMISSION REQUIREMENTS

The minimum admission requirement is a Higher Certificate (NQF Level 5 120 credits) such as the Milpark Higher Certificate in Management, or any other Higher Certificate in the field of management, business management or any related field.

Where such entry qualification did not include Accounting, the following additional requirement shall apply: a pass in Accounting at matric level (50% in the National Senior Certificate (NSC) or Senior Certificate (Higher Grade) or 60% at Standard Grade) or higher is required. Candidates who do not meet the Accounting requirement may be required to complete a bridging module.

It is recommended that students should be employed in a business environment (of any kind), whether full-time or part-time, or have access to such an environment for the purposes of practical learning assessments.

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
- 120 credit NQF Level 5 Qualification Certificate or Milpark Letter of Completion.

**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 already stated above, foreign nationals or South African nationals seeking to apply for admission onto the qualification based on a non-South African/foreign school leaving certificate or tertiary qualification, must obtain, and submit to Milpark, a Certificate of Equivalence from the South African Qualifications Authority (SAQA) ([www.saqa.org.za](http://www.saqa.org.za)).

Applicants with foreign tertiary qualifications and/or a school leaving certificate, are advised to submit their SAQA Certificate of Equivalence at the time of applying online for the Milpark Advanced 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
- Matric certificate (not compulsory)
- Proof of English proficiency through prior academic records and/or writing samples; for example, a letter of motivation
- Employer letter of recommendation
- Minimum of 5 years of work experience (supervisory/management experience required).
- Evidence of their level of knowledge and prior experience and/or education.

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

Four modules are compulsory. Students are required to complete two elective modules. Additional electives may be added to the list in future to address specific sector or student needs. 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 students at the start of the semester.

Students will complete a final, summative assessment per module at the end of each semester, which 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 an Advanced Certificate in Management, NQF Level 6 (credits: 120). The Advanced 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 6 and it will provide for articulation options into NQF level 7 programmes. Narrowly, students may proceed to a Bachelor's degree. Accumulated credits may also be presented for admission into a cognate Diploma.

A student who transfers from one to another qualification within Milpark Education may be given credit for some modules successfully completed. The Advanced Certificate allows articulation with Milpark Education's Bachelor in Business Administration. Beyond Milpark Education, this qualification should articulate with other qualifications in the relevant fields of generic management.

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. 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.