



QUALIFICATION

Postgraduate Diploma
(SAQA ID: 76924; NQF Level 8)

Postgraduate Diploma in **Business Administration**

Mode of Delivery:
Immersive Online Learning

**We've got you.
You've got this.**

1 Description and Programme Purpose

The **Postgraduate Diploma in Business Administration** (PGDip in Business Administration) provides the **opportunity for prospective students with an undergraduate degree** to gain general and advanced knowledge of business administration and management. **Students without management experience** can engage in a challenging curriculum covering business acumen essentials, **strategic management** principles, design thinking for **problem-solving**, financial management for strategic decision-making, business **research for managers**, risk and governance, leadership for managers, and how to lead an **organisation responsibly** and in context.



Learn More

An **additional prospect after completing** the qualification, is to **enrol for a Master of Business Administration (MBA)** or a research master's degree to further career prospects in management and administration. Students who proceed and are admitted to **Milpark's Master of Business Administration** degree will receive module exemptions from the **Postgraduate Diploma in Business Administration**.

2 Who Should Enrol?

The **PGDip in Business Administration** equips you to excel in the **marketplace by providing an immersive experience** that gives you a variety of skills such as critical and strategic thinking, problem-solving, and responsible and ethical leadership. **Graduates will receive credits for five modules towards the Milpark MBA** which will enhance their **career prospects** and assist by reducing the time taken to complete the MBA.

3

Programme Outcomes

Successful completion of this qualification should enable the student to:

1. Read and **interpret introductory**, functional and **advanced literature** in the field of management science.
2. Communicate **effectively using** graphical and language skills in the modes of oral and/or **written presentation**.
3. Demonstrate an **understanding** of the changing world in which **businesses operate** as a set of **open systems** in which each **element is embedded** in an array of interrelated elements.
4. Collect, organise, analyse and **critically evaluate relevant information** to enhance ethical management **decision-making** and **improve the application** of strategy, governance and **risk management** measures.
5. Undertake **research projects**.
6. **Collaboratively** and **individually** identify and **solve problems** in the field of business management, **using various thinking** modes and moral reasoning.
7. **Demonstrate an awareness** of the ethical, economic, social, environmental, technological, **legal and political factors** that affect organisations, **public managers** and businesspeople.
8. Apply **conceptual knowledge** and practical skills in a **specific work or related** context, working either alone or in teams.
9. Demonstrate an awareness of **organisational impacts** on and responsibilities to society **through practical** engagements.
10. **Develop personal** and interpersonal leadership **attributes and skills** in a management capacity.

4

Programme Structure

February 2026 Intake



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Mode of Learning

The programme will be offered via **Immersive Online (IO) Learning**. IO Learning is our guided, dynamic and flexible digital study experience designed to foster deeper learning and meaningful connection.

Through **scheduled online sessions**, interactive content, and collaborative activities, students engage in a **human-centred environment** that blends structure with flexibility. **IO Learning** uses advanced online systems and **multimedia resources** to support clear pathways, small-group collaboration, and personalised feedback, creating a rich, connected, and **engaging learning journey**.



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Module Descriptions

Business Acumen Essentials BACS01-8

This module **equips students with essential skills** in collaboration and writing, and conducting and **presenting qualitative and quantitative research**. Students will also be introduced to **various thinking modes to enhance their problem-solving** and decision-making abilities in complex environments. These **foundational elements prepare** students for meaningful engagement with the rest of the programme.

This module **empowers students to critically evaluate** the influence and impact of business enterprises on society and their responsibilities as corporate citizens. The **module examines the social**, ethical and environmental issues experienced by organisations considering global and local **challenges and possible organisational responses**, including involvement with community-based projects. Students will have the opportunity to support the sustainability of **community-based projects** through collaboration, active engagement and consultation.

Leading an Organisation Responsibly LDRS01-8

**Leading an
Organisation
in Context
LDCT01-8**

This module **provides a holistic understanding** of the complex interrelationship between the individual, the organisation and the broader South African, African and global environment, emphasising values, ethical leadership and interconnectedness. **Students will examine organisational** dynamics, including culture, values, functional responsibilities and decision-making. The **module also looks outwards** to frame the **organisation within a broad context** for ethical and considered decision-making.

After students have **completed this module**, they should have a good theoretical and practical **understanding of conducting applied** research in a relevant business sector. Emphasis is placed on identifying an appropriate and viable research problem, **formulating aligned research questions** and objectives, conducting a literature review, and selecting an appropriate design. **Students will have to draft and submit** an initial research report based on the research conducted, presenting their findings, conclusions and recommendations.

**Business
Research for
Managers
BRSM01-8**

**Design
Thinking and
Problem-
Solving
DTPS02-8**

After **completion of this module**, students would have developed skills in alternative methodologies for **problem- solving and the ability** to create innovative solutions. Students should have developed an ability to define the **problem that needs to be resolved** in an empathetic way, allowing for a human-centred approach to product and service design.

This module **provides students with a comprehensive** understanding of financial management, costing techniques and financing considerations and their applications in **strategic decision-making** for business leaders. It focuses on equipping students with the knowledge and skills needed to implement **costing strategies and use financial data** to make informed decisions that drive value creation from an **organisational perspective**.

**Financial
Management
for Strategic
Decision-
Making
FMSD01-8**

**Strategic
Management
Principles
STMP01-8**

This module is **designed to provide students** with an essential understanding of the role of **strategy in an organisation**. Fundamental tools for the **strategic analysis of the external and internal** environment of the organisation are presented. Students will also develop an appreciation of the **strategic thinking process**.

This module exposes **students to legal and risk management** principles. It also covers the requirements and practices of good corporate governance, **including control frameworks**. The module equips students to address legal challenges and **mitigate risks effectively** while upholding ethical standards. **Students will explore the connection** between sound governance and risk management for business resilience.

Risk and
Governance
RGOV01-8

Leadership
for Managers
LMAN01-8

This module follows a **multi-faceted approach that includes** reflections and engagements on personal and interpersonal leadership. Through this module, **students will be introduced** to the Milpark graduate attributes; these elements will be inculcated **throughout activities** and reflections within this module and integrated with other select modules.

7 Minimum Admission Requirements

Bridging module

(See Entry route 1 admission requirements below.)

This short **course 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 **people with no financial background** to understand finance and its associated terminology. **It will enable you to do the basics** such as **understand and analyse financial statements**, complete basic cash and capital budgeting, manage working capital, **make valid pricing** decisions, and assess project progress and returns.

Finance for
Non-Financial
Managers
FNFM01-OS

Entry route 1

The **minimum admission requirement for the PGDip** (Business Administration) is a bachelor's degree **NQF Level 7**.

Admission to the qualification is further subject to academic selection criteria. **Applicants must achieve an acceptable rating in the Milpark admission assessment.**



The applicant must:

01

Have a **minimum of three to four years** of relevant work experience.

02

Be **proficient in financial management** at an undergraduate or postgraduate level or have working **experience in financial management**. Applicants with no proficiency in or experience with financial management must **enrol in our bridging module, *Finance for Non-Financial Managers FNFM01-OS***.

This **bridging module must be completed successfully** before students can register for *Financial Management for Strategic Decision-Making FMSD01-8*. **However**, completing the bridging module before the start date of the first **PGDip (Business Administration)** block is advisable. (Please see the details of the short bridging module above.)

03

Submit a CV using the Milpark Business School template (the template is available on the online admission application).

04

Present themselves for an **interview with the Programme Manager**.

The applicant must also be:

01

Proficient in English (proof of proficiency may be required for international students).

02

Computer literate.

Entry route 2: Recognition of Prior Learning (RPL) applications*

Kindly contact the relevant Programme Manager **BEFORE applying online for admission on RPL grounds to determine availability, as RPL admissions are limited to **10%** of the total intake and is therefore continuously oversubscribed.*

Applicants who do not have the required degree but who have extensive work experience and/or proven leadership in their field of endeavour may apply in terms of **Milpark's Recognition of Prior Learning** policy. However, admission on these grounds is limited. **RPL applicants must have a minimum of 10 years of employment experience and demonstrate potential** to complete the programme. **The applicant must:**

01

Achieve an acceptable rating in the admission test.

02

Submit a **comprehensive curriculum vitae** and relevant certificates.

03

Submit a **one-page essay motivating** why they believe they should be admitted to the **programme**.

04

Present themselves for an interview with the **Programme Manager**.

05

In addition, an **applicant may be required** to present themselves for an interview with the **Selection Panel**.

Note: only once all **Entry route 1 places** have been finalised can any **RPL candidates** be admitted to the qualification.

Learn More About The RPL Requirements



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 **NQF Level 8 equivalent qualification** or degree must obtain, and submit to Milpark, a **Certificate of Equivalence** from the **South African Qualifications Authority (SAQA)** (www.saqa.org.za).

Applicants with non-South African/foreign degree qualifications are **advised to submit their SAQA Certificate of Equivalence** at the time of applying online for a **Milpark Postgraduate degree**.

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**.



8 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**.

Learn More

The following mode is available for this specific programme:



**Distance
learning
(DL)**

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**.

[View Technical Requirements](#)

[How To Check Your RAM](#)

10 Student Support

Comprehensive **student support services** are available.

Students are **provided with administrative support by Student Services**. Lecturers will facilitate compulsory live online interactive sessions, often based on real-life case studies. **Interactive group discussions** and activities allow students to **learn from lecturers and peers**. 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).

11 Library Access

The **Milpark Library provides access to e-books** in a virtual library called Cyberlibris (Scholartext). **Lecturers 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 simultaneously online.

There is no need to make reservations and requests, and **no limit on the time a student** has access to a book. With the **implementation of Cyberlibris**, students also have access to full-text resources via ProQuest (global), Emerald, Ebsco (global) and Sabinet (South African publications) to **assist with research and enrich** their learning experience.

Access to the Library is included in the module fee.

12 Rules of Progression

All modules are compulsory. Students are required to complete all nine credit-bearing modules. Students require **120 credits** to complete the qualification. *Finance for Non-Financial Managers FNFM01-OS* must be completed by all students who have not studied financial management at an undergraduate level or have no working experience in financial management.

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Assessment

Formative assessments comprising **assignments** and tests will contribute a specified percentage towards the final mark, and the **summative assessment** will contribute a specified percentage **towards the final mark**. The details regarding formative assessments **per module** can be found in each module outline and are **communicated to students** at the start of each semester.



Students are **required to attend all live@Milpark sessions**. Participation (with cameras on) is required to meet due **performance (DP) requirements**.

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Duration

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

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Certification

On successful **completion of the qualification**, the student will receive a **Postgraduate Diploma in Business Administration, NQF Level 8** (minimum credits: 120). The **Postgraduate Diploma in Business Administration** is accredited by the Higher Education Quality Committee of the Council on Higher Education (CHE).

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Further Studies

Milpark Education is **committed to the process of lifelong learning** and opening access to higher education. The programme is at **NQF level 8**, and will provide for articulation options into **NQF level 9** programmes. Narrowly, students may proceed to **Milpark's Master of Business Administration**.

Students who successfully complete the modules *BACS01-8*, *LDRS01-8*, *LDCT01-8*, *FMSD01-8* and *RGOV01-8* and are desirous of continuing with **MBA studies at Milpark will be granted exemptions** for these modules if admitted to the MBA programme.



Beyond Milpark Education, this qualification should articulate vertically with other master's qualifications in the **relevant fields of management development**. A student who has completed modules on this qualification at **Milpark Education** and who wishes to transfer to another **tertiary-level institution horizontally** should be able to apply for **exemption from relevant modules based** on the modules that have been passed at Milpark Education.

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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.



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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, or for other reasons. **Notice of such changes will be published on our website.**

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www.milpark.ac.za

Apply Now

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You've got this.**

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