



# **QUALIFICATION**

**Higher Certificate  
(SAQA ID: 91832; NQF Level 5)**

**Higher Certificate in MANAGEMENT**

**Mode of Learning**  
Distance Learning Online

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

# 1 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.

[Learn More](#)



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.

## 2 Who Should Enrol

The **HCert Management** would be suitable for the following individuals:

01

An **employed person seeking to develop** or formalise the skills, knowledge and attributes **needed to effectively** operate in a junior management position.

02

A school leaver, who requires a **Higher Certificate** for access into a Diploma or Degree programme of study.

## 3 Programme Outcomes

Successful completion of this qualification should enable the student to:

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



## 4 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
<b>TOTAL CREDITS</b>			<b>120</b>

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

# 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.



# 6

## 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 design thinking for business-success framework. **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 in a business context** (this may be their current business context) that they have assessed in terms of strengths and weaknesses.

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.

#### Introduction to Management Accounting IMAC01-5

**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.

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.

**The  
Management  
Environment  
MAEN02-5**

### 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.

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, and **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.

**Introduction  
to Marketing  
Management  
PMAR02-5**

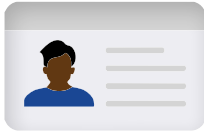
**Principles of  
Accounting  
ACCP02-5**

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.*



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 Senior Certificate** OR international  
school leaving certificate with SAQA Equivalence  
Certificate.

## Kindly note

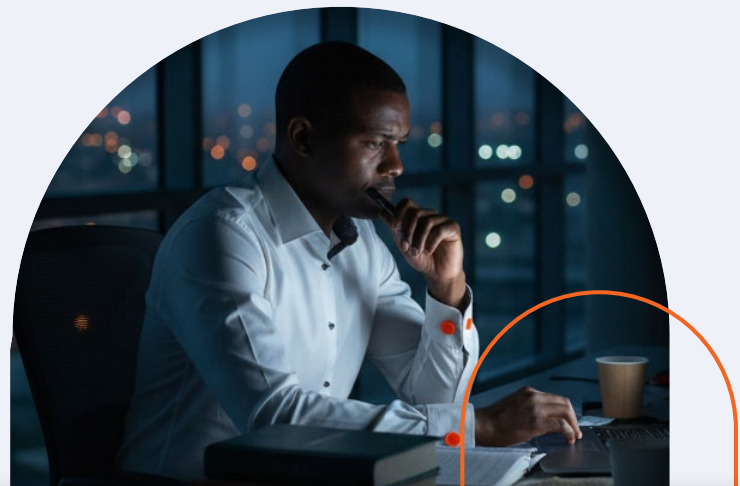
The **documents listed above represent the minimum requirements**. Applicants may be asked to provide additional supporting documentation if further evidence is needed. **Applicants are encouraged to provide all supporting documentation** at the time of applying to avoid unnecessary delays in the processing 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](http://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 outlined 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
- Evidence from **prior achievement**.
- **Employer letter of recommendation**

[Learn More About The RPL Requirements](#)

## 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](#)

**Following mode is available for this specific programme:**



Distance  
Learning  
Online



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

## 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.**

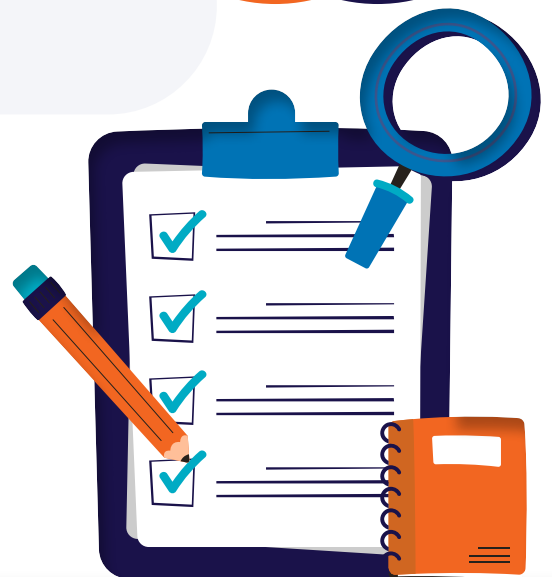
## Tutor

**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).**

# 11 Rules of Progression

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



## 12 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.

## 13 Duration

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

## 14 Certification

Upon 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).

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



## 15 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 based on the modules that have been passed at Milpark Education.

## 16 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 the students' own account. **The prescribed book list will be available on myMilpark, on registration.**

## 17 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.

## Website:

[www.milpark.ac.za](http://www.milpark.ac.za)

**Apply Now**

## Enquiries

Tel: (086) 999-0001

Deneb House

3rd Floor | 368 Main Road

Observatory | Cape Town

7925 | PO Box 44235

Claremont | 7735

# M

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

