



# QUALIFICATION

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

Higher Certificate in Management majoring in  
Risk and Compliance



**Mode of Delivery:**  
Distance Learning Online

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

# 1 Description and **Programme Purpose**

The Higher Certificate in Management, with a major in **Risk and Compliance** (HCM), is an entry-level, post-school higher education qualification designed to equip students with the foundational knowledge and skills necessary to function in junior **risk management** roles in diverse organisational contexts.

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## 2 Who Should **Enrol**

This programme would be suitable for:

**01**

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

**02**

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

**We're online.  
We've got space.**

## 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
Risk Management RIMA01-5*	3	Elective	20
Compliance Risk Management CRIM01-5*	4	Elective	20
Introduction to Management Accounting IMAC01-5	5	Compulsory	20
Design Thinking for Business Success DTBS01-5	6	Compulsory	20
<b>TOTAL CREDITS</b>			<b>120</b>

\* For this specific major, there are two electives available that must be taken.

**Note that specific subjects will only be offered in specific cycles.**

## 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 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**

**Risk  
Management  
RIMA01-5**

This module is aimed at providing students with an understanding of the general principles of risk management, the concept of risk, and the identification, evaluation and control of risk. In this module, we also identify and classify risk exposures in terms of insurability.

This module is aimed at providing students with a general understanding of compliance risk management. It will introduce students to the different categories of compliance risks that organisations face and explore how enterprises can continuously monitor and track their exposure to such risks. The purpose of this is to instil an understanding of the legal and financial ramifications of non-adherence to both internal and external regulations. The module will also introduce students to different categories of legislation and equip them with the tools necessary to understand and interpret these rules within a compliance context. *This module is only available in Semester 2.*

**Compliance  
Risk  
Management  
CRIM01-5**





# 6

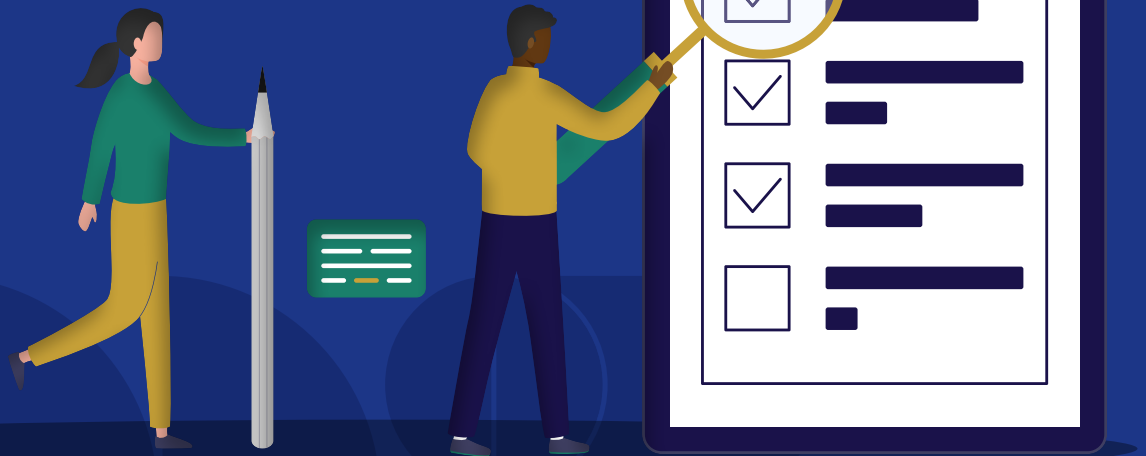
## Admission Requirements

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.

[Learn More](#)

**Recognition of Prior Learning (RPL) applications**

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



# 7

## Mode of Delivery

Choose an online format that works for you. Studying online requires certain skills such as self-discipline, self-motivation and communication. When you're an online learner, you'll find that you will quickly hone and develop these skills which are important for the workplace.

[Learn More](#)

**The following mode is available for this specific programme:**



**Distance  
Learning  
Online**

# 8

## Technical Requirements

### View Requirements



# 9

## 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)*.

## 10 Rules of Progression

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

## 11 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.



## 12 Duration

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





## 13 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).

## 14 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.

## 15 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.

## 16 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**

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You've got this.**

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