

**QUALIFICATION: Advanced Certificate in Management with Risk and Compliance****(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 become aware of this bigger picture, thus maximising the benefits of sound technical and cognitive leadership.

This stream is also designed to equip students with the critical knowledge and skills necessary to navigate the complex regulatory environment and mitigate potential risks within an organisation. By understanding and managing risks effectively, and ensuring compliance with legal and ethical standards, employees can significantly contribute to the stability and sustainability of their organisations. The stream with Risk and Compliance not only enhances individual competence but also strengthens the organisation's overall resilience and integrity in a competitive market.

The Advanced Certificate in Management is an intermediate, post-school HE 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 Risk Management context. The programme is primarily vocational or industry oriented and students who have completed this qualification can apply to IRMSA for the Certified Risk Practitioner (CRM Prac) designation as the qualification requirement.

**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 his knowledge in the field of general management and risk management.
- A person with significant work experience, who wishes to acquire formal management training in order to fully qualify for a middle risk management position
- An employed person seeking to develop or formalise the skills, knowledge and attributes needed to effectively operate in a risk management position.
- A person who wants to become a Certified Risk Management Practitioner (CRM Prac) with IRMSA.

## 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 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         |
| Risk Management 2 RIMA01-6                   | 1 & 3     | Elective            | 20         |
| Advanced Compliance Risk Management ACRM01-6 | 2 & 4     | Elective            | 20         |
| <b>TOTAL CREDITS</b>                         |           |                     | <b>120</b> |

## 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**

#### **Risk Management 2 RIMA01-6**

The purpose of this module is to provide the student with a solid contextual understanding of risk management as a process. Once this fundamental understanding is established, the identification of specific business risks is studied for the purpose of recommending suitable short-term insurance solutions as a way of risk financing. This module also covers disaster management strategies.

#### **Advanced Compliance Risk Management ACRM01-6**

The aim of this module is to provide students with an understanding of the compliance risk management process within organisations, as is required by the corporate governance process, supervisory bodies and relevant legislature. Students will gain an in-depth understanding of how closely integrated the compliance and risk management functions are. Completion of this module will equip students with the ability to identify and apply compliance techniques and regulations that will aid in the detection and reduction of financial crimes such as fraud, money laundering and bribery.

### **MINIMUM ADMISSION REQUIREMENTS**

The minimum admission requirement is a Higher Certificate (NQF Level 5) 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
- 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.saga.org.za](http://www.saga.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.