QUALIFICATION: Advanced Certificate in Management (SAQA ID 90665, NQF LEVEL 6)
MODE OF LEARNING: IMMERSIVE ONLINE

DESCRIPTION AND PROGRAMME PURPOSE

Organisations operate in increasingly complex, technology-enabled, and rapidly changing environments that require managers who can make informed decisions, lead people effectively, interpret financial information, and respond strategically to organisational challenges. The Advanced Certificate in Management equips professionals with these essential management capabilities while offering the flexibility to specialise in one of two career-focused areas: **Project Management and Advanced Digital Skills**, or **Risk Management and Compliance**. This allows students to tailor their learning to their professional interests and career aspirations while developing the broader management expertise needed to drive organisational performance and sustainable business value.

The Advanced Certificate in Management is an intermediate, post-school Higher Education qualification that builds on foundational knowledge and skills acquired through prior higher education study. The qualification develops the practical management capabilities required to make informed financial, strategic and leadership decisions within a range of organisational contexts. The programme culminates in an integrated capstone experience that enables students to apply their learning to authentic organisational challenges.

In line with the requirements of the Higher Education Qualifications Framework (HEQF), the programme is primarily vocational and industry-oriented, providing students with an intermediate level of higher education knowledge and the ability to apply this knowledge confidently within managerial and professional workplace contexts. The qualification also provides a sound foundation for graduates wishing to pursue further higher education studies.

WHO SHOULD ENROL

The Advanced Certificate in Management would be suitable for:

- Individuals who have completed a Higher Certificate in Management or an equivalent qualification and wish to further develop their management knowledge and skills.
- Current or aspiring supervisors, team leaders, and middle managers seeking to strengthen their capabilities in strategic leadership, financial decision-making, and organisational management.
- Working professionals who wish to formalise their management experience through a recognised higher education qualification that enhances career progression.

- Individuals seeking practical management knowledge that can be immediately applied within diverse organisational environments while providing a pathway to further study.

PROGRAMME OUTCOMES

Successful completion of this qualification should enable the student to:

- Apply core financial management principles and apply financial information to support effective managerial decision-making and organisational performance.
- Apply strategic leadership principles and analyse emerging political, economic, technological and social trends to support strategic decision-making.
- Apply management and leadership principles to supervise teams, coordinate resources and contribute to organisational performance within diverse workplace contexts.
- Integrate management knowledge and skills to analyse organisational challenges and develop practical, ethical and sustainable solutions within workplace contexts.

PROGRAMME STRUCTURE

<table>
<tr><th>Module name and code</th><th>Compulsory/Elective</th><th>Credits</th></tr>
<tr><td>Finance for Non-Financial Managers FMAG01-6</td><td>Compulsory</td><td>20</td></tr>
<tr><td>Integrated Business Strategy IBST02-6</td><td>Compulsory</td><td>20</td></tr>
<tr><td>Management and Leadership MLED02-6</td><td>Compulsory</td><td>20</td></tr>
<tr><td>Capstone CAPA01-6</td><td>Compulsory</td><td>20</td></tr>
<tr><td><u>Elective Combination A:</u>
Advanced Digital Skills ADDS01-6</td><td rowspan="4">*Electives – choose either Elective Combination A <u>or</u> Elective Combination B</td><td>20</td></tr>
<tr><td>Project Management PROM02-6</td><td>20</td></tr>
<tr><td><u>Elective Combination B:</u>
Risk Management 1 RISK01-6</td><td>20</td></tr>
<tr><td>Compliance Risk Management CORI01-6</td><td>20</td></tr>
<tr><td></td><td></td><td>120</td></tr>
</table>

***Electives should be selected in two possible combinations. Students should either select:**

- Advanced Digital Skills ADDS01-6 and
- Project Management PROM02-6

<u>OR</u>

- Risk Management RISK01-6 and
- Compliance Risk Management CORI01-6

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, inter active 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.

MODULE DESCRIPTIONS

Compulsory

Capstone CAPA01-6

The purpose of this capstone module is to provide students with an opportunity to integrate and apply the knowledge, skills, and competencies developed throughout the qualification to address an authentic organisational challenge. Students will draw on principles of strategic management, financial management, leadership, and their chosen elective stream to analyse complex business problems, evaluate evidence, and develop practical, ethical and sustainable recommendations. Through a workplace-based or simulated business project, students will demonstrate critical thinking, problem-solving, professional communication, and decision-making skills while producing solutions that create organisational value. The module serves as the culmination of the qualification by requiring students to synthesise learning across disciplines and apply it within a realistic management context.

Finance for Non-Financial Managers FMAG01-6

This module introduces financial management principles and empowers students to better understand the financial aspects of business. The module equips students with essential financial literacy for managerial decision making, including the interpretation of financial statements to evaluate organisational performance. Students will learn budgeting techniques and working capital management to optimise resource allocation, as well as the fundamentals of funding structures for business growth. The module covers financial ratio analysis to assess liquidity, profitability, and operational efficiency, while addressing ethical considerations in financial decision-making.

Integrated Business Strategy IBST02-6

This module addresses integrated business strategy, how organisations develop and implement strategy, and why global events, emerging technologies, and changing business environments are important to South African organisations. Students will explore how business level strategy, corporate level strategy, and global level strategy are interconnected. The module further covers the nature of strategy and the strategic management process, the analysis of an organisation’s external and internal environments, the key drivers of strategy implementation, and the use of business research to support strategic decision-making.

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

Advanced Digital Skills ADDS01-6

The purpose of this module is to equip students with digital competencies essential for strategic decision-making and effective business collaboration, building on skills from year 1. Students will develop advanced data analysis and visualisation skills, and gain proficiency in using digital communication platforms to support cross-functional teamwork. Emphasis is placed on interpreting complex data, generating actionable insights and applying these to drive business growth.

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 recognised 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.

Risk Management 1 RISK01-6

The purpose of this module is to equip students with a solid contextual understanding of risk management as a structured and evolving process across industries. Building on this foundation, students develop the ability to identify, analyse, and respond to a range of business risks, and to implement appropriate risk mitigation and risk financing measures. The module emphasises the role of digital tools and systems in supporting effective risk identification, monitoring, and decision-making, as well as the importance of ethical, compliant, and responsible professional practice. Disaster management and organisational resilience are examined with a focus on digitally enabled preparedness and ethical obligations to stakeholders.

Compliance Risk Management CORI01-6

The purpose of this module is to equip students with a comprehensive understanding of compliance risk management within organisations, as required by corporate governance frameworks, supervisory bodies, and relevant legislation. The module introduces students to core compliance principles, standards, and governance structures that underpin effective compliance risk management, while highlighting the close integration between compliance and risk management functions. Through the use of real-world case studies, the module promotes meaningful engagement and contextual understanding of compliance decision-making focussing on the detection, prevention, and mitigation of financial crimes such as fraud, money laundering, and bribery.

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.

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).

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 *myMilpar*k 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.

Online lecturer (IO)

Comprehensive student support services are available. Students are provided with administrative support by Student Services. To assist with understanding content, students have access to online lecturers 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 as prescribed in the Programme Structure. 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 40% 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 60% 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 of 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.