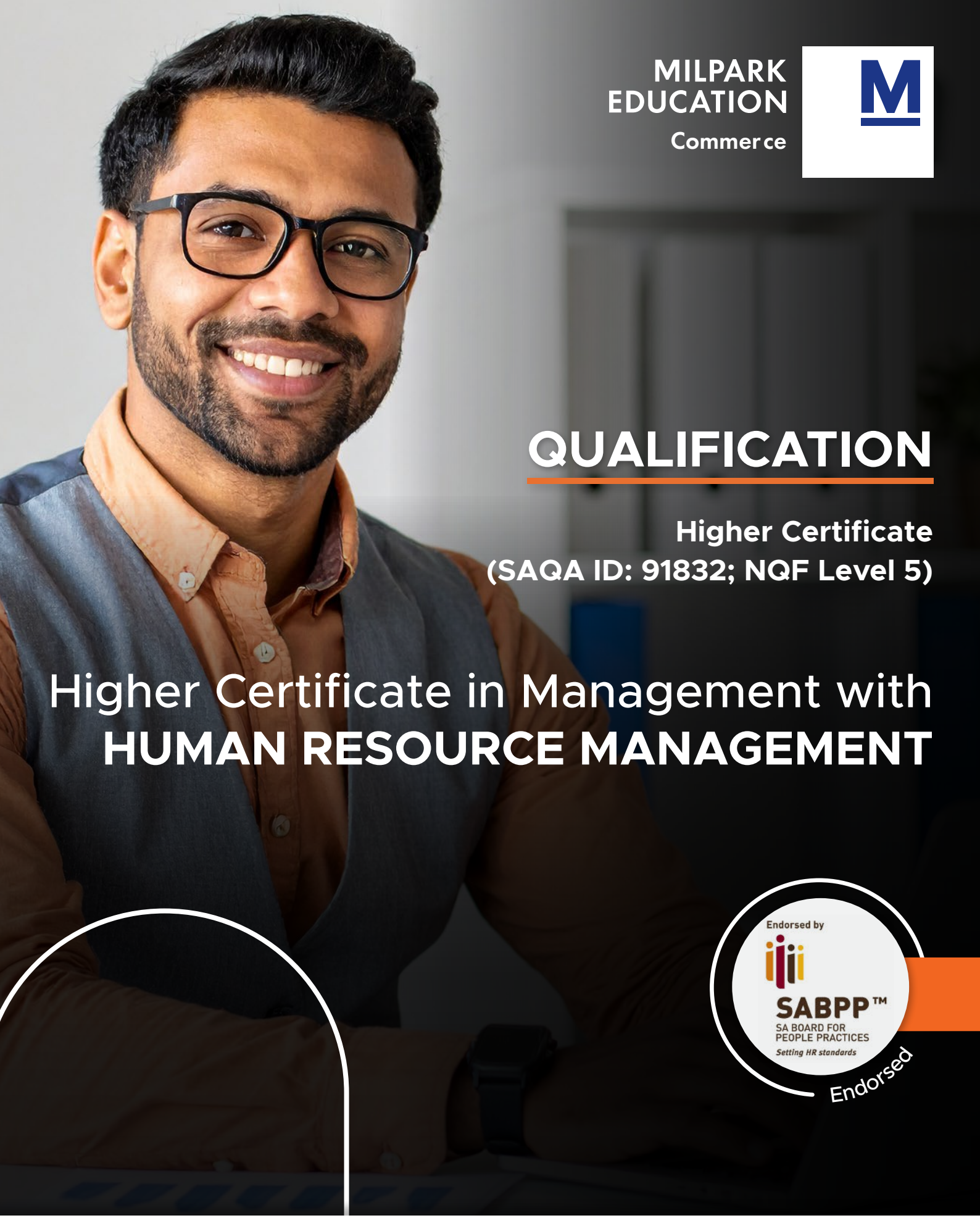


MILPARK EDUCATION
Commerce

QUALIFICATION

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

Higher Certificate in Management with HUMAN RESOURCE MANAGEMENT

Endorsed by SABPP™ SA BOARD FOR PEOPLE PRACTICES *Setting HR standards* Endorsed

Mode of Learning
Distance Learning Online

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

1 Description and **Programme Purpose**

The **Higher Certificate in Management with Human Resource 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 a junior Human Resource Management role in diverse organisational contexts.

Learn More



The **HCert (Management) with Human Resource 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.



This **programme blends core management principles with specialised HR** knowledge to equip students with the skills necessary to manage an organisation's most valuable asset – its people.

We're online.
We've got space.

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 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. **Implement basic human resource** best practices within an organisational environment.
3. Demonstrate an understanding of the relevant **South African legislative provisions and ethical practices** that form a framework for guiding the **management of human resources in organisations.**
4. **Demonstrate an understanding** of talent management and succession planning within organisational contexts.
5. Integrate foundational knowledge of basic project **management techniques** in designing and **solving problems** within familiar organisational contexts.



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4 Programme Structure

Module name and code	Semester	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
Talent Management and Succession Planning TMSP01-5	4	Elective	20
Introduction to Management Accounting IMAC01-5	5	Compulsory	20
Human Resource Governance Framework HRGF01-5	6	Elective	20
TOTAL CREDITS			**120**

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

The Management Environment MAEN02-5

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.

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 resource 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.

Design Thinking for Business Success DTBS01-5

This **module introduces students to the fundamental** concepts, tools and techniques in project management and design thinking for business success frameworks. **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 on 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

Electives

Human Resource Governance Framework HRGF01-5

This module introduces students to **fundamental HR concepts**, relevant South African legislative **provisions and ethical practices**, to cultivate a diverse, **inclusive and risk-averse organisational** culture that aligns with corporate governance strategies.

The **purpose of this module is to provide participants** with a comprehensive understanding of talent management and succession planning within organisational contexts. **Throughout the course, students will delve into various aspects** of talent management and succession planning, aiming to **equip themselves with the necessary** knowledge and skills to effectively navigate these critical areas.

Talent Management and Succession Planning TMSP01-5

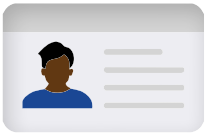


We've got you. You've got this.

7 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.

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 with matriculation endorsement/exemption for degree studies

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).

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



9 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**

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% 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).





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 on the **basis of 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

Apply Now

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You've got this.