ADVANCED CERTIFICATE IN MANAGEMENT

QUALIFICATION:
ADVANCED CERTIFICATE IN MANAGEMENT
SAQA ID 90665, NQF Level 6

MODE OF DELIVERY:
Distance learning

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 AdvCert (Management) aims to formally enable workers to be aware of this bigger picture, thus maximising the benefits of sound technical and cognitive leadership.

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 programme would typically be suitable for:

- a person with significant work experience, who wishes to acquire formal management training in order to fully qualify for a middle management position.
- a person who has achieved qualifications in disciplines other than management and is seeking a management qualification at the intermediate level.

The qualification is designed to produce people able to work in middle management in a General Management context. In line with the requirements of the Higher Education Qualifications Framework (HEQF), the programme is "primarily vocational or industry oriented" and provides a sound basis for graduates wishing to proceed with further studies.

The qualification will thus provide an "intermediate level of higher education knowledge" and ensure that the qualifying student is able to "[apply] such knowledge and competence in an occupation or role in the workplace" (HEQF, 2011).

WHO SHOULD ENROL

The AdvCert (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.
- an employed person seeking to develop or formalise the skills, knowledge and attributes needed to effectively operate in a middle management position.

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 on 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	Compulsory/Elective	Credits
Finance for Managers FMAN02-6	Compulsory	20
Integrated Business Strategy IBST02-6	Compulsory	20
Management and Leadership MLED02-6	Compulsory	20
Advanced People Management ADPE02-6	Compulsory	20
Business Ethics BUSE02-6		20
Marketing Management Practice PMAR01-6	Electives – choose 2	20
Project Management PROM02-6		20
Total credits		120

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 at presenting 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 interconnecting. 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

BUSINESS ETHICS BUSE02-6

Ethical behaviour by employees makes a substantial contribution to the long-term viability of a business. In this context, decisions are taken by individuals or groups within an organisation. The purpose of this module is to enable students to participate in ethical decision-making in the business environment. The module covers the importance of corporate governance globally, as well as locally, with the focus on the individual and the business environment.

MARKETING MANAGEMENT PRACTICE PMAR01-6

The purpose of this module is to provide a holistic picture of the field of marketing management and the resultant marketing strategies that can be implemented to obtain a competitive advantage. The module provides more insight into the context of the contemporary marketing landscape and presents students with a structured approach to developing a marketing plan. Topics include an analysis of the marketing environment, market targeting and positioning, as well as strategies that can be implemented to obtain a competitive advantage.

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 well-known 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.

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.

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.

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.

MODE OF DELIVERY
Students are required to select their mode of study on admission. Please note that there are mode factsheets available that explain each mode in detail. The following mode is available for this specific programme: Distance learning (DL).

ACCESS TO TECHNOLOGY

Milpark provides students with materials, resources, formative and summative assessments (including online tests and quizzes), discussion opportunities and a number of administrative services as part of the *myMilpark* and *myCourses* online tuition and support environments. Course materials contain links to additional external resources in the form of links to downloadable documents, websites and videos.

Having access to the above online facilities is essential for efficient communication, learning and success. The student will need continuous (daily) access to study, using the resources mentioned above, and to submit and receive assignments.

Summative assessments (exams) and selected formative assessments will be invigilated remotely with well-proven online proctoring services. Students will need to use their own device and ensure that they have a stable internet connection and the minimum system requirements in place.

Minimum system requirements
1. Reliable broadband (high speed) internet access
2. Firefox/Chrome/Edge web browser
3. Microsoft Word
4. PDF Viewer
5. Ability to scan and upload documents
6. Email/cellphone for notification and communication
7. Access to Microsoft 365 using Milpark student credentials.

For remotely proctored exams, students need their own device (laptop, Mac or desktop) with the following minimum system requirements in place:

	Windows	Mac	Linux	Chrome OS
Operating System	Windows 7+	macOS 10.11+	Ubuntu 18.04+	Chrome 58+
Processor	Intel Pentium or better	Intel	Intel Pentium or better	Intel or ARM
Free Disk Space	250 MB	250 MB	250 MB	250 MB
Free RAM	2 GB[1]	2 GB[1]	2 GB[1]	1 GB[1]
Upload Speed	0.092 Mbps – 0.244 Mbps[2]			
Microphone	Any Microphone, either internal or external[3]			
Webcam	320x240 VGA resolution (minimum) internal or external[3]			

1. Free RAM is the minimum amount of memory that is not in use by other applications.
2. Depends on the exam settings, secure browser has no upload speed requirement.
3. Only required for proctoring, secure browser functionality does not require audio/visual recording.

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), 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.