



QUALIFICATION

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

Higher Certificate in Management with a
major in **Human Resource Management**



Mode of Delivery:
Distance Learning Online

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

1 Description and Programme Purpose

The Higher Certificate in Management (HCM) with a major in **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.

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

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. *This module is available only in Semester 1.*

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 the unique human resources challenges in the South African context specifically.

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 is available only in Semester 1.*

**People
Leadership and
Development
PLDV01-5**

This module introduces students to the fundamental concepts, tools and techniques of project management and design thinking for the business success framework. Comprehensive coverage of the rationale for the project approach is also offered, followed by a systematic exploration of the main knowledge domains of projects, 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.

**Design
Thinking for
Business
Success
DTBS01-5**

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 can be their current business context) that they have assessed in terms of strengths and weaknesses. This module is available in Semester 1.

This is an introductory module to 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 management and control function. *This module is available only in Semester 2.*

**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, in order 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, participants 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. *This module is available only in Semester 2.*

**Talent
Management
and Succession
Planning
TMSP01-5**



3 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 a minimum mark of 40% in English, the language of instruction at Milpark Education.

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4 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.

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The following mode is available for this specific programme:



Distance Learning Online



Access to Technology



Minimum system requirements

01



Reliable high-speed
broadband internet
access

02



Firefox/Chrome/Edge
web browser

03



Microsoft Word

04



PDF Viewer

05



Ability to scan and
upload documents

06



Email/cellphone
for notification and
communication

07



Microsoft

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.

Minimum System Requirements

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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)*.

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Rules of Progression

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

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Duration

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



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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).

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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 for articulation options into 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 to another qualification 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.

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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.

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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.

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You've got this.**

