

DESCRIPTION

The Diploma in Management is a comprehensive qualification in management and designed specifically for managers and aspiring managers on all levels and in all spheres of business.

The elective focus areas within the Diploma in Management enables the student to select an elective that meets the diverse roles and responsibilities required by a range of industries in the public and private sectors.

ADMISSION REQUIREMENTS

- a Senior Certificate (SC); **OR**
- a National Senior Certificate (NSC) with a minimum of 40% in four recognised 20-credit modules, including English Home Language or first Additional Language; **OR**
- a National Senior Certificate – Vocational Level 4 (NC(V)) with a minimum of 50% in three fundamental modules, including English; and a minimum of 60% in three vocational modules; **OR**
- a STADIO Certificate or Higher Certificate (NQF 5) in Management; **OR**
- a Higher Certificate (NQF 5) in a cognate field

NAMIBIAN STUDENTS

- 25 points over 6 modules



MINIMUM SYSTEM REQUIREMENTS

- Wi-Fi: Reliable broadband Internet access (Wi-Fi is available on all of our campuses, but you may prefer access from home as well).
- Web browser: Edge/Chrome/Safari/Opera/FireFox.
- Computer/Laptop: A current Windows or Apple Mac computer/laptop capable of running the Office 365 software. Office 365 includes Word, Excel, PowerPoint and Outlook.
- PDF Viewer: The free Adobe Acrobat software.
- Scanning documents: Ability to scan and upload documents (typically from your cellphone or smartphone).
- Email/cellphone for notification and communication.
- Communication: A cellphone or smartphone for receiving notifications and communication.

CURRICULUM OUTLINE

ELECTIVE FOCUS AREAS		
ACCOUNTANCY	AVIATION MANAGEMENT *	DATA MANAGEMENT
DISASTER RISK MANAGEMENT	FIRE MANAGEMENT	FLEET MANAGEMENT
HUMAN RESOURCE MANAGEMENT	LOGISTICS MANAGEMENT	MARKETING MANAGEMENT
OCCUPATIONAL HEALTH & SAFETY MANAGEMENT		PROJECT MANAGEMENT
PUBLIC SECTOR FINANCIAL MANAGEMENT	PUBLIC SECTOR MANAGEMENT	PUBLIC SUPPLY CHAIN MANAGEMENT
PUBLIC TRANSPORT & FLEET MANAGEMENT		RECORDS MANAGEMENT

* Additional industry related modules and entry requirements for Aviation Management

ELECTIVE FOCUS AREAS	1st YEAR	2nd YEAR	3rd YEAR
ACCOUNTANCY The Diploma in Management (NQF Level 6, 360 credits) with a focus on Accounting, equips students with the knowledge and practical skills needed to manage people, processes, and resources in dynamic organisational environments. The programme combines core management disciplines such as leadership, communication, ethics, risk and compliance, and management information systems, with the option of specialising in Accounting. This qualification is designed for those who aspire to build a career in management, administration, or finance, and who want to develop both technical competence and leadership capability. Graduates will be workplace-ready, capable of solving real-world business problems, and prepared to progress into supervisory roles or further studies in business and management at NQF7.	Management Practice I MAND152 (20 credits) Management Information Systems I MISD152 (20 credits) Business Communication BCUD152 (20 credits) Accounting for Managers I ACND152 (20 credits) Income Tax TAXD152 (20 credits) Project Management I POMD152 (20 credits)	Management Practice II MAND262 (20 credits) Management Information Systems II MISD262 (20 credits) Business Ethics MBED262 (10 credits) End User Computing EUCD152 (10 credits) Accounting for Managers II ACND262 (20 credits) Cost and Management Accounting I CMAD252 (20 credits) Introduction to Managerial Economics MAED152 (20 credits)	Management Practice III MAND362 (20 credits) Risk and Compliance Management RCMD362 (20 credits) Business Leadership MBLD362 (20 credits) Accounting for Managers III ACND362 (20 credits) Cost and Management Accounting II CMAD362 (20 credits) Project Management II POMD262 (20 credits)
AVIATION MANAGEMENT * The Diploma in Management (NQF Level 6, 360 credits) with a focus on Aviation Management equips students with specialised knowledge and practical skills to manage operations, safety, and human factors within the aviation sector. Students will develop a strong foundation in management, communication, ethics, and leadership, while building aviation-specific expertise in tactical management, safety management systems, and applied aviation practices. This qualification is ideal for those aspiring to a career in the aviation industry - whether in airlines, airports, aviation services, or regulatory bodies. Graduates will be workplace-ready, capable of contributing to operational efficiency, safety, and compliance in aviation environments. The programme also prepares students for further study at NQF7 in management or aviation-related fields.	Management Practice I MAND152 (20 credits) Management Information Systems I MISD152 (20 credits) Business Communication BCUD152 (20 credits) Fundamentals of Aviation Management I AVMD152 (20 credits) Tactical Aviation Management I TAMD152 (20 credits) Fundamentals of Aviation Human Factors Management I RAMD152 (20 credits)	Management Practice II MAND262 (20 credits) Management Information Systems II MISD262 (20 credits) Business Ethics MBED262 (10 credits) End User Computing EUCD152 (10 credits) Applied Aviation Management II AVMD262 (20 credits) Accounting for Managers I ACND152 (20 credits) Safety Management Systems for Aviation I ASMD262 (20 credits)	Management Practice III MAND362 (20 credits) Risk and Compliance Management RCMD362 (20 credits) Business Leadership MBLD362 (20 credits) Applied Aviation Management III AVMD362 (20 credits) Aviation Human Factors Management II RAMD362 (20 credits) Tactical Aviation Management II TAMD362 (20 credits)
DATA MANAGEMENT The Diploma in Management (NQF Level 6, 360 credits) with a focus on Data Management equips students with the skills to manage information as a strategic organisational asset. Alongside a strong foundation in management, leadership, and communication, students will gain specialised knowledge in data management, business statistics, records management, and project management. This qualification is ideal for those aspiring to careers in data governance, information management, business intelligence, or compliance. Graduates will be workplace-ready, able to ensure that organisational data is accurate, secure, and used effectively to support decision-making and strategic growth. The programme also provides a pathway to further studies in information systems, data analytics, or business management at NQF7.	Management Practice I MAND152 (20 credits) Management Information Systems I MISD152 (20 credits) Business Communication BCUD152 (20 credits) Introduction to Business Statistics BISD152 (20 credits) Fundamentals of Data Management I MDMD152 (20 credits) Records Management I RMPD152 (20 credits)	Management Practice II MAND262 (20 credits) Management Information Systems II MISD262 (20 credits) Business Ethics MBED262 (10 credits) End User Computing EUCD152 (10 credits) Data Management II MDMD262 (20 credits) Project Management I POMD152 (20 credits) Records Management II RMPD262 (20 credits)	Management Practice III MAND362 (20 credits) Risk and Compliance Management RCMD362 (20 credits) Business Leadership MBLD362 (20 credits) Data Management III MDMD362 (20 credits) Project Management II POMD262 (20 credits) Introduction to Managerial Economics MAED152 (20 credits)

CURRICULUM OUTLINE

ELECTIVE FOCUS AREAS	1st YEAR	2nd YEAR	3rd YEAR
DISASTER RISK MANAGEMENT <p>The Diploma in Management (NQF Level 6, 360 credits) with a focus on Disaster Management equips students with the knowledge and practical skills to contribute to disaster risk reduction, emergency preparedness, and resilience building. Students will gain a strong foundation in management, leadership, communication, and ethics, while specialising in disaster risk reduction, project management, public sector management, and either financial or supply chain management. This qualification is ideal for those who want to make a difference in the public sector, humanitarian organisations, or disaster risk agencies, by developing solutions that protect lives, resources, and infrastructure in times of crisis. Graduates will be workplace-ready and able to take on roles in disaster response, recovery, and planning. The programme also provides a pathway to further study in disaster risk management, public management, or related fields at NQF7.</p>	Management Practice I MAND152 (20 credits) Management Information Systems I MISD152 (20 credits) Business Communication BCUD152 (20 credits) Disaster Risk Reduction I DRRD152 (20 credits) Project Management I POMD152 (20 credits) Public Sector Management I PMBD152 (20 credits)	Management Practice II MAND262 (20 credits) Management Information Systems II MISD262 (20 credits) Business Ethics MBED262 (10 credits) End User Computing EUCD152 (10 credits) Disaster Risk Reduction II DRRD262 (20 credits) Human Resource Management I HRMD152 (20 credits) Public Sector Financial Management I PFBD152 (20 credits) OR Public Supply Chain Management I PSCD152 (20 credits)	Management Practice III MAND362 (20 credits) Risk and Compliance Management RCMD362 (20 credits) Business Leadership MBLD362 (20 credits) Disaster Risk Reduction III DRRD362 (20 credits) Project Management II POMD262 (20 credits) Public Sector Management II PMBD262 (20 credits)
FIRE MANAGEMENT <p>The Diploma in Management (NQF Level 6, 360 credits) with a focus on Fire Technology Management provides students with both managerial and technical expertise to address fire risks, safety compliance, and emergency response. The programme combines core management knowledge with specialised learning in fire technology, legislation, risk management, incident command systems, and applied fire science. This qualification is ideal for those seeking careers in fire services, safety management, emergency planning, or industrial fire risk roles. Graduates will be equipped to contribute to fire prevention, incident response, and safety compliance, ensuring the protection of people, property, and infrastructure. The qualification also provides a pathway to advanced study in fire safety, disaster risk management, or occupational health and safety at NQF7.</p>	Management Practice I MAND152 (20 credits) Management Information Systems I MISD152 (20 credits) Business Communication BCUD152 (20 credits) Fire Technology Management I FRMD152 (20 credits) Fire Safety Legislation FSED152 (20 credits) Project Management I POMD152 (20 credits)	Management Practice II MAND262 (20 credits) Management Information Systems II MISD262 (20 credits) Business Ethics MBED262 (10 credits) End User Computing EUCD152 (10 credits) Fire Technology Management II FRMD262 (20 credits) Fire Risk Management FRRD252 (20 credits) Labour Law LLAD152 (20 credits)	Management Practice III MAND362 (20 credits) Risk and Compliance Management RCMD362 (20 credits) Business Leadership MBLD362 (20 credits) Fire Technology Management III FRMD362 (20 credits) Management of Incident Command Systems ICMD362 (20 credits) Fire Science Management and Application FSMD362 (20 credits)
FLEET MANAGEMENT <p>The Diploma in Management (NQF Level 6, 360 credits) with a focus on Fleet Management equips students with specialised knowledge and skills to manage vehicle fleets as a critical resource in both the public and private sectors. Alongside a foundation in management, communication, and leadership, students gain expertise in fleet operations, business law, accounting, project management, and economics. This qualification is ideal for those who want to pursue careers in transport, logistics, or public sector fleet operations, where effective management of vehicles, drivers, and costs is essential. Graduates will be workplace-ready, able to contribute to operational efficiency, regulatory compliance, and financial sustainability in fleet-intensive organisations. The programme also offers a pathway to further study in logistics, transport economics, or supply chain management at NQF7.</p>	Management Practice I MAND152 (20 credits) Management Information Systems I MISD152 (20 credits) Business Communication BCUD152 (20 credits) Fleet Management I FLMD152 (20 credits) Business Law I BLAD152 (20 credits) Accounting for Managers I ACND152 (20 credits)	Management Practice II MAND262 (20 credits) Management Information Systems II MISD262 (20 credits) Business Ethics MBED262 (10 credits) End User Computing EUCD152 (10 credits) Fleet Management II FLMD262 (20 credits) Project Management I POMD152 (20 credits) Introduction to Managerial Economics MAED152 (20 credits)	Management Practice III MAND362 (20 credits) Risk and Compliance Management RCMD362 (20 credits) Business Leadership MBLD362 (20 credits) Fleet Management III FLMD362 (20 credits) Project Management II POMD262 (20 credits) Accounting for Managers II ACND262 (20 credits)

CURRICULUM OUTLINE

ELECTIVE FOCUS AREAS	1st YEAR	2nd YEAR	3rd YEAR
HUMAN RESOURCE MANAGEMENT <p>The Diploma in Management (NQF Level 6, 360 credits) with a focus on Human Resource Management provides students with the knowledge and skills to manage people effectively within organisations. The programme combines a solid foundation in management and leadership with specialised learning in human resource management, training, labour law, and labour relations. This qualification is ideal for individuals who aspire to build careers in human resources, training and development, or employee relations. Graduates will be workplace-ready, capable of supporting organisational performance by managing talent, ensuring compliance with labour legislation, and fostering constructive workplace relations. The programme also opens opportunities for further study in human resource management, labour relations, or business management at NQF7.</p>	Management Practice I MAND152 (20 credits) Management Information Systems I MISD152 (20 credits) Business Communication BCUD152 (20 credits) Human Resource Management I HRMD152 (20 credits) Training Management I TRMD152 (20 credits) Project Management I POMD152 (20 credits)	Management Practice II MAND262 (20 credits) Management Information Systems II MISD262 (20 credits) Business Ethics MBED262 (10 credits) End User Computing EUCD152 (10 credits) Human Resource Management II HRMD262 (20 credits) Labour Law I LLAD152 (20 credits) Labour Relations I LBRD152 (20 credits)	Management Practice III MAND362 (20 credits) Risk and Compliance Management RCMD362 (20 credits) Business Leadership MBLD362 (20 credits) Human Resource Management III HRMD362 (20 credits) Training Management II TRMD262 (20 credits) Labour Relations II LBRD262 (20 credits)
LOGISTICS MANAGEMENT <p>The Diploma in Management (NQF Level 6, 360 credits) with a focus on Logistics Management equips students with the managerial and technical skills to keep goods and services moving efficiently through the supply chain. In addition to a strong foundation in management, leadership, and communication, students will gain specialised knowledge in logistics management, accounting, project management, business law, and economics. This qualification is ideal for those pursuing careers in logistics, supply chain, transport, warehousing, or operations. Graduates will be workplace-ready, capable of contributing to the smooth flow of goods and resources, cost control, and legal compliance within organisations. The programme also provides a pathway to further study in supply chain management, transport economics, or operations management at NQF7.</p>	Management Practice I MAND152 (20 credits) Management Information Systems I MISD152 (20 credits) Business Communication BCUD152 (20 credits) Logistics Management I LOGD152 (20 credits) Project Management I POMD152 (20 credits) Accounting for Managers I ACND152 (20 credits)	Management Practice II MAND262 (20 credits) Management Information Systems II MISD262 (20 credits) Business Ethics MBED262 (10 credits) End User Computing EUCD152 (10 credits) Logistics Management II LOGD262 (20 credits) Business Law I BLAD152 (20 credits) Introduction to Managerial Economics MAED152 (20 credits)	Management Practice III MAND362 (20 credits) Risk and Compliance Management RCMD362 (20 credits) Business Leadership MBLD362 (20 credits) Logistics Management III LOGD362 (20 credits) Project Management II POMD262 (20 credits) Accounting for Managers II ACND262 (20 credits)
MARKETING MANAGEMENT <p>The Diploma in Management (NQF Level 6, 360 credits) with a focus on Marketing Management equips students with the knowledge and practical skills to understand customer needs, create value, and drive organisational growth. Alongside a strong foundation in management, communication, and leadership, students gain specialised expertise in marketing strategy, economics, project management, business law, and accounting. This qualification is ideal for individuals aspiring to careers in marketing, sales, brand management, or customer engagement. Graduates will be workplace-ready, able to support marketing campaigns, analyse markets, and contribute to business growth through effective marketing practices. The programme also provides a pathway to further study in marketing management, business administration, or digital marketing at NQF7.</p>	Management Practice I MAND152 (20 credits) Management Information Systems I MISD152 (20 credits) Business Communication BCUD152 (20 credits) Marketing Management I MARD152 (20 credits) Project Management I POMD152 (20 credits) Introduction to Managerial Economics MAED152 (20 credits)	Management Practice II MAND262 (20 credits) Management Information Systems II MISD262 (20 credits) Business Ethics MBED262 (10 credits) End User Computing EUCD152 (10 credits) Marketing Management II MARD262 (20 credits) Business Law I BLAD152 (20 credits) Accounting for Managers I ACND152 (20 credits)	Management Practice III MAND362 (20 credits) Risk and Compliance Management RCMD362 (20 credits) Business Leadership MBLD362 (20 credits) Marketing Management III MARD362 (20 credits) Project Management II POMD262 (20 credits) Accounting for Managers II ACND262 (20 credits)
OCCUPATIONAL HEALTH & SAFETY MANAGEMENT <p>The Diploma in Management (NQF Level 6, 360 credits) with a focus on Occupational Health and Safety Management equips students with the knowledge and skills to create safe and compliant workplaces. The programme integrates a solid foundation in management, leadership, and communication with specialised learning in health and safety management, workplace safety systems, accident investigation, labour law, and risk assessment. This qualification is ideal for individuals aspiring to careers in occupational health and safety, compliance, or workplace risk management. Graduates will be workplace-ready, capable of ensuring that organisations meet safety regulations, prevent incidents, and foster a culture of health and safety. The qualification also provides a pathway to further study in occupational health and safety management, industrial relations, or risk management at NQF7.</p>	Management Practice I MAND152 (20 credits) Management Information Systems I MISD152 (20 credits) Business Communication BCUD152 (20 credits) Health and Safety Management I HSMD152 (20 credits) Project Management I POMD152 (20 credits) Manage Safety in the Workplace MSWD152 (20 credits)	Management Practice II MAND262 (20 credits) Management Information Systems II MISD262 (20 credits) Business Ethics MBED262 (10 credits) End User Computing EUCD152 (10 credits) Health and Safety Management II HSMD262 (20 credits) Labour Law LLAD152 (20 credits) Accident and Incident Investigation Management ALLD152 (20 credits)	Management Practice III MAND362 (20 credits) Risk and Compliance Management RCMD362 (20 credits) Business Leadership MBLD362 (20 credits) Health and Safety Management III HSMD362 (20 credits) Project Management II POMD262 (20 credits) Safety Risk Assessment MSWD262 (20 credits)

CURRICULUM OUTLINE

ELECTIVE FOCUS AREAS	1st YEAR	2nd YEAR	3rd YEAR
PROJECT MANAGEMENT The Diploma in Management (NQF Level 6, 360 credits) with a focus on Project Management equips students with the knowledge and practical skills to plan, execute, and monitor projects effectively. Students gain a strong foundation in management, leadership, communication, business law, accounting, and human resource management, while specialising in project management principles and applying them to fields such as marketing, training, or public sector management. This qualification is ideal for those aspiring to careers in project coordination, management, or administration across sectors. Graduates will be workplace-ready, capable of delivering projects on time, within budget, and in alignment with organisational goals. The programme also provides a pathway to further study in project management, operations management, or business administration at NQF7.	Management Practice I MAND152 (20 credits) Management Information Systems I MISD152 (20 credits) Business Communication BCUD152 (20 credits) Project Management I POMD152 (20 credits) Business Law I BLAD152 (20 credits) Human Resource Management I HRMD152 (20 credits)	Management Practice II MAND262 (20 credits) Management Information Systems II MISD262 (20 credits) Business Ethics MBED262 (10 credits) End User Computing EUCD152 (10 credits) Project Management II POMD262 (20 credits) Accounting for Managers I ACND152 (20 credits) Marketing Management I MARD152 (20 credits) OR Public Sector management I PMBD152 (20 credits) OR Training Management I TRMD152 (20 credits)	Management Practice III MAND362 (20 credits) Risk and Compliance Management RCMD362 (20 credits) Business Leadership MBLD362 (20 credits) Project Management III POM300 (20 credits) Human Resource Management II HRM200 (20 credits) Marketing Management II MARD262 (20 credits) OR Public Sector Management II PMBD262 (20 credits) OR Training Management II TRMD262 (20 credits)
PUBLIC SECTOR FINANCIAL MANAGEMENT The Diploma in Management (NQF Level 6, 360 credits) with a focus on Public Sector Financial Management equips students with the skills and knowledge to manage finances, supply chains, and accounting processes in public sector organisations. The programme combines core management, leadership, communication, and accounting competencies with specialised training in public sector financial management, supply chain management, and accounting for managers. This qualification is ideal for individuals pursuing careers in government finance, municipal management, or public sector administration. Graduates will be workplace-ready, able to ensure compliance, effective resource allocation, and financial accountability within public institutions. The programme also provides a pathway to further study in public financial management, accounting, or public administration at NQF7.	Management Practice I MAND152 (20 credits) Management Information Systems I MISD152 (20 credits) Business Communication BCUD152 (20 credits) Public Sector Financial Management I PFBD152 (20 credits) Public Supply Chain Management I PSCD152 (20 credits) Accounting for Managers I ACND152 (20 credits)	Management Practice II MAND262 (20 credits) Management Information Systems II MISD262 (20 credits) Business Ethics MBED262 (10 credits) End User Computing EUCD152 (10 credits) Public Sector Financial Management II PFBD262 (20 credits) Public Sector Management I PMBD152 (20 credits) Accounting for Managers II ACND262 (20 credits)	Management Practice III MAND362 (20 credits) Risk and Compliance Management RCMD362 (20 credits) Business Leadership MBLD362 (20 credits) Public Sector Financial Management III PFBD362 (20 credits) Public Supply Chain Management II PSCD262 (20 credits) Accounting for Managers III ACND362 (20 credits)
PUBLIC SECTOR MANAGEMENT The Diploma in Management (NQF Level 6, 360 credits) with a focus on Public Sector Management equips students with the knowledge and skills to manage operations, projects, finance, and human resources in government and public institutions. The programme integrates core management principles with specialised learning in public sector administration, project management, supply chain management, human resources, and public financial management. This qualification is ideal for individuals seeking careers in government, municipal management, or public administration. Graduates will be workplace-ready, capable of improving service delivery, ensuring compliance, and managing resources efficiently in public institutions. The programme also provides a pathway to further study in public administration, project management, or public financial management at NQF7.	Management Practice I MAND152 (20 credits) Management Information Systems I MISD152 (20 credits) Business Communication BCUD152 (20 credits) Public Sector Management I PMBD152 (20 credits) Project Management I POMD152 (20 credits) Public Supply Chain Management I PSCD152 (20 credits)	Management Practice II MAND262 (20 credits) Management Information Systems II MISD262 (20 credits) Business Ethics MBED262 (10 credits) End User Computing EUCD152 (10 credits) Public Sector Management II PMBD262 (20 credits) Human Resource Management I HRMD152 (20 credits) Public Sector Financial Management I PFBD152 (20 credits)	Management Practice III MAND362 (20 credits) Risk and Compliance Management RCMD362 (20 credits) Business Leadership MBLD362 (20 credits) Public Sector Management III PMBD362 (20 credits) Project Management II POMD262 (20 credits) Human Resource Management II HRMD262 (20 credits)

CURRICULUM OUTLINE

ELECTIVE FOCUS AREAS	1st YEAR	2nd YEAR	3rd YEAR
PUBLIC SUPPLY CHAIN MANAGEMENT The Diploma in Management (NQF Level 6, 360 credits) with a focus on Public Supply Chain Management equips students with the knowledge and skills to manage procurement, logistics, and asset management in public sector organisations. Alongside core management, project management, and finance principles, students specialise in supply chain management, public financial management, public sector operations, and asset control. This qualification is ideal for individuals aspiring to careers in government, municipal supply chain, or public asset management. Graduates will be workplace-ready, capable of ensuring efficient, compliant, and cost-effective management of public resources. The programme also provides a pathway to further study in public financial management, supply chain management, or project management at NQF7.	Management Practice I MAND152 (20 credits) Management Information Systems I MISD152 (20 credits) Business Communication BCUD152 (20 credits) Public Supply Chain Management I PSCD152 (20 credits) Public Sector Financial Management I PFBD152 (20 credits) Public Asset Management I PAMD152 (20 credits)	Management Practice II MAND262 (20 credits) Management Information Systems II MISD262 (20 credits) Business Ethics MBED262 (10 credits) End User Computing EUCD152 (10 credits) Public Supply Chain Management II PSCD262 (20 credits) Public Sector Management I PMBD152 (20 credits) Project Management I POMD152 (20 credits)	Management Practice III MAND362 (20 credits) Risk and Compliance Management RCMD362 (20 credits) Business Leadership MBLD362 (20 credits) Public Supply Chain Management III PSCD362 (20 credits) Public Sector Financial Management II PFBD262 (20 credits) Project Management II POMD262 (20 credits)
PUBLIC TRANSPORT & FLEET MANAGEMENT The Diploma in Management (NQF Level 6, 360 credits) with a focus on Public Transport and Fleet Management equips students with the knowledge and practical skills to manage transport systems, vehicle fleets, and related public sector resources. In addition to core management, project management, and finance principles, students specialise in fleet management, public transport operations, supply chain management, and public financial management. This qualification is ideal for individuals aspiring to careers in public transport management, municipal fleet operations, or government logistics. Graduates will be workplace-ready, able to contribute to efficient, compliant, and cost-effective transport and fleet operations. The programme also provides a pathway to further study in public administration, transport management, or logistics management at NQF7.	Management Practice I MAND152 (20 credits) Management Information Systems I MISD152 (20 credits) Business Communication BCUD152 (20 credits) Fleet Management I FLMD152 (20 credits) Public Supply Chain Management I PSCD152 (20 credits) Project Management I POMD152 (20 credits)	Management Practice II MAND262 (20 credits) Management Information Systems II MISD262 (20 credits) Business Ethics MBED262 (10 credits) End User Computing EUCD152 (10 credits) Fleet Management II FLMD262 (20 credits) Public Sector Management I PMBD152 (20 credits) Public Sector Financial Management I PFBD152 (20 credits)	Management Practice III MAND362 (20 credits) Risk and Compliance Management RCMD362 (20 credits) Business Leadership MBLD362 (20 credits) Fleet Management III FLMD362 (20 credits) Public Supply Chain Management II PSCD262 (20 credits) Public Sector Financial Management II PFBD262 (20 credits)
RECORDS MANAGEMENT The Diploma in Management (NQF Level 6, 360 credits) with a focus on Records Management equips students with the knowledge and practical skills to manage organisational records, information, and data effectively. The programme combines core management, project management, and human resource principles with specialised learning in records management, information governance, public sector management, and compliance. This qualification is ideal for individuals seeking careers in records management, information governance, or administrative roles in both public and private sector organisations. Graduates will be workplace-ready, capable of maintaining accurate, secure, and compliant records, supporting operational efficiency, and contributing to organisational decision-making. The programme also provides a pathway to further study in information management, public administration, or project management at NQF7.	Management Practice I MAND152 (20 credits) Management Information Systems I MISD152 (20 credits) Business Communication BCUD152 (20 credits) Records Management I RMPD152 (20 credits) Project Management I POMD152 (20 credits) Public Supply Chain Management I PSCD152 (20 credits) OR Public Sector Financial Management I PFBD152 (20 credits)	Management Practice II MAND262 (20 credits) Management Information Systems II MISD262 (20 credits) Business Ethics MBED262 (10 credits) End User Computing EUCD152 (10 credits) Records Management II RMPD262 (20 credits) Human Resource Management I HRMD152 (20 credits) Public Sector Management I PMBD152 (20 credits)	Management Practice III MAND362 (20 credits) Risk and Compliance Management RCMD362 (20 credits) Business Leadership MBLD362 (20 credits) Records Management III RMPD362 (20 credits) Human Resource Management II HRMD262 (20 credits) Project Management II POMD262 (20 credits)
CREDITS PER YEAR	120	120	120

CAREER OPPORTUNITIES

ACCOUNTANCY	AVIATION MANAGEMENT *	DATA MANAGEMENT	DISASTER RISK MANAGEMENT
MANAGEMENT ASSISTANT / JUNIOR MANAGER	AVIATION OPERATIONS COORDINATOR	DATA MANAGEMENT OFFICER / ADMINISTRATOR	DISASTER RISK MANAGEMENT OFFICER / PRACTITIONER (ENTRY-LEVEL)
OFFICE OR BUSINESS ADMINISTRATOR	AIRPORT DUTY OFFICER / SUPERVISOR	RECORDS AND INFORMATION OFFICER	EMERGENCY MANAGEMENT COORDINATOR
PROJECT COORDINATOR / JUNIOR PROJECT MANAGER	AVIATION SAFETY AND COMPLIANCE OFFICER	DATA ANALYST (JUNIOR LEVEL)	PUBLIC SECTOR ADMINISTRATOR (DISASTER/EMERGENCY FOCUS)
RISK AND COMPLIANCE OFFICER	AIRLINE OR AIRPORT ADMINISTRATIVE OFFICER	BUSINESS INTELLIGENCE ASSISTANT	COMMUNITY RISK REDUCTION OFFICER
BUSINESS ANALYST (ENTRY-LEVEL)	AVIATION RISK AND SAFETY ANALYST	COMPLIANCE AND RECORDS SPECIALIST	PROJECT COORDINATOR (DISASTER/RELIEF PROJECTS)
ACCOUNTING ASSISTANT	AVIATION HUMAN FACTORS SPECIALIST (JUNIOR LEVEL)	INFORMATION GOVERNANCE ASSISTANT	HUMAN RESOURCE / TRAINING OFFICER (DISASTER FOCUS)
ENTREPRENEUR / SMALL BUSINESS OWNER	PROJECT COORDINATOR IN AVIATION	PROJECT COORDINATOR (DATA PROJECTS)	SUPPLY CHAIN / FINANCIAL ADMINISTRATOR (PUBLIC SECTOR)
FINANCIAL ADMINISTRATOR	AVIATION BUSINESS DEVELOPMENT ASSISTANT	OPERATIONS OR BUSINESS ADMINISTRATOR (DATA-FOCUSED)	NGO OR HUMANITARIAN RELIEF PROGRAMME ASSISTANT
FIRE MANAGEMENT	FLEET MANAGEMENT	HUMAN RESOURCE MANAGEMENT	LOGISTICS MANAGEMENT
FIRE SAFETY OFFICER	FLEET MANAGEMENT OFFICER / COORDINATOR	HUMAN RESOURCE OFFICER / ASSISTANT	LOGISTICS COORDINATOR / OFFICER
FIRE RISK MANAGEMENT OFFICER	TRANSPORT / LOGISTICS SUPERVISOR	TRAINING AND DEVELOPMENT COORDINATOR	SUPPLY CHAIN ASSISTANT
FIRE TECHNOLOGY SPECIALIST (JUNIOR LEVEL)	FLEET COMPLIANCE AND SAFETY OFFICER	LABOUR RELATIONS OFFICER (ENTRY-LEVEL)	OPERATIONS SUPERVISOR (LOGISTICS FOCUS)
EMERGENCY RESPONSE COORDINATOR	VEHICLE PROCUREMENT AND MAINTENANCE PLANNER	HR COMPLIANCE AND RECORDS ADMINISTRATOR	TRANSPORT / FLEET ADMINISTRATOR
OCCUPATIONAL HEALTH AND SAFETY OFFICER (FIRE FOCUS)	OPERATIONS OR BUSINESS ADMINISTRATOR (FLEET FOCUS)	RECRUITMENT COORDINATOR / TALENT ACQUISITION ASSISTANT	PROCUREMENT AND INVENTORY CLERK
MUNICIPAL FIRE AND RESCUE ADMINISTRATION OFFICER	PROJECT COORDINATOR (FLEET/TRANSPORT PROJECTS)	PROJECT COORDINATOR (HR-RELATED PROJECTS)	PROJECT COORDINATOR (LOGISTICS PROJECTS)
FIRE SAFETY INSPECTOR	FINANCIAL / COST ANALYST (FLEET OPERATIONS)	PAYROLL / HR SYSTEMS ADMINISTRATOR	WAREHOUSE SUPERVISOR / ASSISTANT MANAGER
	PUBLIC SECTOR FLEET OFFICER	WORKFORCE PLANNING ASSISTANT	IMPORT / EXPORT ADMINISTRATOR
MARKETING MANAGEMENT	OCCUPATIONAL HEALTH & SAFETY MANAGEMENT	PROJECT MANAGEMENT	PUBLIC SECTOR FINANCIAL MANAGEMENT
MARKETING ASSISTANT / COORDINATOR	HEALTH AND SAFETY OFFICER / PRACTITIONER (ENTRY-LEVEL)	PROJECT COORDINATOR / ASSISTANT	PUBLIC SECTOR FINANCIAL OFFICER / ADMINISTRATOR
SALES AND BUSINESS DEVELOPMENT OFFICER	OCCUPATIONAL HEALTH AND SAFETY COORDINATOR	JUNIOR PROJECT MANAGER	SUPPLY CHAIN AND PROCUREMENT OFFICER
BRAND ASSISTANT / JUNIOR BRAND MANAGER	RISK AND SAFETY COMPLIANCE OFFICER	PROJECT ADMINISTRATOR	BUDGET ANALYST (ENTRY-LEVEL)
MARKET RESEARCH ASSISTANT	INCIDENT INVESTIGATION OFFICER	OPERATIONS PROJECT OFFICER	ACCOUNTING CLERK / ASSISTANT (PUBLIC SECTOR)
DIGITAL MARKETING COORDINATOR (ENTRY-LEVEL)	SAFETY TRAINING COORDINATOR	BUSINESS OR HR PROJECT SUPPORT OFFICER	PROJECT FINANCE COORDINATOR
PROJECT COORDINATOR (MARKETING PROJECTS)	PROJECT SAFETY COORDINATOR	COMPLIANCE AND RISK PROJECT ASSISTANT	FINANCIAL COMPLIANCE OFFICER
CUSTOMER RELATIONS OFFICER	LABOUR AND SAFETY COMPLIANCE ADMINISTRATOR	PUBLIC SECTOR PROJECT OFFICER	TREASURY OR REVENUE OFFICER
PRODUCT OR SERVICE PROMOTION OFFICER	SAFETY RISK ASSESSMENT ASSISTANT	TRAINING OR DEVELOPMENT PROJECT COORDINATOR	PUBLIC ADMINISTRATION SUPPORT OFFICER

CAREER OPPORTUNITIES

PUBLIC SECTOR MANAGEMENT	PUBLIC SUPPLY CHAIN MANAGEMENT	PUBLIC TRANSPORT & FLEET MANAGEMENT	RECORDS MANAGEMENT
PUBLIC SECTOR ADMINISTRATOR / OFFICER	PUBLIC SUPPLY CHAIN OFFICER / COORDINATOR	PUBLIC TRANSPORT COORDINATOR / OFFICER	RECORDS MANAGEMENT OFFICER / CLERK
PROJECT COORDINATOR (PUBLIC SECTOR)	PROCUREMENT ADMINISTRATOR (PUBLIC SECTOR)	FLEET MANAGEMENT OFFICER	INFORMATION GOVERNANCE OFFICER
HUMAN RESOURCE OFFICER (GOVERNMENT)	PROJECT SUPPLY CHAIN COORDINATOR	PROJECT COORDINATOR (TRANSPORT PROJECTS)	PROJECT COORDINATOR (RECORDS / INFORMATION PROJECTS)
PUBLIC SUPPLY CHAIN OFFICER	ASSET MANAGEMENT OFFICER	SUPPLY CHAIN AND LOGISTICS OFFICER (PUBLIC SECTOR)	ARCHIVE OFFICER / ADMINISTRATOR
FINANCIAL ADMINISTRATOR (PUBLIC SECTOR)	FINANCIAL ADMINISTRATOR (SUPPLY CHAIN FOCUS)	FINANCIAL ADMINISTRATOR (FLEET/TRANSPORT FOCUS)	HUMAN RESOURCE RECORDS OFFICER
POLICY IMPLEMENTATION OFFICER	OPERATIONS SUPPORT OFFICER (PUBLIC SECTOR)	OPERATIONS SUPPORT OFFICER (TRANSPORT OR FLEET)	PUBLIC SECTOR ADMINISTRATIVE OFFICER
OPERATIONS SUPPORT OFFICER	LOGISTICS AND COMPLIANCE OFFICER	MUNICIPAL TRANSPORT OFFICER	COMPLIANCE AND RISK RECORDS ASSISTANT
MUNICIPAL OR PROVINCIAL PROGRAMME OFFICER	MUNICIPAL OR PROVINCIAL SUPPLY CHAIN OFFICER	ASSET AND RESOURCE MANAGEMENT OFFICER	DOCUMENT CONTROL OFFICER