STADIO
HIGHER EDUCATION

HIGHER CERTIFICATE IN MANAGEMENT

NQF 5 | MIN. 120 CREDITS | SAQA ID: 117871 | MIN. 1 YEAR

STADIO FLEX CAMPUS: RUSTENBURG



DESCRIPTION

The Higher Certificate in Management is an entry-level qualification and is suitable for candidates not meeting the admission requirements for degree level studies.

The Higher Certificate in Management can be structured according to the chosen elective focus areas.
The various electives of the Higher Certificate in Management are indicated on page 2. Management (MAN001), Entrepreneurship (ENT100), Fundamentals of Business Communication (FBC152) and Fundamentals of Business Studies (FBS152) are the core compulsory modules that form part of each elective.

ADMISSION REQUIREMENTS

- a Senior Certificate (SC); **OR**
- a National Senior Certificate (NSC) with a minimum of 40% in three modules, including a Home Language and a minimum of 30% in three other modules; **OR**
- a National Senior Certificate – Vocational Level 4 (NC(V));
  with
- a minimum of 40% for English Home Language and 30% for First Additional Language.

Scan to learn more:

OTHER ACCESS PATHWAYS

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.

ARTICULATION POSSIBILITIES

Vertical articulation opportunities within STADIO include:

- Diploma in Management – SAQA 117869
- Bachelor of Business Administration – SAQA 117863

Horizontal articulation opportunities within STADIO include:

- Higher Certificate in Paralegal Studies – SAQA 117877

SCHOOL OF ADMINISTRATION & MANAGEMENT

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CURRICULUM OUTLINE

ELECTIVE FOCUS AREAS	
HUMAN RESOURCES MANAGEMENT	OCCUPATIONAL HEALTH & SAFETY MANAGEMENT
PROJECT MANAGEMENT	PUBLIC SECTOR MANAGEMENT

ELECTIVE FOCUS AREAS		1st YEAR	
HUMAN RESOURCES MANAGEMENT The Higher Certificate in Management with Human Resources Management Focus provides foundational skills in management, business communication, and entrepreneurship, alongside practical knowledge in human resource management and labour relations. You will learn to support HR functions, manage employee records, and assist in labour relations processes, preparing you for entry-level roles in HR, administration, and organisational support. This qualification also lays the groundwork for further studies in human resource management, business administration, or related fields.	SEM 1	Fundamentals of Business Communication Fundamentals of Business Studies Management	FBC152 (20 credits) FBS152 (20 credits) MAN001 (20 credits)
	SEM 2	Entrepreneurship Human Resource Management I Labour Relations I	ENT100 (20 credits) HRM100 (20 credits) LBR100 (20 credits)
OCCUPATIONAL HEALTH & SAFETY MANAGEMENT The Higher Certificate in Management with Occupational Health and Safety Focus equips you with essential management, business communication, and entrepreneurship skills, combined with practical knowledge in health and safety management and project coordination. You will learn to support workplace safety initiatives, contribute to risk management, and assist in planning and executing projects in health and safety environments. This qualification prepares you for entry-level roles in occupational health and safety, compliance, and operational support, while providing a pathway for further studies in management, health and safety, or project management.	SEM 1	Fundamentals of Business Communication Fundamentals of Business Studies Management	FBC152 (20 credits) FBS152 (20 credits) MAN001 (20 credits)
	SEM 2	Entrepreneurship Health and Safety Management Project Management I	ENT100 (20 credits) HSM100 (20 credits) POM100 (20 credits)
PROJECT MANAGEMENT The Higher Certificate in Management with Project Management Focus provides foundational skills in management, business communication, and entrepreneurship, combined with practical knowledge in project management and business law. You will learn to support projects from planning through execution, manage contracts and compliance, and contribute to the successful delivery of organizational initiatives. This qualification prepares you for entry-level roles in project coordination, business administration, and operational support, while providing a pathway to further studies in management, project management, or business law.	SEM 1	Fundamentals of Business Communication Fundamentals of Business Studies Management	FBC152 (20 credits) FBS152 (20 credits) MAN001 (20 credits)
	SEM 2	Entrepreneurship Introduction to Business Law Project Management I	ENT100 (20 credits) BLA152 (20 credits) POM100 (20 credits)
PUBLIC SECTOR MANAGEMENT The Higher Certificate in Management with Public Sector Management Focus equips you with essential management, business communication, and entrepreneurship skills, alongside practical knowledge in public sector management and supply chain processes. You will learn to support government operations, manage procurement and supply chain activities, and contribute to effective service delivery. This qualification prepares you for entry-level roles in public administration and supply chain management, while providing a pathway for further studies in public sector management, business administration, or related fields.	SEM 1	Fundamentals of Business Communication Fundamentals of Business Studies Management	FBC152 (20 credits) FBS152 (20 credits) MAN001 (20 credits)
	SEM 2	Entrepreneurship Public Sector Management I Public Supply Chain Management I	ENT100 (20 credits) PMB100 (20 credits) PSC100 (20 credits)
CREDITS PER YEAR		120	

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CAREER OPPORTUNITIES

HUMAN RESOURCES MANAGEMENT	OCCUPATIONAL HEALTH & SAFETY MANAGEMENT	PROJECT MANAGEMENT	PUBLIC SECTOR MANAGEMENT
HR ASSISTANT / ADMINISTRATOR (ENTRY-LEVEL)	HEALTH AND SAFETY OFFICER (ENTRY-LEVEL)	PROJECT COORDINATOR (ENTRY-LEVEL)	JUNIOR PUBLIC ADMINISTRATION OFFICER
LABOUR RELATIONS ASSISTANT	OCCUPATIONAL HEALTH AND SAFETY ASSISTANT	JUNIOR MANAGEMENT ASSISTANT	PROCUREMENT / SUPPLY CHAIN ASSISTANT (PUBLIC SECTOR)
PAYROLL / HR CLERK	PROJECT ASSISTANT (SAFETY PROJECTS)	OPERATIONS SUPPORT OFFICER	OPERATIONS SUPPORT OFFICER
TRAINING AND DEVELOPMENT SUPPORT OFFICER	OPERATIONS SUPPORT OFFICER	PROJECT ASSISTANT (ENTRY-LEVEL)	PROJECT SUPPORT OFFICER (PUBLIC SECTOR PROJECTS)
OPERATIONS SUPPORT OFFICER	COMPLIANCE CLERK (HEALTH & SAFETY)	COMPLIANCE OR CONTRACT CLERK	COMPLIANCE OR REGULATORY CLERK
EMPLOYEE ENGAGEMENT COORDINATOR (ENTRY-LEVEL)	FACILITIES SAFETY OFFICER (ENTRY-LEVEL)	BUSINESS ADMINISTRATION ASSISTANT	COMMUNITY LIAISON
ENTREPRENEUR (HR CONSULTANCY)	ENTREPRENEUR (SAFETY SERVICES)	ENTREPRENEUR (PROJECT-BASED VENTURES)	ENTREPRENEUR (PUBLIC SECTOR CONSULTANCY SERVICES)
ENTREPRENEUR (SMALL BUSINESS)	PROJECT COORDINATOR (SAFETY PROJECTS)	PROJECT DOCUMENTATION OFFICE	SERVICE DELIVERY ASSISTANT

WHAT IS STADIO FLEX?

STADIO Flex offers students a supported distance learning experience that combines the flexibility of distance learning with structured group classes and seminars that provide a guided learning experience and reduce the isolation of distance learning. As a STADIO Flex student, you meet and connect with other students, benefit from a fully equipped information and resource centre, have readily available connectivity via campus Wi-Fi that supports seamless study progression, and have ongoing access to individual, personalised support from full-time academics and student support staff on campus.

YOUR LEARNING JOURNEY

When you enrol, in addition to receiving your study material and student support resources online and a printed copy of the study guide (optional), STADIO Flex (SF) students will receive a timetable of group classes and seminars spread across 8 weeks per semester. Students are invited to attend two one-hour group classes per week for each of their registered modules. These engagement sessions guide students through the module content using practical examples and case studies, ensuring that the application of learning is prioritised. Seminars presented by experienced guest lecturers and industry experts are a regular feature of SF, increasing learning impact, networking opportunities, and promoting workplace readiness. In addition, at the start and throughout the first semester, students attend planned orientation and student support sessions to help them successfully transition into and through higher education.

The timetable is purposefully structured to ensure students have an engaged and productive campus experience, while also acknowledging that, as distance learners, they may need time for other commitments.

All in-venue assessments (at the end of the semester) are scheduled on campus, and students have the advantage of sitting for their supplementary exam before the commencement of the next semester, to facilitate academic progression.

Critically, STADIO entrenches programme parity and quality irrespective of mode of learning – whether you enrol for contact learning, distance learning at the Musgrave or Krugersdorp campus, or SF in Rustenburg, the curriculum and learning outcomes for the same programme will always be equal. What differs is how teaching and learning is presented and supported. STADIO Flex students can therefore focus on their studies, knowing they are receiving a quality education that reflects the overall excellence of the STADIO brand.

Upon enrolment, you will be integrated into the exciting buddy programme. Students are partnered with an academic staff member who serves as a personal point of contact throughout their studies to help navigate challenges and provide important support.

Why Choose STADIO Flex? You will benefit from:

- Affordable, flexible distance learning that purposefully integrates supported teaching and learning to promote student success.
- Regular, scheduled face-to-face group classes presented by academic experts, and seminars presented by industry specialists.
- Personalised guidance through the Buddy Programme.
- Consistent academic quality across all Campuses.
- Personal connection with lecturers, staff and fellow students.
- A structured study pathway designed to keep you motivated and on track.
- Convenient access to in-venue assessments and supplementary examinations.
- Access to learning resources, Wi-Fi on campus, and planned campus events and activities.

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