

STADIO

HIGHER EDUCATION

SCHOOL OF ADMINISTRATION AND MANAGEMENT

ADVANCED DIPLOMA IN MANAGEMENT

NQF 7 | 120 CREDITS | SAQA ID: 117865 | MIN. 1 YEARS

CAMPUSES: DISTANCE LEARNING

DESCRIPTION

The Advanced Diploma in Management provides students with recognised, applied and industry-standard business skills and knowledge.

This Advanced Diploma is an intensive programme in advanced aspects of management and it has been specifically designed for managers and aspiring managers on middle and higher levels of management.

MODE OF DELIVERY - DISTANCE LEARNING (ONLINE DISTANCE)

The programme is offered in STADIO's **Online Distance** mode of delivery. STADIO's distance-learning programmes offer students excellent, quality education, without the requirement of having to attend compulsory venue-based classes. Distance-learning students study with flexibility wherever they are, on a study schedule that suits their circumstances.

Upon registration, distance-learning students receive access to STADIO's state-of-the-art learning management system (Canvas). Students have access to all learning materials on this platform, including a detailed plan for the semester/year indicating all the learning and assessment activities. Study material and any additional teaching resources will be available online. However, students may also request study guides in printed format, if preferred. Students will access, complete, and submit all formative assessment tasks (assignments and tests) online. Summative assessments will mostly be venue-based.

Distance-learning students may also join and participate in scheduled live lecturing sessions online, at critical points during the semester, to integrate concepts and ask questions.

These classes will be presented by either the lecturer or an external professional or industry specialist. Recordings of these sessions will be available online. The schedule for the online classes will be available on the learning management system at the start of the semester.

Students will always have access to a module Question and Answer forum, where they can ask questions on the material. The lecturer will respond to their queries in this forum or during the scheduled consultation engagements. All lecturers will have weekly online consultation meetings, where students can join to ask questions or to discuss aspects of the work.

Distance learning is suited to students who want to study from wherever they are, without having to attend classes in person at a venue. Other than the requirement to submit assessment tasks on time, distance learning offers the student flexibility to plan his/her own study schedule. This option is also ideal for working adults, mature learners, or for school-leavers who enjoy learning at their own pace, live distantly from STADIO's campuses, or who have other commitments to attend to during the day. Even though learning happens at a distance, the student still has access to expert lecturers, up-to-date study material and peer engagement via the virtual learning environment. Studying via distance learning is largely enabled through technology. You need access to a computer, as well as internet connectivity, to access and submit your assessments, and to join live sessions or watch recordings online.

ADMISSION REQUIREMENTS

- a STADIO Diploma in Management (NQF 6); or
- a prior qualification on NQF level 6 (minimum 360 credits); or
- a degree (NQF 7) in a cognate field.

STUDENT SUPPORT FOR DISTANCE LEARNING STUDENTS

Distance learning students have access to STADIO's student support services via the learning management system. Students can access a range of presentations and online support initiatives aimed at success and wellness. At the start of the semester, new students will be invited to join the online student orientation programme to familiarise themselves with the services offered by STADIO.

STADIO, in partnership with SADAG, has a dedicated STADIO student helpline providing students with free telephonic counselling, information, referrals, and support. Students will also have access to general counselling services.

CURRICULUM OUTLINE

COMPULSORY MODULES	SELECT ANY THREE (3) ELECTIVE MODULES
Management Practice IV (MAN400) (20)	Advanced Labour Law IV (LLA400) (20)
Leadership IV (LDR400) (20)	Disaster Risk Reduction IV (DRR400) (20)
Research Methodology & Project IV (REM372) (20)	Advanced Labour Relations IV (LBR400) (20)
	Financial Management IV (FMA400) (20) OR Public Sector Financial Management IV (PFB400) (20)
	Human Resource Development IV (HRD400) (20)
	Human Resource Management IV (HRM400) (20)
	*Occupational Health & Safety Management IV (HSM400) (20)
	Organisational Behaviour IV (OBR400) (20)
	Project Management IV (POM400) (20)
	Public Sector Management IV (PMB400) (20)
60	60

*When selecting Occupational Health & Safety Management IV (HSM400) as an elective module, Labour Law IV (LLA400) and Project Management IV (POM400) will be compulsory.

MODULE DESCRIPTIONS

ADVANCED LABOUR LAW IV

In this module, students will gain knowledge of the principles of Labour Law that will enable fundamental reasoning and the identification and application of the principles of Labour Law that will guide decision-making and action to represent clients successfully.

ADVANCED LABOUR RELATIONS IV

This module aims to build on students' knowledge and skills in Labour Relations I and II, which they have completed. It will be expected of students to read widely on all the topics as set out in the Study Guide. Mastering the outcomes will enable students to effectively implement labour relations management practices that will maintain and promote mutual trust and organisational performance within the dynamic and challenging South African labour market. As a labour relations practitioner, a student needs to be in touch with the ever-changing face of labour relations globally, regionally, and internationally. Labour relations practitioners play an essential role in the South African community. They require extensive knowledge and skills relating to the labour relations theories, systems, laws, codes, policies, practices, and procedures that all relate to ethical, fair, and legal labour relations. Current and future labour relations practitioners should be able to manage complex and dynamic triangular relationships.

DISASTER RISK REDUCTION IV

The promulgation of the Disaster Risk Management Act, 57 of 2002, heralded a new area for disaster risk management in South Africa. The publication of the National Disaster Management Framework, with its particular emphasis on disaster risk reduction and disaster risk management, places a strong emphasis on creating safe and sustainable communities. This module supports several vital aspects, such as the real disaster problem, how vulnerable development is, disaster pressure and release model, hazards, and creating safer environments. It will equip students with the competencies required to operate internally and externally within a professional environment.

FINANCIAL MANAGEMENT IV

Understanding the fundamentals of an entity's finances is essential for business managers at all levels. The module supports the development of this competence by teaching students critical financial fundamentals, such as financial statement analysis, cash flow and financial planning, the time value of money, and how to value shares. The module also teaches the fundamentals of risk and return, cost of capital, capital budgeting techniques, capital structure, and working capital management.

OCCUPATIONAL HEALTH AND SAFETY MANAGEMENT IV

Understanding the fundamentals and importance of health and safety management in any work environment, including households, is an essential competence required from all workplace managers, irrespective of the type of business. This module will equip all health and safety managers with the required information to address health and safety issues relating to construction, ergonomics in the workplace, mines and asbestos, workplace stress, harassment, and violence in the workplace, as well as environmental safety issues, to identify a few. Students will undergo practical assessments to equip them with the competencies required to operate internally and externally within a professional environment.

HUMAN RESOURCE DEVELOPMENT IV

Human resources are the most important and valuable resources for today – the management and development of people. Opportunities in the learning organisation must grow and expand. Companies must cope with employment equity, intellectual capital, electronic learning, mentoring, coaching, and a range of elements that exceed challenges that no country envisages. Legislation such as the Skills Development Act, Employment Equity Act, Broad-based Black Economic Empowerment Act, and the South African Qualifications Authority Act ensures that changes in human resources development occur. The new education, training, and development system in South Africa is embracing an outcomes-based approach to human resource development. All those responsible for people development need to acquire a far higher level of analytical, problem-solving, and creative skills. Training and development imply skill, knowledge, attitude, or social behaviour changes. Training and development activities represent detailed, planned programmes of organisational improvement, for their ultimate objective is to link training content to desired job behaviours.

HUMAN RESOURCE MANAGEMENT IV

Organisations operate in an environment affected by macro-environmental factors ranging from the Fourth Industrial Revolution (IR4), technology, and legislative issues to globalisation. Such factors are causing the business to re-evaluate itself both externally and internally. This module focuses on exciting Human Resource Management (HRM) topics, such as HRM's role in the Evolving Paradigm, Human Resources (HR) and the Competitive Advantage, HR and Leadership in the New World of Work, the Strategic Role of HRM, Talent Management, International HRM, HRM and the Electronic Era, and lastly HR Measurement and Risk.

MODULE DESCRIPTIONS

LEADERSHIP IV

In this module, students will be instilled with an awareness of the principles of leadership that will enable fundamental reasoning and the identification and application of the principles that will guide decision-making and ethical actions in the African leadership context

MANAGEMENT PRACTICE IV

This module guides students towards an in-depth understanding of strategic management and different management strategies and their applications. Strategic management entails the evaluation of the internal organisation and the external and industry environment to forecast possible changes. Leaders in the strategic management environment must be able to provide direction to gain a competitive advantage. Strategists must analyse various strategies appropriate to the context, manage the implementation of the strategies, and review and control strategies.

ORGANISATIONAL BEHAVIOUR IV

Organisational Behaviour is a module that requires a high level of conceptual thinking and problem-solving skills. The module is often associated with organisational challenges, such as staff behaviour, motivation, teamwork, and organisational culture. As an organisational behaviour practitioner, a student will often be required to provide advice on such topics as staff motivation, how to enhance teamwork, and how to build a solid organisational culture. Organisational Behaviour practitioners play an essential role in the organisation, as the advice and interventions directly impact the organisation's performance. Once students acquire extensive knowledge and skills related to Organisational Behaviour theories, systems, practices, and interventions, they can all relate to optimising the organisation's performance ethically and fairly. Current and future Organisational Behaviour practitioners should be able to understand and manage complex and dynamic organisations.

PROJECT MANAGEMENT IV

In this module, students will comprehensively understand project risk management. Students will demonstrate an understanding of the management of a project and the ability to conduct a project in the business environment using various tools. The evaluation of project leadership, the role of the project manager, and the intricacies related to the optimal functioning of the project team will be shared. Students will be exposed to electronic project management systems and modern project management tools to initiate, plan, execute, and close a simulated project.

PUBLIC SECTOR FINANCIAL MANAGEMENT IV

Sound financial management practices are essential for long-term institutional sustainability. At the national, provincial, and local government levels, they underpin the process of democratic accountability. Weak financial management results in the misdirection and under-utilisation of resources and increases the risk of corruption and highly questionable service delivery. Students will construct a basis for public financial management within developing economies and explain the concept of adequate and inadequate public financial management. Further, the module will explain the origins and intent of public financial management reform in South Africa while assessing the reform results in another African country, Nigeria. This will achieve an understanding of the legal frameworks for public financial management. Students will also have a comprehensive understanding of the purpose and use of accounting in the public sector.

PUBLIC SECTOR MANAGEMENT IV

Public Administration theory, the development of the discipline, and the role of the organisation of the State includes the critical analysis of applicable policy and the application of relevant techniques and strategies in public policy formulation and implementation. It also involves communicating effectively and systematically using different modes of communication to implement customer-focused strategies. Furthermore, it involves the application of an integrated approach to the design and management of appropriate programmes for effective and efficient public policy implementation. It also addresses applying an integrated approach to performance management within a public institution to ensure the utilisation of a holistic process to measure and report individual and institutional performance. Knowledge, information, and records management strategies are implemented to ensure that the institution develops an institutional memory that can enhance decision-making and capacity building.

RESEARCH METHODOLOGY AND PROJECT IV

The purpose of this module is to expose students to the basic research process and understand the terminology, approaches, and methods of scientific research on an undergraduate level. The module also enables students to apply the planning and process of research in a research proposal of limited scope, based on a selected topic and approach.

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FEES & PAYMENT
OPTIONS



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