STADIO

HIGHER EDUCATION

SCHOOL OF ADMINISTRATION & MANAGEMENT

ADVANCED DIPLOMA IN MANAGEMENT

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

MODE OF DELIVERY: 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.

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.

MODE OF DELIVERY - DISTANCE LEARNING

DISTANCE LEARNING AT STADIO

STADIO's distance learning programmes offer students excellent, quality education without the need to attend venue-based classes. The rapid technological advances of the past decade have transformed distance learning into an exciting study option for many students in South Africa, SADC, and internationally. However, STADIO recognises that many prospective students have only limited access to technology, with restricted connectivity, networks, and bandwidth. The STADIO distance-learning and teaching model therefore makes provision for this reality, ensuring that students can combine work and studies meaningfully, regardless of personal circumstances.

Distance learning and teaching at STADIO is built on best practices, enabled and supported by technology. This includes a world-class learning management system where students can access their learning materials, assessments, and live online classes for each of the modules for which they have registered. In addition, in some qualifications, study materials will be provided in printed format. Key dates for milestones, such as assignment submissions and live online sessions, will be communicated well in advance to allow students to plan their studies. Online sessions are not compulsory; however, students are encouraged to participate in scheduled sessions as they are designed to promote student success. Online sessions are always recorded for convenience.

Throughout the distance-learning journey, academic support is only a click away. Questions may be asked in the online module environment, where the lecturer will provide guidance. Distance-learning students have easy access to online library facilities and an eBook library, as well as access to a variety of online databases to support their studies. There is a physical library for distance-learning students on the Krugersdorp campus. STADIO understands the potential isolation of distance learning, and further provides a range of other support services to promote academic success and general student wellbeing. The full distance-learning experience is also accessible using your mobile device.

WHO SHOULD CONSIDER DISTANCE LEARNING?

Distance learning is suitable for students who wish to study from any location without the need to attend classes at a specific venue. Apart from the obligation to submit assessment tasks punctually, distance learning provides students with the flexibility to create their own study schedules. This option is particularly well suited for working adults, mature learners, or school-leavers who prefer learning at their own pace, reside at a distance from STADIO's campuses, or have other commitments during the day. Despite the physical distance, students still have access to expert lecturers, current study materials, and peer engagement through the online module learning environment.

That said, it is important to highlight that some assessments, including the final examination, may require attendance at one of our exam venues, available throughout South Africa and internationally. This is STADIO's commitment to ensuring the integrity of its qualifications and the credibility of its graduates.

WHAT YOU CAN EXPECT FROM STADIO

Students will have access to a range of resources and facilities in person and online, designed to support not only their learning journey but also their social and emotional well-being. In most modules offered through distance learning in the schools of Administration and Management, Commerce, Law, and Policing and Law Enforcement, printed study materials are available in addition to the online study guides. STADIO offers academic support and wellness initiatives throughout the learning journey to help students realise their goals.

WHAT STADIO WILL EXPECT FROM YOU

In addition to engaging with the study materials (whether printed or online), students are required to utilise the online learning management system on their learning journey. Students, therefore, need access to a computer and to the internet to access and submit their assessments and to access feedback. STADIO believes that the key to academic success, especially in distance learning, is motivation and consistent engagement. Students will be expected to submit their assessment tasks on time and to take part in the learning activities designed to assist their learning journey. STADIO expects all students to always act in accordance with the principles of the Student Code of Conduct and the STADIO values and to be familiar with the institutional policies and rules, especially those pertaining to student success.

SPECIFIC REQUIREMENTS

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: 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.**

ACCESS TO TECHNOLOGY:

STADIO School of Administration & Management uses its ONLINE student administration and learning environments to provide students with materials and resources, to conduct online assessments, create discussion opportunities and render a range of administrative services.

Therefore, having continuous access to the above ONLINE facilities is essential for efficient communication, learning and success.

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
Leadership IV LDR400 (20 credits)	Advanced Labour Law IV LLA400 (20 credits)
Management Practice IV MAN400 (20 credits)	Advanced Labour Relations IV LBR400 (20 credits)
Research Methodology & Project IV REM372 (20 credits)	Digital Marketing IV DMA272 (20 credits)
	Disaster Risk Reduction IV DRR400 (20 credits)
	Financial Management IV FMA400 (20 credits) **OR** Public Sector Financial Management IV PFB400 (20 credits)
	Human Resource Development IV HRD400 (20 credits)
	Human Resource Management IV HRM400 (20 credits)
	Logistics Management IV LOG272 (20 credits)
	*Occupational Health & Safety Management IV HSM400 (20 credits)
	Organisational Behaviour IV OBR400 (20 credits)
	Project Management IV POM400 (20 credits)
	Public Sector Management IV PMB400 (20 credits)
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.

MODULE DESCRIPTIONS

DIGITAL MARKETING IV

This module aims to develop an understanding and appreciation for the role of digital marketing in an ever-changing marketing landscape. It clarifies the role of digital marketing as an important platform in strategic marketing planning for a business.

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.

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.

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

LOGISTICS MANAGEMENT IV

This module consists of a detailed look at a supply chain management approach to strategic logistics management. The module introduces students to logistics and supply chain management concepts, where they are made aware of megatrends such as global economic shifts, increased consumer awareness, and the rise in information technology to highlight a range of new business challenges. The module aims to address the increasing complexity and challenges of extended supply chains and the use of information technology to manage the supply chain successfully, focusing on city logistics, humanitarian logistics and sustainable logistics.

MODULE DESCRIPTIONS

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.

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.

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

PRESCRIBED TEXTBOOKS

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www.stadio.ac.za

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