



FULLY ONLINE



Higher Certificate in Management

Duration: 1 Year | 13 Modules | 120 Credits | SAQA ID: 73498 | NQF Level 5

APPLY NOW



Ranked **3rd** best Private
Higher Education Institute
in South Africa by the
**World Scholarship
Forum**



About the programme

The Higher Certificate in Management provides a strong educational foundation for emerging managers by weaving together essential management subjects. Students are introduced to complex business environments and challenged to think differently through self-assessment and reflection. By combining theory with practical experience, this programme inspires participants to grow into effective leaders who can adapt and thrive.

START YOUR JOURNEY TODAY!

Structure and Enrolment

- **Duration:** 1 year
(modules: 8 weeks each, 7 weeks study + 1 week break)
- **Format:** Fully online (*E-Learning*)
- **Effort:** 12–15 hours per week
- **Admission Requirements:**
Grade 12 National Senior Certificate
OR
relevant NQF Level 4 qualification

Application Requirements

- Completed application form
- Certified copy of ID/passport
- Certified copy of highest qualification(s)
- SAQA and USAF verification
for foreign qualifications



Who is this Programme For?

This programme is ideal for:

- Young managers with potential, first-line managers, supervisors, and team leaders seeking management development.
- Graduate trainees (university and technical) and succession planning nominees.
- Grade 12 graduates who want to build managerial skills for the world of work.

What will you study?

Modules

Digital Literacy
(6 credits)

Managing Self
(12 credits)

Effective Leadership Strategies
(6 credits)

**Foundations of Human
Resource Management**
(12 credits)

Supervisory Skills and Teamwork
(12 credits)

Diversity and Relationship Management
(10 credits)

Operations Management Fundamentals
(9 credits)

Foundations of Project Management
(9 credits)

Change Resilience
(8 credits)

Organisational Learning
(8 credits)

Market Dynamics
(10 credits)

Customer Experience
(12 credits)

Introduction to Financial Management
(12 credits)

Total: 120 credits



Delivery and Learning Experience

This fully online, part-time programme has been designed to balance flexibility with rigorous academic learning. Students will experience an engaging blend of structured content and interactive support, including:

- Structured Online Modules - Each module runs over eight weeks with guided weekly study milestones.
- Interactive Case Studies – Real-world business challenges that allow students to apply theory to practice.
- Engaging Learning Materials – Professionally developed digital content combining text, video, and assessments for varied learning styles.
- Mentored Discussion Forums – Moderated spaces to exchange ideas, share experiences, and deepen critical thinking.
- Practical Assignments – Exercises and projects that demonstrate applied management competence.

This approach ensures that students not only understand key management concepts but also practise them in a safe and supportive environment, preparing them for immediate workplace application.

Graduate Opportunities

The Higher Certificate in Management equips graduates with transferable skills and knowledge that open doors to a wide range of career opportunities. Graduates will be able to:

- Step into or strengthen roles such as supervisors, team leaders, coordinators, or junior managers.
- Pursue positions in human resource support, operations, marketing, financial administration, and customer service management.
- Contribute effectively to organisational efficiency, team cohesion, and business performance.
- Provide a talent pipeline for organisations investing in succession planning and leadership development.
- For those wishing to continue their studies, this certificate also provides a solid foundation to progress into advanced management qualifications, including diplomas or bachelor's degrees in management and related business fields.
- Ultimately, graduates leave the programme not only with a formal qualification but also with the confidence, tools, and mindset to succeed.





About FPD

The Foundation for Professional Development (FPD), established in 1997, is one of South Africa's leading private higher education institutions. Recognised as the 3rd best private higher education institute in South Africa by the World Scholarship Forum, FPD has built a reputation for developing professionals who make meaningful contributions to business and society.

Take the next step towards a successful career in management with FPD's Higher Certificate in Management. Apply today and unlock your leadership potential.

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Contact us

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