



**Eduvos**  
Your Education. Your Future.

ONLINE SHORT COURSE:

# Managing Knowledge and Innovation.

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Prospectus



# Prospectus Outline.

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## 02 What you will learn and how to apply it practically

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# 01

## Living your best life

### Always start with "why".

If you have recently become a first line manager (or a team leader, supervisor, junior manager), or if you want to become a manager one day, then this is the ideal course for you.

The course work is practical and can be applied immediately in the working world. You will gain confidence in communicating effectively, defining your leadership style and connecting people to tasks.

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# Summary of what you can do afterwards.

After completing the short course in Managing Knowledge and Innovation, you will be able to:

## Apply the principles

Apply the principles of knowledge management.

## Promote innovation

Create and manage an environment that promotes innovation.

## Formulate recommendations

Formulate recommendations for a change process.

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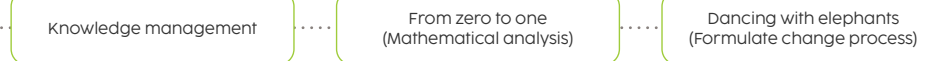
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# 02

## What you will learn and how to apply it practically

### Course overview.

The Eduvos Managing Knowledge and Innovation short course provides the junior executive an opportunity to get ahead and succeed.



A new manager needs to be able to support the knowledge management effort of an organisation as they will be expected to ensure that systems work and that systems facilitate processes. The short course focuses on the principles and practices for knowledge management.

Innovation requires a keen understanding of areas that can improve in a business and this short course discusses the types of innovation that can be used to improve those processes. Students should be prepared to look for practical changes in their environment and to develop plans that can make those innovations realised in an environment.

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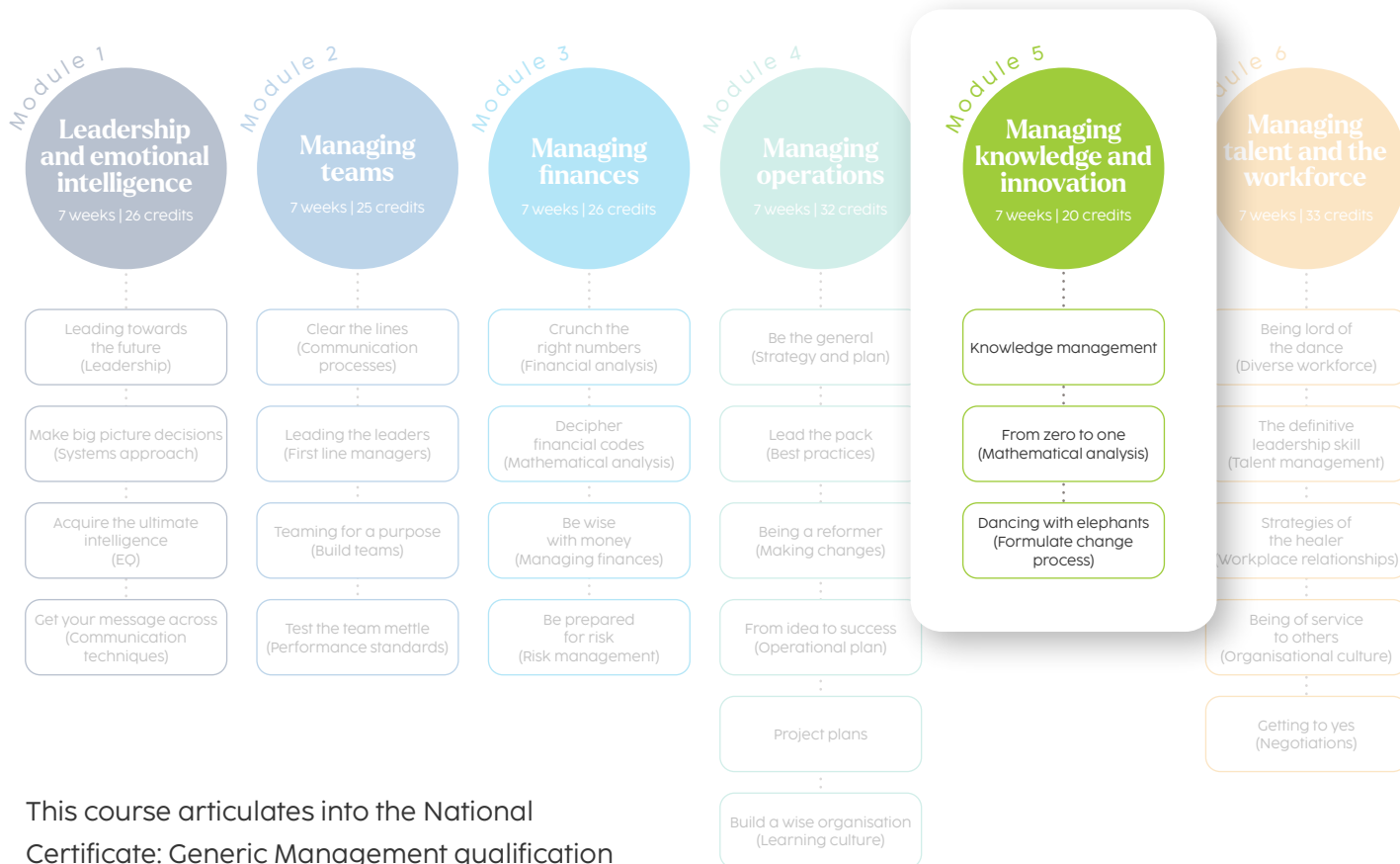
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# National Certificate: Generic Management overview.

**1 year | 162 Credits**

(Typically 55-65% of your first year of a Bachelor's degree)



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# Course breakdown.

There are three components to this short course, each with its own set of outcomes which you will master during the course.



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# Course duration.

Students will complete the Managing Knowledge and Innovation short course online in a 7 week period.

It involves a combination of online learning components, practical workplace applications, various videos, structured learning content and assignments online. The student has access to templates and tools to complete the assessments effectively.

Once you have completed all the tasks, assignments and assessments for the course, the student receives feedback on their progress. Assessments are completed every eight weeks and your submission will be assessed after the closing date. Once marked, you will get your results (either determined as competent or not yet competent).

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# Course start date.

During **2024** there will be **six intakes**:

## I N T A K E

- |   |   |                        |
|---|---|------------------------|
| 1 | ● | 08 <b>January</b> 2024 |
| 2 | ● | 04 <b>March</b> 2024   |
| 3 | ● | 29 <b>April</b> 2024   |
| 4 | ● | 24 <b>June</b> 2024    |
| 5 | ● | 19 <b>August</b> 2024  |
| 6 | ● | 14 <b>October</b> 2024 |

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# Entry requirements.

Any individual who has a matric certificate or matric equivalent with communication, literacy and mathematics skills at NQF Level 4 can qualify to apply.

As this is an online course, computer literacy is assumed and you will need an email address, access to a computer and access to stable internet.

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# The cost of your investment.

The price of the short course in  
Managing Knowledge and Innovation is:

**R 8 400\***

Monthly: **R4 200** per month x 2

Note the cost does not include:

- Cancellation fees: should a student not wish to complete the course but request an early cancellation
- Repeat subject fees: should a student be found not yet competent on a specific module and the student applies to redo the module
- Extension fees: should a student apply for an extension of assessment which would move their assessment to the following intake

## Recognition of Prior Learning.

Eduvos recognises the need for Recognition of Prior Learning (RPL) and this course can be completed (in part or whole) by RPL.

Should a person wish to complete by RPL, the student can apply to be accepted at an additional cost. If the student is not yet competent on the first submission, only one second submission is allowed at a further additional cost.

\*(Excludes once-off R300 application fee)

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# Where this short course can take you.

Upon successful completion you are awarded the much-coveted Eduvos Managing Knowledge and Innovation Short Course Certificate.

This is recognised by SAQA (South African Qualifications Authority). On successful completion, you will have acquired 20 credits at an NQF (National Qualifications Framework) Level 5.



On the path towards lifelong learning, this certificate articulates and allows you to:

- Enter the National Certificate: Generic Management
- You will be exempt from the module of the same name and automatically receive the 26 credits of the 162 credits needed for this qualification

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# 03

## Your online learning experience

### Lecturers with industry experience.

Business education involves putting theory into practice and therefore through our exposure to multiple industries, we have assembled a world-class faculty, with exceptional industry experience for you.

Each lecturer will inspire you with their practical experience-based insights, best practices, what works, and what does not. Based on current research trends, we will share with you the best global management practices at work in emerging markets that will open avenues of exploration.

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# Study guides and textbooks.

- Our study guides include:
- Clear learning outcomes
  - Study materials for the specific subsection
  - Self-contained guide with all module requirements
  - Examples and case studies
  - Activities completed individually or as part of a team

All study materials and textbooks are provided at no additional charge, with 24/7 online access.

## Assessments.

You will complete an online portfolio of evidence for this course. A portfolio of evidence is made up of a range of activities that you will do on your own time (and in the workplace) to show that you are competent in understanding the theory and practice of the module.

Assessment activities vary and may include simple answers to questions, multiple choice, short writing sections, preparation of individual presentations, group presentations, written assignments and summative assessments.

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# Online support.

We support you by providing a Learning Coach who is there to help you reach your goals by successfully completing your course and giving you access to an expert when so required.

The Learning Coach is your first point of contact and can be reached via email, phone call, WhatsApp or webinar.

Through our functionality that supports the asking of questions and both pro-active and reactive support we have very high completion rates on our programmes.



## Logging on

- Receive username and password
- Log onto your Eduvos Online Course
- Watch orientation videos to guide you on how to navigate the platform



## Academic support

- We provide a learning coach to support and connect with students
- The learning coach monitors the onboarding of the student
- We actively support the student to engage in the course



## Weekly milestones

- Each week has defined topics with supporting material
- Each area builds on the next and is designed to achieve learning
- Assessments and assignments test learning
- Every element has built-in reflections that are marked



## Learning content

- Learning is structured through videos and guides
- Expert lecturers provide guidance on key topics
- Videos are approx. 5 minutes in length
- Students can watch videos as many times as required
- Guides are well-written and designed and highlight relevant learning

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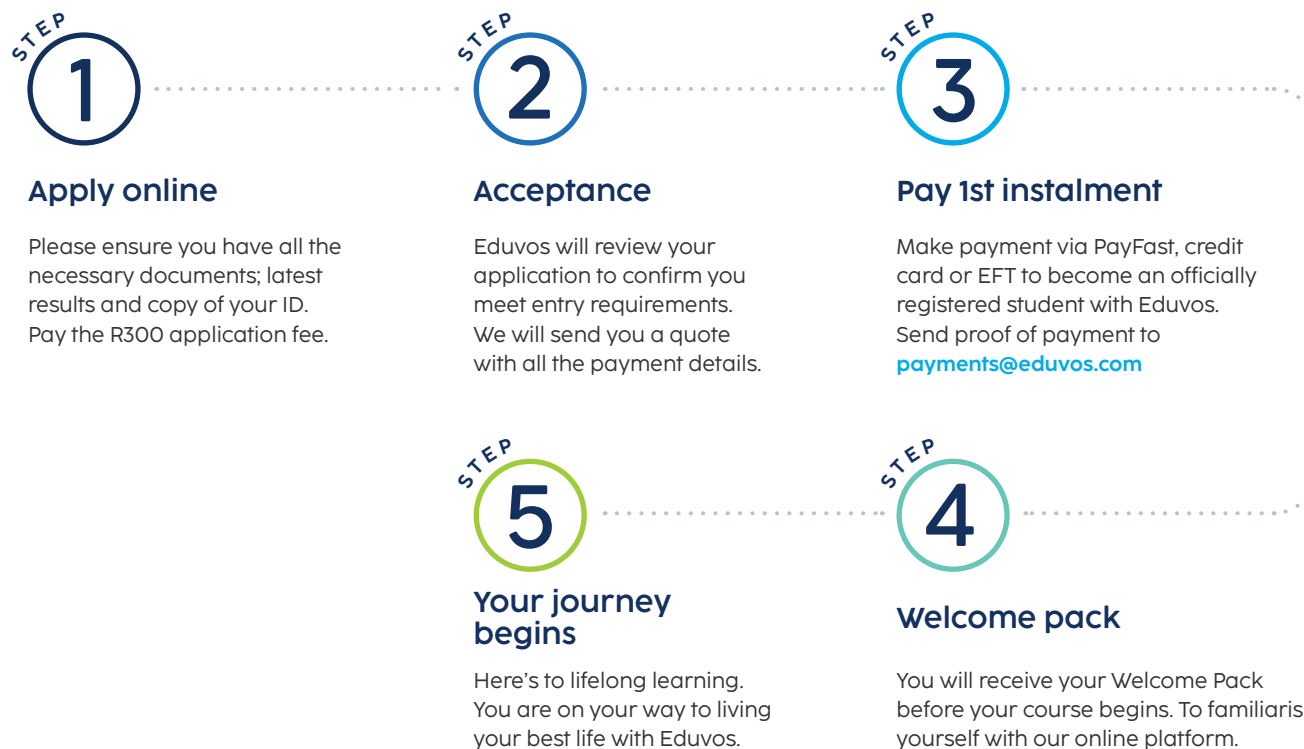
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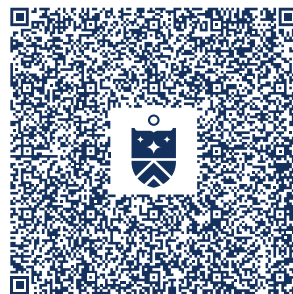
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# Your best life is waiting for you.

## Managing Knowledge and Innovation

Apply knowledge management practices and develop plans to realise innovative ideas.

Scan here to get in touch:



Connect with us using one of our social platforms.

[eduvos.com](https://eduvos.com)

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