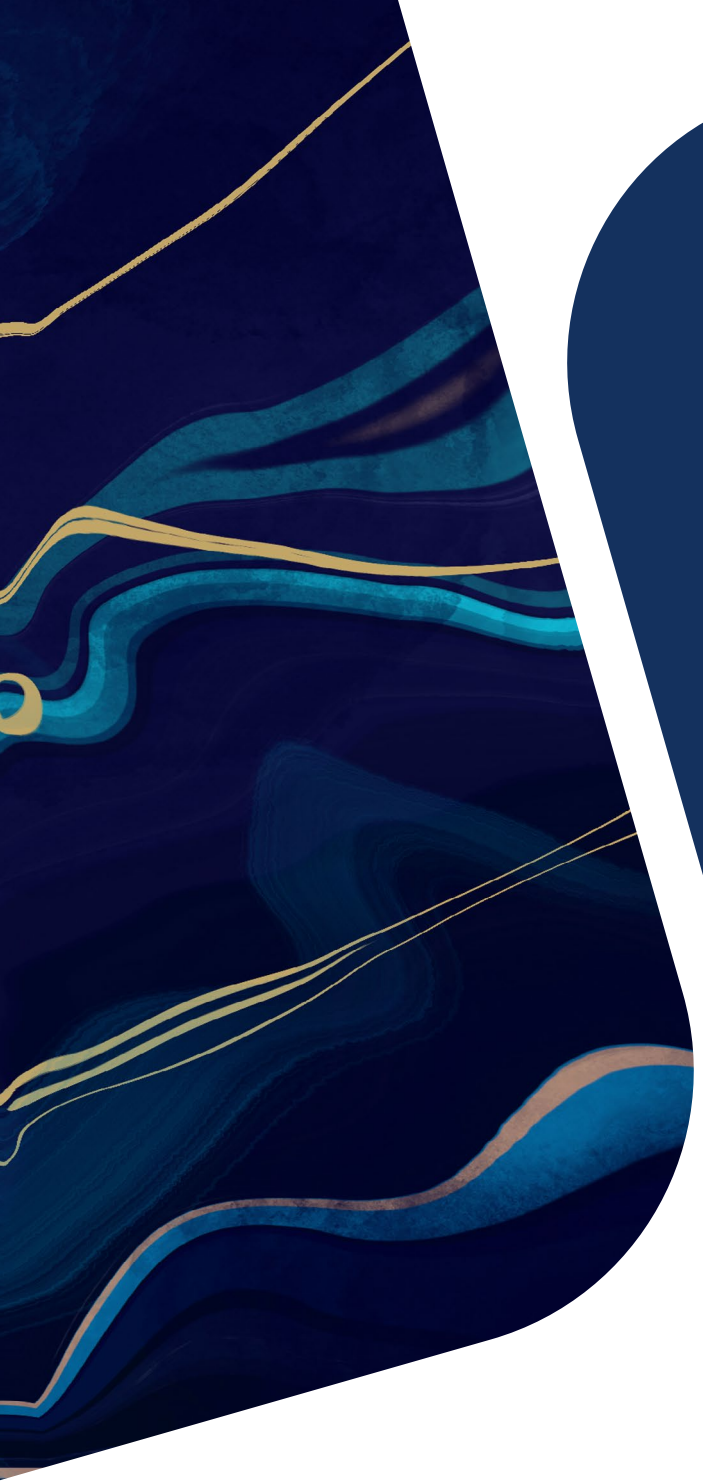
Eduvos
Your Education. Your Future.

NATIONAL CERTIFICATE:

Generic Management.

Prospectus

LET'S GET GOING



Prospectus Outline.

01 Living your best life

- Always start with “why”
- Summary of what you can do afterwards

02 What you will learn and how to apply it practically

- Qualification overview
- Qualification breakdown
- Qualification duration
- Qualification start date
- Entry requirements
- The cost of your investment
- Recognition of Prior Learning (RPL)
- Where this qualification can take you

03 Your online learning experience

- Lecturers with industry experience
- Study guides and textbooks
- Assessments
- Online support

04 Take the next step

- Process overview
- Contact us

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 qualification for you.

This qualification enables you to develop competences in a range of knowledge, skills, attitudes, and values. It also enables you to successfully manage systems, processes, resources, and teams in challenging economic environments and a constantly changing world of work.

The qualification content is practical and can be applied immediately in the working world. You will gain confidence, be able to hold conversations across various management topics, solve daily business problems, and perform as a manager in an organisation that takes business ideas and turns them into profits.

Prospectus Outline.

NAVIGATION

01 Living your best life
- Always start with "why"
- Summary of what you can do afterwards

02 What you will learn and how to apply it practically
- Qualification overview
- Qualification breakdown
- Qualification duration
- Qualification start date
- Entry requirements
- The cost of your investment
- Recognition of Prior Learning (RPL)
- Where this qualification can take you

03 Your online learning experience
- Lecturers with industry experience
- Study guides and textbooks
- Assessments
- Online support

04 Take the next step
- Process overview
- Contact us

Summary of what you can do afterwards.

After completing the National Certificate: Generic Management, you will be able to:

Lead

Lead a team of first line managers.

Improve effectiveness

Initiate operational strategies, projects, and action plans to improve effectiveness.

Ensure sustainability

Apply the principles of risk, ethics, financial, and knowledge management to ensure sustainability.

Achieve objectives

Apply performance improvement for achievement of the entity's objectives.

Enhance team development

Enhance the development of team members through skills, coaching, providing career direction, and capitalising on diversity in the unit.

Build relationships

Build relationships using communication processes both vertically and horizontally.

Prospectus Outline.

NAVIGATION

01 Living your best life
- Always start with "why"
- Summary of what you can do afterwards

02 What you will learn and how to apply it practically
- Qualification overview
- Qualification breakdown
- Qualification duration
- Qualification start date
- Entry requirements
- The cost of your investment
- Recognition of Prior Learning (RPL)
- Where this qualification can take you

03 Your online learning experience
- Lecturers with industry experience
- Study guides and textbooks
- Assessments
- Online support

04 Take the next step
- Process overview
- Contact us

02

What you will learn and how to apply it practically

Qualification overview.

The Eduvos National Certificate: Generic Management is an online qualification that provides the junior executive an opportunity to get ahead and succeed.

This qualification in general management will enable you to make a real difference within a management practice through the active use of frameworks, theories, and tools. It will help you to develop a good grounding in both the theory and practice of managing and leading, covering the core functions and disciplines of management, and helping you to make the connections between them.

It provides a framework for a year-long process of professional development which challenges you to engage actively with a wide variety of ideas and to develop a repertoire of techniques and approaches best suited to your situation and management context.

Prospectus Outline.

NAVIGATION

01 Living your best life
- Always start with "why"
- Summary of what you can do afterwards

02 What you will learn and how to apply it practically
- Qualification overview
- Qualification breakdown
- Qualification duration
- Qualification start date
- Entry requirements
- The cost of your investment
- Recognition of Prior Learning (RPL)
- Where this qualification can take you

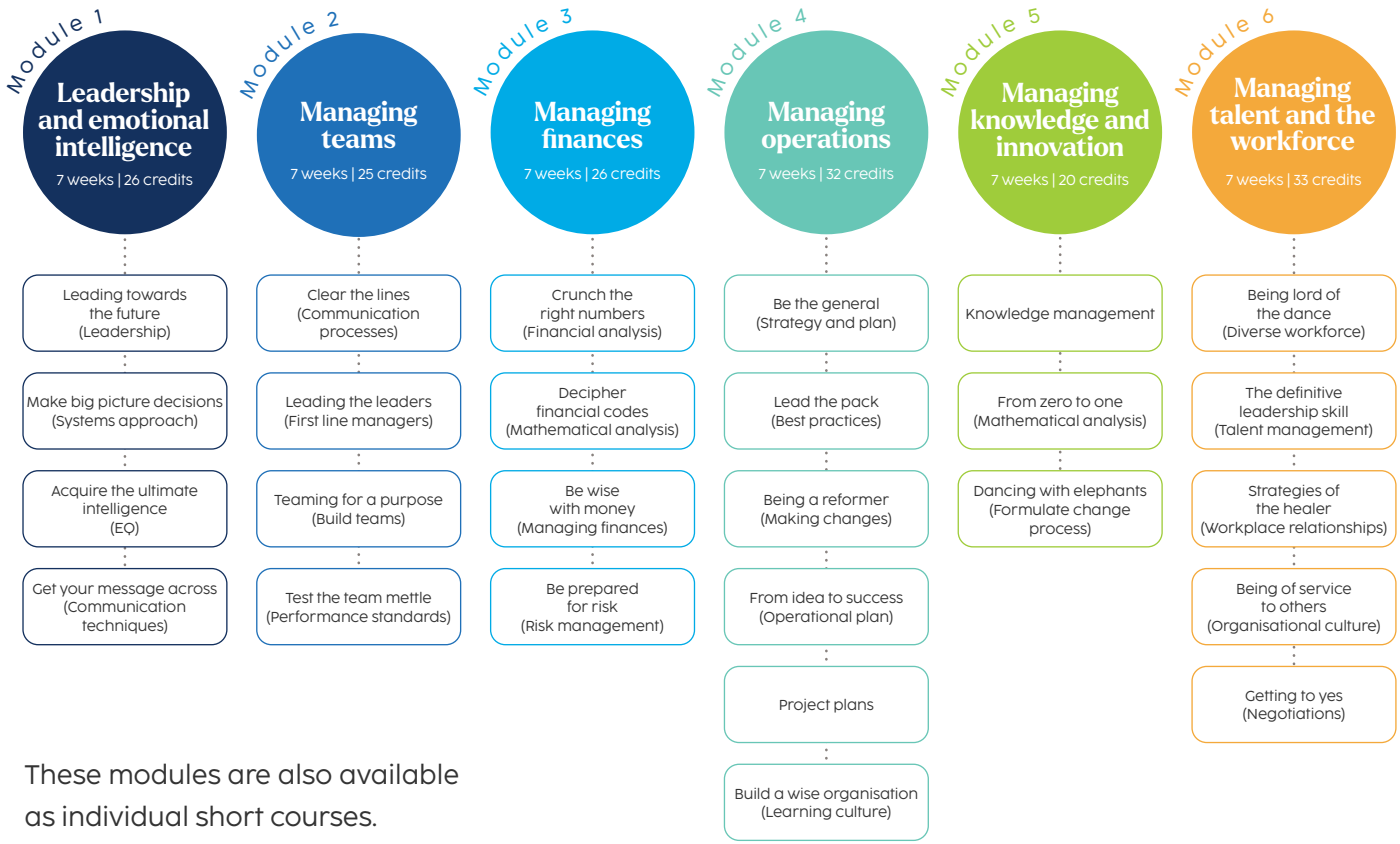
03 Your online learning experience
- Lecturers with industry experience
- Study guides and textbooks
- Assessments
- Online support

04 Take the next step
- Process overview
- Contact us

National Certificate: Generic Management.

1 year | 162 Credits

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



These modules are also available as individual short courses.

Prospectus Outline.

NAVIGATION

01 Living your best life
- Always start with "why"
- Summary of what you can do afterwards

02 What you will learn and how to apply it practically
- **Qualification overview**
- Qualification breakdown
- Qualification duration
- Qualification start date
- Entry requirements
- The cost of your investment
- Recognition of Prior Learning (RPL)
- Where this qualification can take you

03 Your online learning experience
- Lecturers with industry experience
- Study guides and textbooks
- Assessments
- Online support

04 Take the next step
- Process overview
- Contact us

Qualification breakdown.

There are six modules in this qualification that need to be completed online. The below outlines each individual module, what it is about, and what you will be able to do after completing each of them.

Module 1

Leadership and emotional intelligence

What it is about

Successful management depends on being able to motivate people to achieve the specific objectives that are required to complete a business task. Motivating people requires both leadership skills, an understanding of the business system, as well as the ability to communicate the task effectively.

Effective communication relies heavily on emotional intelligence, and this skill enables a manager to connect people to tasks while being humane in the process. This module on leadership and emotional intelligence is a building block to enable a new manager to communicate effectively using reports and other business communication tools, understand leadership and be able to define their leadership style, and follow a systems approach to decision-making.

What you will be able to do

- Analyse leadership and related theories in a work context
- Apply a systems approach to decision-making
- Apply the principles and concepts of emotional intelligence to the management of self and others
- Use communication techniques effectively

26 Credits

Prospectus Outline.

NAVIGATION

01 Living your best life
- Always start with "why"
- Summary of what you can do afterwards

02 What you will learn and how to apply it practically
- Qualification overview
- **Qualification breakdown**
- Qualification duration
- Qualification start date
- Entry requirements
- The cost of your investment
- Recognition of Prior Learning (RPL)
- Where this qualification can take you

03 Your online learning experience
- Lecturers with industry experience
- Study guides and textbooks
- Assessments
- Online support

04 Take the next step
- Process overview
- Contact us

Module 2

Managing teams

What it is about

Teams are the foundation of modern businesses, and the skill of managing a team depends on effective goal setting, coaching, and evaluation of performance. This module gives a manager the essential tools to get the best from recognising the strengths of the teams that they manage. The module will assist both in understanding how teams work, as well as how to be an effective participant in a team.

What you will be able to do

- Select and coach first line managers
- Build teams to achieve goals and objectives
- Monitor and evaluate team members against performance standards
- Manage and improve communication processes in a function

25 Credits

Module 3

Managing finances and risk

What it is about

A good manager has a keen understanding of the impact of every action in the business on the financial aspects of the business. This module will enable the student to manage the finances of a unit, and identify elements that may lead to financial risk in the business. Many people are traditionally scared of looking at the financial aspects of a business, but this module takes away the guessing and gives practical tools to manage budgets, understand the basic finances of the unit and monitor, assess and manage risk.

What you will be able to do

- Apply financial analysis
- Apply mathematical analysis to economic and financial information
- Manage the finances of a unit
- Monitor, assess and manage risk

26 Credits

Prospectus Outline.

NAVIGATION

01 Living your best life
- Always start with "why"
- Summary of what you can do afterwards

02 What you will learn and how to apply it practically
- Qualification overview
- **Qualification breakdown**
- Qualification duration
- Qualification start date
- Entry requirements
- The cost of your investment
- Recognition of Prior Learning (RPL)
- Where this qualification can take you

03 Your online learning experience
- Lecturers with industry experience
- Study guides and textbooks
- Assessments
- Online support

04 Take the next step
- Process overview
- Contact us

Module 4

Managing operations

What it is about

Operations are at the heart of every business and translate the strategy into an action plan for a department or division. This module enables learning organisations to give managers the tools to assess a strategy and develop an action plan. At the same time, the module gives tools and strategies to identify and manage best practise. Strategy implementation leads to change, and the module looks at how to use communication and change management techniques to support the operational change of a business unit. The module deals specifically with the development, implementation and evaluation of operational and project plans.

32 Credits

What you will be able to do

- Develop and implement a strategy and action plans for a team, department or division
- Evaluate current practices against best practices
- Recognise areas in need of change, make recommendations and implement change in the team, department or division
- Develop, implement and evaluate an operational plan
- Develop, implement and evaluate a project plan
- Promote a learning culture in an organisation

Prospectus Outline.

NAVIGATION

01 Living your best life
- Always start with "why"
- Summary of what you can do afterwards

02 What you will learn and how to apply it practically
- Qualification overview
- **Qualification breakdown**
- Qualification duration
- Qualification start date
- Entry requirements
- The cost of your investment
- Recognition of Prior Learning (RPL)
- Where this qualification can take you

03 Your online learning experience
- Lecturers with industry experience
- Study guides and textbooks
- Assessments
- Online support

04 Take the next step
- Process overview
- Contact us

Module 5

Managing knowledge and innovation

What it is about

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 module focuses on the principles and practices for knowledge management. Innovation requires a keen understanding of areas that can improve in a business, and the module discusses the types of innovation that can be used to improve those processes. The module asks participants to look for practical changes in their environment and to develop plans to realise those innovations in an environment.

What you will be able to do

- Apply the principles of knowledge management
- Create and manage an environment that promotes innovation
- Formulate recommendations for a change process

20 Credits

Module 6

Managing talent and the workforce

What it is about

This module focuses on enabling participants to understand the role of talent, and workforce management in the overall success of a business. Students will learn what it takes to build workforce relationships and how people and talent management techniques can be applied to ensure the ethical performance of a diverse workforce. Participants will apply practical techniques to support the development of stronger organisational cultures.

What you will be able to do

- Manage a diverse workforce to add value
- Lead people development and talent management
- Devise and apply strategies to establish and maintain workplace relationships
- Apply the principles of ethics to improve organisational culture
- Conduct negotiations to deal with conflict situations

33 Credits

Prospectus Outline.

NAVIGATION

01 Living your best life
- Always start with "why"
- Summary of what you can do afterwards

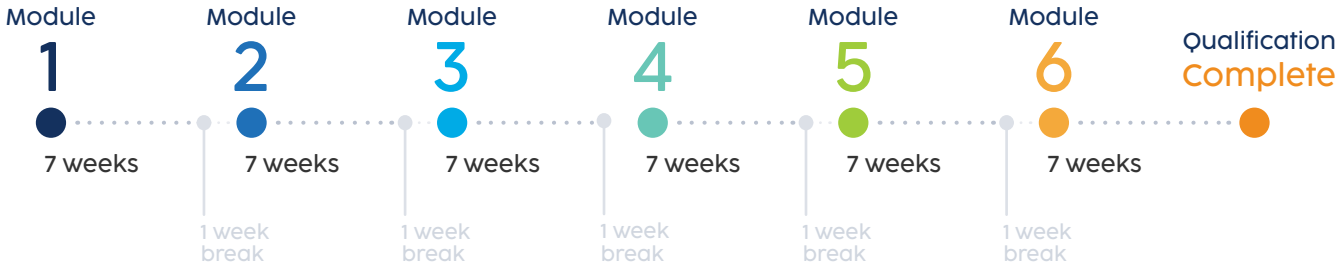
02 What you will learn and how to apply it practically
- Qualification overview
- **Qualification breakdown**
- Qualification duration
- Qualification start date
- Entry requirements
- The cost of your investment
- Recognition of Prior Learning (RPL)
- Where this qualification can take you

03 Your online learning experience
- Lecturers with industry experience
- Study guides and textbooks
- Assessments
- Online support

04 Take the next step
- Process overview
- Contact us

Qualification duration.

Students will generally complete the Management Development Programme online in approximately one year depending on their intake date, pace and holiday periods.



This qualification consists of six modules, taken in succession. Each module runs over seven weeks and involves an online learning component, practical workplace application, 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 module, the module is then closed off. The student receives feedback on their progress and gets their assessment results (either determined as competent or not yet competent).

After each module, there is a one-week break before the next module starts.

Modules are recommended to be in order, but not required. As there are six intakes per annum, the student may start a module with a different intake. This also means that you have the opportunity to extend your studies through this innovative multi-intake system and suspend your studies for an intake or two. (Additional costs may be incurred)

A student will be required to re-register for modules that may be complete, should their qualification study period exceed four years.

Prospectus Outline.

NAVIGATION

01 Living your best life
- Always start with "why"
- Summary of what you can do afterwards

02 What you will learn and how to apply it practically
- Qualification overview
- Qualification breakdown
- **Qualification duration**
- Qualification start date
- Entry requirements
- The cost of your investment
- Recognition of Prior Learning (RPL)
- Where this qualification can take you

03 Your online learning experience
- Lecturers with industry experience
- Study guides and textbooks
- Assessments
- Online support

04 Take the next step
- Process overview
- Contact us

Qualification start date.

During **2026** there will be **six intakes**:

INTAKE	
1	**12 Jan – 28 Feb 2026**
2	**9 Mar – 25 Apr 2026**
3	**4 May – 20 Jun 2026**
4	**29 Jun – 15 Aug 2026**
5	**24 Aug – 10 Oct 2026**
6	**19 Oct – 5 Dec 2026**

Prospectus Outline.

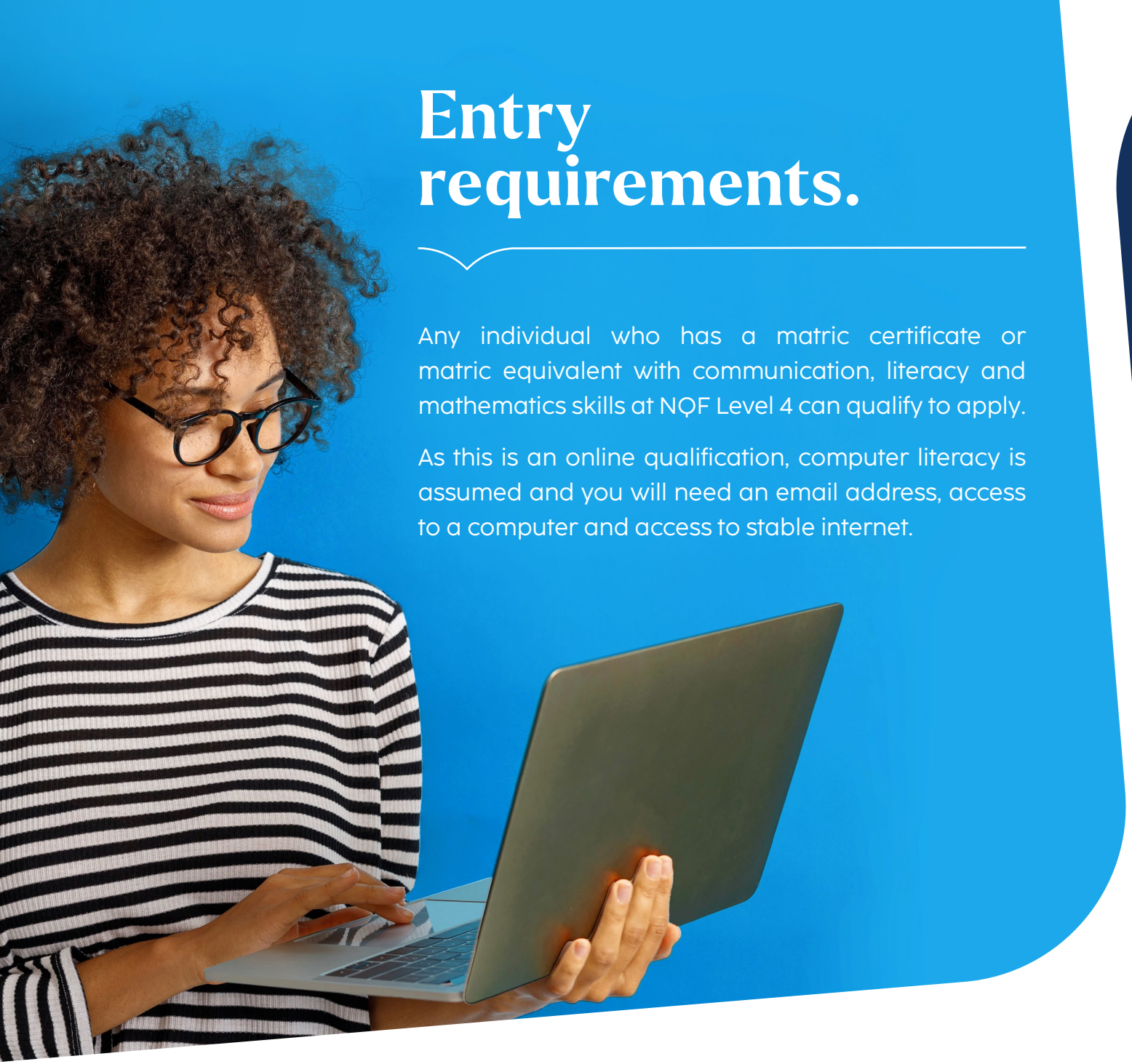
NAVIGATION

01 Living your best life
- Always start with "why"
- Summary of what you can do afterwards

02 What you will learn and how to apply it practically
- Qualification overview
- Qualification breakdown
- Qualification duration
- **Qualification start date**
- Entry requirements
- The cost of your investment
- Recognition of Prior Learning (RPL)
- Where this qualification can take you

03 Your online learning experience
- Lecturers with industry experience
- Study guides and textbooks
- Assessments
- Online support

04 Take the next step
- Process overview
- Contact us



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 qualification, computer literacy is assumed and you will need an email address, access to a computer and access to stable internet.

Prospectus Outline.

NAVIGATION

01 Living your best life
- Always start with "why"
- Summary of what you can do afterwards

02 What you will learn and how to apply it practically
- Qualification overview
- Qualification breakdown
- Qualification duration
- Qualification start date
- **Entry requirements**
- The cost of your investment
- Recognition of Prior Learning (RPL)
- Where this qualification can take you

03 Your online learning experience
- Lecturers with industry experience
- Study guides and textbooks
- Assessments
- Online support

04 Take the next step
- Process overview
- Contact us

The cost of your investment.

The price of the National Certificate: Generic Management is:

R 49 000*

Monthly: **R4 084** per month x 12

Note the cost does not include:

- Cancellation fees: should a student not wish to complete the qualification 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 qualification 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 R350 application fee)

Prospectus Outline.

NAVIGATION

01 Living your best life
- Always start with "why"
- Summary of what you can do afterwards

02 What you will learn and how to apply it practically
- Qualification overview
- Qualification breakdown
- Qualification duration
- Qualification start date
- Entry requirements
- **The cost of your investment**
- **Recognition of prior learning**
- Where this qualification can take you

03 Your online learning experience
- Lecturers with industry experience
- Study guides and textbooks
- Assessments
- Online support

04 Take the next step
- Process overview
- Contact us

Where this qualification can take you.

Upon successful completion you are awarded the much-coveted Eduvos National Certificate: Generic Management.

This qualification is recognised by SAQA (South African Qualifications Authority) with the qualification ID 59201 - Learning Programme 60269. On successful completion, you will have acquired 162 credits at an NQF (National Qualifications Framework) Level 5.

On the path towards lifelong learning, this certificate articulates that:

- You can enter a relevant bachelor's degree with the NQF 5 Qualification
- Typically, this should equate to anything between 65-80 credits of the 120 credits needed in the first year of a bachelor's degree
- You should get some exemptions based on the admission and exemption policy of the respective university
- You can enter an NQF 6 Programme such as an Advanced Diploma

Prospectus Outline.

NAVIGATION

01 Living your best life
- Always start with "why"
- Summary of what you can do afterwards

02 What you will learn and how to apply it practically
- Qualification overview
- Qualification breakdown
- Qualification duration
- Qualification start date
- Entry requirements
- The cost of your investment
- Recognition of Prior Learning (RPL)
- **Where this qualification can take you**

03 Your online learning experience
- Lecturers with industry experience
- Study guides and textbooks
- Assessments
- Online support

04 Take the next step
- Process overview
- Contact us

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.

Prospectus Outline.

NAVIGATION

01 Living your best life
- Always start with "why"
- Summary of what you can do afterwards

02 What you will learn and how to apply it practically
- Qualification overview
- Qualification breakdown
- Qualification duration
- Qualification start date
- Entry requirements
- The cost of your investment
- Recognition of Prior Learning (RPL)
- Where this qualification can take you

03 Your online learning experience
- **Lecturers with industry experience**
- Study guides and textbooks
- Assessments
- Online support

04 Take the next step
- Process overview
- Contact us

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 qualification. 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.

Prospectus Outline.

NAVIGATION

01 Living your best life
- Always start with "why"
- Summary of what you can do afterwards

02 What you will learn and how to apply it practically
- Qualification overview
- Qualification breakdown
- Qualification duration
- Qualification start date
- Entry requirements
- The cost of your investment
- Recognition of Prior Learning (RPL)
- Where this qualification can take you

03 Your online learning experience
- Lecturers with industry experience
- **Study guides and textbooks**
- **Assessments**
- Online support

04 Take the next step
- Process overview
- Contact us

Online support.

At Eduvos, we use a Learner Management System (LMS). We support you by providing a Learning Coach who is there to help you reach your goals by successfully completing your qualification 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 qualification

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

Prospectus Outline.

NAVIGATION

01 Living your best life
- Always start with "why"
- Summary of what you can do afterwards

02 What you will learn and how to apply it practically
- Qualification overview
- Qualification breakdown
- Qualification duration
- Qualification start date
- Entry requirements
- The cost of your investment
- Recognition of Prior Learning (RPL)
- Where this qualification can take you

03 Your online learning experience
- Lecturers with industry experience
- Study guides and textbooks
- Assessments
- **Online support**

04 Take the next step
- Process overview
- Contact us

04

Take the next step

Process overview.

STEP 1

Apply online

Please ensure you have all the necessary documents; latest results and copy of your ID. Pay the R350 application fee.

Click here

STEP 2

Acceptance

Eduvos will review your application to confirm you meet entry requirements. We will send you a quote with all the payment details.

STEP 3

Pay 1st instalment

Make payment via PayFast, credit card or EFT to become an officially registered student with Eduvos. Send proof of payment to payments@eduvos.com

STEP 4

Welcome pack

You will receive your Welcome Pack before your qualification begins. To familiarise yourself with our online platform.

STEP 5

Your journey begins

Here's to lifelong learning. You are on your way to living your best life with Eduvos.

Prospectus Outline.

NAVIGATION

01 Living your best life
- Always start with "why"
- Summary of what you can do afterwards

02 What you will learn and how to apply it practically
- Qualification overview
- Qualification breakdown
- Qualification duration
- Qualification start date
- Entry requirements
- The cost of your investment
- Recognition of Prior Learning (RPL)
- Where this qualification can take you

03 Your online learning experience
- Lecturers with industry experience
- Study guides and textbooks
- Assessments
- Online support

04 Take the next step
- Process overview
- Contact us

Your best life is waiting for you.

National Certificate: Generic Management

Perform as a manager that takes business ideas and turns them into profits.

Register online | Send us an email

Scan here to get in touch:

Connect with us using one of our social platforms.

eduvos.com

Prospectus Outline.

NAVIGATION

01 Living your best life
- Always start with "why"
- Summary of what you can do afterwards

02 What you will learn and how to apply it practically
- Qualification overview
- Qualification breakdown
- Qualification duration
- Qualification start date
- Entry requirements
- The cost of your investment
- Recognition of Prior Learning (RPL)
- Where this qualification can take you

03 Your online learning experience
- Lecturers with industry experience
- Study guides and textbooks
- Assessments
- Online support

04 Take the next step
- Process overview
- Contact us