

## INSETA MIDDLE MANAGEMENT PROGRAMME: ADVANCED DIPLOMA IN MANAGEMENT DEVELOPMENT

### **About the programme:**

INSETA is inviting applications for an Advanced Diploma in Management Development NQF Level 7 to middle management candidates in the Insurance and Financial sector in association with the University of Cape Town (Graduate School of Business).

The Facilitation of the programme will be fully conducted online and the Call for applications is open nationally.

Candidates will be selected based on the following criteria:

- **NB:** Applicants must be employees of organisations registered with INSETA and in compliance with WSP submission requirements. Companies will need to supply either levy numbers or reference numbers of their INSETA registration. Queries in this regard must be directed to the INSETA Strategic Programme Learning Division:  
[mapulan@inseta.org.za](mailto:mapulan@inseta.org.za)
- INSETA and the Graduate School of Business UCT will select from nominated candidates through a series of shortlisting and recruitment processes to identify suitable candidates.
- Admission Requirements
  - ✓ National Qualifications Framework Level 6 Qualification or equivalent
  - ✓ English proficiency
  - ✓ At least 3 years of management experience
- Recognition of Prior Learning

If you do not have the required formal educational qualifications specified by this degree, but you believe that your age, work and life experiences have provided you with equivalent levels of learning, you can proceed with your application for admission through the Recognition of Prior Learning (RPL) process.
- In addition, INSETA's objectives in terms of equity and achieving transformation in the industry will also feature as selection criteria.

### **How to Apply:**

Please follow the steps outlined below to ensure that you comply with the INSETA and UCT GSB application requirements. Applications which do not comply with the below requirements will not be considered.

1. **Download and complete the [INSETA Nomination Form](#)**
  - Please note: this form must be completed and signed by the authorised company representative to nominate beneficiaries for application.
  - Each person nominated must also sign the form in the space provided
2. **Download, read through and complete the [INSETA Worker Programme Student Agreement](#)**
3. **Obtain from your HR department a Confirmation of Employment letter on the company letterhead.**
  - This letter must include the employee's job title/designation and the date the employee started working at the organisation.
4. **Certify a copy of your Identity Document.**
  - Please note that the certification should not be older than 6 months
5. **Update your CV**
6. **Certify a copy of your Matric Certificate**
  - Please note that the certification should not be older than 6 months
7. **Certify copies of other certificates received for courses you have completed**
  - Please note that the certification should not be older than 6 months
  - Scan all the certificates so that they are combined into one PDF document
8. **Certify copies of your degree or diploma (obtained from a Technikon or University)**
  - Please note that the certification should not be older than 6 months
9. **Certify a copy of the academic record or transcript for your degree or diploma**
  - Please note that the certification should not be older than 6 months
10. **Complete the [UCT GSB application](#)**
11. Once you have completed all of the above steps, email all of the above forms and documents to [inseta.gsb@uct.ac.za](mailto:inseta.gsb@uct.ac.za) . To ensure that you have all of the forms required for the application, please download the [application checklist](#).

**Application enquiries:** [Sharman.May@uct.ac.za](mailto:Sharman.May@uct.ac.za) or [Jamie.Parenzee@uct.ac.za](mailto:Jamie.Parenzee@uct.ac.za)

**Closing date:** **11 February 2024.** Please ensure that completed applications and supporting documents reach the above email address by the closing date.

We look forward to your participation in the programme.

## MIDDLE MANAGERS PROGRAMME: ADVANCED DIPLOMA IN MANAGEMENT DEVELOPMENT (ADMD) NQF7 – 120 CREDITS

### ***About the Programme***

The ADMD will provide an opportunity for delegates who have experience in Middle Management to achieve a rigorous qualification in management development in order to further develop their managerial skills and advance their careers.

The ADMD will enable delegates to have a broad understanding of the fundamental aspects of the management process, in order to accelerate them towards more senior positions.

The ADMD is aimed at experienced middle managers in the insurance and financial services sector. This course is a significant investment by organisations and individual in terms of time and commitment, and it is aimed at high performers and middle managers with high potential.

### ***Course Content***

Date	Event	Topic	Where
15 March 2024	Programme Launch		MS Teams
17 May 2024	Orientation		MS Teams
20-24 May 2024	Course 1	Leadership and Communication	MS Teams
8-10 July 2024	Course 2	People's Practice (HR)	MS Teams
2-6 September 2024	Course 3	Economics of Emerging Markets	MS Teams
18-20 November 2024	Course 4	Marketing Management	MS Teams
27-29 January 2025	Course 5	Operations Management	MS Teams
10-12 March 2025	Course 6	Finance and Accounting Management	MS Teams
19-21 May 2025	Course 7	Strategy and Innovation Lab	MS Teams

## ***Admission Requirements***

- ✓ National Qualifications Framework Level 6 Qualification or equivalent
- ✓ English proficiency
- ✓ At least 3 years of management experience

## ***Recognition of Prior Learning***

If you do not have the required formal educational qualifications specified by this degree, but you believe that your age, work and life experiences have provided you with equivalent levels of learning, you can proceed with your application for admission through the Recognition of Prior Learning (RPL) process.

## ***Assessments***

Delegates will be required to complete the following assessments for each of the 7 courses of the programme:

- Group Project
- Individual Assignment
- Reflective Learning Assignment

## ***Criteria to Pass the Programme***

Delegates will be required to comply with the following criteria in order to pass the Programme:

- Attendance at all contact sessions
- Submission of all assignments
- Achieve 50% or more for all assignments

## ***Certification***

Delegates will be awarded an NQF Level 7 **Advanced Diploma in Management Development** Qualification from the University of Cape Town on successful completion of the programme.