

FACULTY OF
**Business and
Management Sciences**

2027

**ADVANCED DIPLOMA
PROSPECTUS**



**Cape
Peninsula
University
of Technology**
creating futures

ADVANCED DIPLOMA IN ACCOUNTANCY

R35 200

HEQSF-aligned Diploma (NQF 6) in Accountancy with the elective Corporate Procedures and an aggregate of 60% in the final year of study or equivalent with pre-requisites of Financial Accounting 3, Management Accounting 3 (or equivalent), Taxation 2 (or equivalent) and Corporate Procedures (or equivalent).

HEQSF-aligned degrees (NQF 7)

For BCom graduates or equivalent, requisite entry subjects may apply.

Non-HEQSF-aligned National Diploma in Accounting or Cost and Management Accounting, with an aggregate of 60% in the final year of study.

Non-HEQSF undergraduate degrees

For Bachelor of Commerce (BCom) graduates or equivalent, requisite entry subjects may apply.

DURATION

Full-time and Part-time: 1 Year

District Six (D6) Campus

CAREER OPPORTUNITIES

Upon completion of the qualification, learners can apply for membership with professional bodies and start with their workplace requirements as stated by the specific professional body. Ultimately, upon achieving full professional body membership, graduates may elect to establish their private practices rendering Accounting, Taxation, consulting, and company secretarial services.

Learners can be linked to different professional bodies as follows:

- By electing Advanced Taxation, they may become eligible for membership with SAIPA, CIBA and SAIT.
- By electing Specific Management Accounting, they may become eligible for membership with SAIPA, CIBA and credits from CIMA.

ARTICULATION

The Advanced Diploma in Accountancy provides an articulation route for Diploma graduates to gain professional certification of their knowledge and experience. The HEQSF-aligned Advanced Diploma in Accountancy, provides an opportunity for further education and applied specialisation after which the graduates will have developed increased capacity to meet the high level of theoretical and intellectual independence as required by the HEQSF and also allow students a pathway to progress to postgraduate study. Except from membership of SAIPA, CIBA and SAIT, students may also apply for exemptions or credits from CIMA.

By selecting the elective Advanced Taxation, students can articulate into the Postgraduate Diploma in Applied Taxation.

By selecting the elective Specific Management Accounting, students can articulate into the Postgraduate Diploma in Management Accounting.

FOR QUERIES CONTACT: www.cput.ac.za/faculties/fbms/contact

ADVANCED DIPLOMA IN INTERNAL AUDITING

R35 200

HEQSF-aligned Diploma in Accountancy with the elective Accounting Information Systems 2 and an aggregate of 60% in the final year of study or equivalent with pre-requisites of Financial Accounting 3 and Internal Auditing 3 (or equivalent) and Accounting Information Systems 2 (or equivalent).

HEQSF-aligned degrees (NQF 7)

For BCom graduates or equivalent, requisite entry subjects may apply.

Non-HEQSF-aligned National Diploma in Internal Auditing (or equivalent) with an aggregate of 60% in the final year of study.

Non-HEQSF undergraduate degrees

For Bachelor of Commerce (BCom) graduates or equivalent, requisite entry subjects may apply.

DURATION

Full-time: 1 Year

Part-time: 2 years

District Six (D6) Campus

CAREER OPPORTUNITIES

After completing the Advanced Diploma in Internal Auditing, students will be able to enter the job market as trainee internal auditors through the IIA's Professional Training Program (PTP). The PTP is a work-based learning program. During this program, candidates must undergo additional competency assessments to obtain the first-level designation of Internal Audit Technician (IAT), and may then progress to become a Professional Internal Auditor (PIA).

These two designations are precursors to the CIA qualification and for which candidates need to pass a three-part examination. If successful in completing the training program and passing the CIA examinations, students can obtain the CIA internationally recognized designation. The IIA administers these examinations and designations.

The HEQSF-aligned Advanced Diploma in Internal Auditing will therefore provide students with the academic basis to enter into the PTP program of the IIA and ISACA membership opportunity, to enrol for Certified Information Systems Auditor (CISA) or Certified in Governance Enterprise Information Technology (CGEIT) certifications.

ARTICULATION

The HEQSF-aligned Advanced Diploma in Internal Auditing, provides an opportunity for further education and applied specialisation after which the graduates will have developed increased capacity to meet the high level of theoretical and intellectual independence as required by the HEQSF and so allow students a pathway to progress to further postgraduate study.

Students can also choose to articulate into the Postgraduate Diploma in Internal Auditing.

FOR QUERIES CONTACT: www.cput.ac.za/faculties/fbms/contact

ADVANCED DIPLOMA IN MANAGEMENT

R36 350

An appropriate HEQSF-aligned Diploma (NQF level 6) of which the major subjects align to the focus of this qualification and the average of the final year subjects at NQF level 6 is 60%.

DURATION

Full-time: 1 Year

Part-time: 2 Years District Six (D6) Campus

CAREER OPPORTUNITIES

Upon completion of the qualification students will be able to be employed as General Managers, Supervisors, Financial Administrators, or Financial Managers.

ARTICULATION

The qualification provides entry to graduates from the field of study in Management. Upon successful completion of the Advanced Diploma in Management, the student may articulate into (vertical articulation) Postgraduate Diploma in Business Process Management NQF level 8. Upon successful completion of the above they may enrol for a Master for Business and Management Sciences NQF level 9 and thereafter NQF level 10, Doctor of Business and Management Sciences, specialising in Management.

FOR QUERIES CONTACT: www.cput.ac.za/faculties/fbms/contact

ADVANCED DIPLOMA IN HUMAN RESOURCE MANAGEMENT

R35 330

A 60% average in all final year (3rd year) subjects of the HEQSF-aligned Diploma in Human Resource Management (HRM) on NQF level 6 consisting of 360 SAQA credits.

In addition, a candidate will be considered for admission into this qualification if he/ she is in possession of an appropriate pre-HEQSF qualification, such as National Diploma (NQF level 6) or Bachelor's degree (NQF level 6) or equivalent qualification in HRM or Industrial Psychology.

DURATION

Full-time: 1 Year

Part-time: 2 Years District Six (D6) Campus

CAREER OPPORTUNITIES

Human Resource Administrator, Recruitment Officer, Human Resource Officer, Employee Relations Officer, Human Resource Development Coordinator, Union Organiser, Labour Relations Officer.

ARTICULATION

Vertical: Postgraduate Diploma in Human Resource Management, Level 8 or a Bachelor's Degree or Honours Degree in a related discipline, Level 8.

Horizontal: Advanced Diploma in Human Resource Development, Level 7 or an Advanced Diploma in Labour Relations, Level 7.

FOR QUERIES CONTACT: www.cput.ac.za/faculties/fbms/contact

ADVANCED DIPLOMA IN BUSINESS AND INFORMATION ADMINISTRATION

R36 340

The candidate to have achieved a 60% average for the final 3rd year subjects of the HEQSF-aligned Diploma in Business and Information Administration (BIA) on NQF level 6 with 360 SAQA credits or a National Diploma in Office Management and Technology on NQF level 6 with 360 SAQA credits.

An appropriate pre-HEQSF aligned or HEQSF Diploma on NQF level 6 with 360 SAQA credits, to be considered, and to include subjects related to Business Administration and Information Administration or Business Information Systems at a 3rd year level; and Business Accounting or Financial Accounting at a 1st or 2nd year level.

DURATION

Full-time: 1 Year

Part-time: 2 Years District Six (D6) Campus

CAREER OPPORTUNITIES

Administrator, Administrative Office Manager, Senior Office Administrator, Communication and Marketing Officer, Parliamentary Liaison and Researcher, Training and Development Instructors, Call Centre Managers, Client Care Consultants, Executive Personal Assistant.

ARTICULATION

Upon successful completion of the qualification, and with an average of 60% achieved for the qualification, the graduate may vertically articulate into the Postgraduate Diploma in Business and Information Administration (BIA) (NQF Level 8 with 120 SAQA credits), or vertically and systemically into a Postgraduate Diploma in a Business-related field (NQF Level 8) and subject to the criteria by the Programme or the Institution.

FOR QUERIES CONTACT: www.cput.ac.za/faculties/fbms/contact

2027

ADVANCED DIPLOMA IN OPERATIONS MANAGEMENT

R32 880

A 60% average in all final year (3rd year) subjects of the HEQSF-aligned Diploma in Operations Management on NQF level 6 consisting of 360 SAQA credits; or an equivalent NQF level 6 qualification that includes any of the following cognate subject areas: Operations Management, Business Administration, Logistics, Economics, Industrial Engineering, Quality Management and Information Technology.

CAREER OPPORTUNITIES

Supply Chain Management, Project Management, and Business Analysis, with potential for advancement to positions like Operations Manager or Director. Other possibilities include Logistics, Human Resources, and Management Consulting, reflecting the broad impact of operations management on organizational efficiency.

ARTICULATION

This programme prioritises articulation and credit recognition, allowing students with existing diplomas or degrees in related fields such as business management, operations management, logistics, warehousing, project management and engineering to access the Postgraduate Diploma in Supply Chain Management.

DURATION

Full-time: 1 Year
Part-time: 2 Years

Bellville Campus
District Six (D6) Campus

FOR QUERIES CONTACT: www.cput.ac.za/faculties/fbms/contact

ADVANCED DIPLOMA IN PROJECT MANAGEMENT

R59 740

An appropriate non-HEQF National Diploma (NQF level 6) of which the major subjects align to the focus of this qualification and the average of the final year subjects at NQF level 6 is 60%.

CAREER OPPORTUNITIES

Upon completion of the qualification students may be employed as a Project Administrator, Project Co-ordinator, Project Manager, etc.

ARTICULATION

The qualification provides entry to graduates from the field of study in Project Management. Upon successful completion of the Advanced Diploma in Project Management, the student may articulate into (vertical articulation) Postgraduate Diploma in Project Management NQF level 8. Upon successful completion of the above they may enrol for a Master for Business and Management Sciences NQF level 9 and thereafter NQF level 10, Doctor of Business and Management Sciences, specialising in Project Management.

DURATION

Full-time: 1 Year
Part-time: 2 Years

District Six (D6) Campus

FOR QUERIES CONTACT: www.cput.ac.za/faculties/fbms/contact

ADVANCED DIPLOMA IN MARKETING

R33 760

An appropriate HEQSF aligned Diploma or Pre-HEQSF National Diploma (Level 6) with major subjects in Marketing of which the candidate has obtained an average of 60% in the final year of study.

CAREER OPPORTUNITIES

Brand Manager, Digital Marketing Manager, Data Analyst, Customer Relations Manager, Sales Manager, Social Media Manager, Marketing Manager.

ARTICULATION

Graduates of the following programmes can vertically articulate into this Advanced Diploma in Marketing programme from:

- HEQSF (NQF level 6) Diploma in Marketing
- pre-HEQSF (NQF level 6) National Diploma: Marketing.

Graduates of this Advanced Diploma in Marketing Advanced Diploma into:

- NQF level 8 Postgraduate Diploma in Marketing
- Related NQF level 8 Postgraduate Diplomas in Marketing fields.

- Marketing related Honours Degrees on NQF level 7

Graduates can articulate horizontally into Advanced Diploma in Marketing from:

- Business-related non-HEQSF aligned BTech Degrees.
- Business-related Bachelor's degrees.

Graduates of this Advanced Diploma in Marketing can articulate horizontally and diagonally from this Advanced Diploma into:

- Business Related Advanced Diplomas.
- Business related Bachelor's degrees.

Where applicants have experience in Marketing or a related field, their study needs and readiness for the Advanced Diploma in Marketing may be determined through the Recognition of Prior Learning (RPL).

DURATION

Full-time: 1 Year
Part-time: 2 Years

District Six (D6) Campus

FOR QUERIES CONTACT: www.cput.ac.za/faculties/fbms/contact

ADVANCED DIPLOMA IN PUBLIC ADMINISTRATION

R36 650

A non-HEQSF National Diploma in Public Management or HEQSF-aligned Diploma in Public Administration (or an equivalent qualification) is required, with a minimum of 60% in the major subjects of the final year of the Diploma qualification or two years' relevant experience after obtaining the first qualification.

DURATION

Full-time: 1 Year**Part-time:** 1 or 2 Years

District Six (D6) Campus

CAREER OPPORTUNITIES

An Advanced Diploma in Public Administration (NQF level 7) opens doors to a variety of career opportunities within all three spheres of government, namely, local, provincial and national as well as parastatals, Non-Profit Organisations and organisations that interact with government. This qualification is for graduates who are prospective managers following a career path in the following specific roles:

- Public Administration Officer
- Municipal Manager
- Director of Community Services
- Director of Corporate Services
- Policy Analyst
- Human Resource Specialist
- Budget Analyst
- Project Coordinator
- Government Policy Analyst.

ARTICULATION

This programme prioritises articulation and credit recognition, allowing students with existing diplomas or degrees in related fields such as Business Administration, Political Science, or Sociology to access the Advanced Diploma in Public Administration.

FOR QUERIES CONTACT: www.cput.ac.za/faculties/fbms/contact

ADVANCED DIPLOMA IN HUMAN RESOURCE DEVELOPMENT

R35 330

A 60% average in all final year (3rd year) subjects of the HEQSF-aligned Diploma in Human Resource Management on NQF level 6 consisting of 360 SAQA credits or Diploma in Management (NQF level 6, 360 SAQA credits); or Diploma in Public Administration & Governance (Public Management) (NQF level 6, 360 SAQA credits); or Diploma in Business and Information Administration (Office Management & Technology) (NQF level 6, 360 SAQA credits).

DURATION

Full-time: 1 Year**Part-time:** 2 Years

District Six (D6) Campus

In addition, a candidate will be considered for admission into this qualification if he/she is in possession of an appropriate pre-HEQSF qualification, such as National Diploma (NQF level 6) or Bachelor's degree (NQF level 6) or equivalent qualification in HRM, Industrial Psychology, Management, Public Management, Office Management & Technology, and/or Education, Training & Development.

CAREER OPPORTUNITIES

Human Resource Administrator, Recruitment Officer: Human Resource Officer, Employee Relations Officer, Human Resource Development Coordinator, Union Organiser, Labour Relations Officer.

ARTICULATION

Vertical: Postgraduate Diploma in Human Resource Development, Level 8 or a Bachelor of Arts Honours in Human Resource Development, Level 8.

Horizontal: Advanced Diploma in Human Resource Management, Level 7 or an Advanced Diploma in Labour Relations, Level 7.

FOR QUERIES CONTACT: www.cput.ac.za/faculties/fbms/contact

ADVANCED DIPLOMA IN RETAIL BUSINESS MANAGEMENT

R36 350

Diploma in Retail Business Management or equivalent at NQF level 6 with an average of 60% at 3rd year level.

CAREER OPPORTUNITIES

Any business that offers goods and services to end-users including banks, airlines, hotels, supermarkets, wholesale businesses, distribution centres and the service industry in general.

ARTICULATION

This qualification allows for both horizontal and vertical articulation opportunities.

DURATION

Full-time: 1 Year
Part-time: 2 Years

District Six (D6) Campus

Vertical:

- Postgraduate Diploma: Retail Business Management, Level 8.
- Postgraduate Diplomas in related fields of study, Level 8.
- Honours Degrees in related fields of study, Level 8.

Horizontal:

- Bachelor of Technology (BTech) Degrees in business and management related fields of study, Level 7.
- Bachelor's Degrees in business and management related fields of study, Level 7.

FOR QUERIES CONTACT: www.cput.ac.za/faculties/fbms/contact

ADVANCED DIPLOMA IN TOURISM MANAGEMENT

R36 360

To qualify for admission to the programme, an applicant must have obtained an average of 60% (including 60% for majors) in the Diploma in Tourism Management or any equivalent pre-HEQSF qualification (such as ND Tourism Management and BTech degrees from relevant Higher Education institutions) in related disciplines such as, events, hospitality, sports and leisure, and marketing.

Applicants for Advanced Diploma level studies need to have demonstrated an acceptable standard of academic work at National Diploma (pre-HEQSF) or Diploma level with a minimum of 60% grade average for 3rd year major subjects in Tourism Management and applications should be accompanied by a letter of motivation.

DURATION

Full-time: 1 Year
Part-time: 2 Years

District Six (D6) Campus

Applicants with qualifications in other fields, but who have industry experience, may apply for Recognition of Prior Learning.

CAREER OPPORTUNITIES

Destination Manager, Tour Operator/Guide, Adventure Tourism Co-ordinator, Guest Relations Manager, Airline Customer Service Agent, Cruise ship Hospitality Manager, Digital Marketer for Tourism Businesses, Tourism Officer and Travel Agent.

ARTICULATION

Candidates that graduate from this Advanced Diploma in Tourism Management may be eligible to apply for various Postgraduate Diplomas offered by the Faculty of Business and Management Sciences and may also articulate horizontally to related disciplines with hospitality, event and marketing components.

Vertically the qualification may articulate with the Postgraduate Diploma in Tourism Management. Vertical articulation applicable to the Advanced Diploma in Tourism Management will typically constitute articulation from a Diploma in Tourism Management (NQF Level 6) to the Advanced Diploma (NQF Level 7) to a possible Postgraduate Diploma (NQF Level 8), Masters (NQF Level 9), and Doctorate (NQF Level 10).

FOR QUERIES CONTACT: www.cput.ac.za/faculties/fbms/contact

ADVANCED DIPLOMA IN EVENT MANAGEMENT

R36 350

To qualify for admission to the programme, an applicant must have obtained an average of 60% (including 60% for majors) in the Diploma in Event Management or any equivalent pre-HEQSF qualification (such as ND Event Management and BTech degrees from relevant Higher Education institutions) in related disciplines such as, tourism, hospitality, sports and leisure, project management and public relations.

DURATION

Full-time: 1 Year
Part-time: 2 Years

District Six (D6) Campus

Applicants with qualifications in other fields, but who have industry experience, may apply for Recognition of Prior Learning.

CAREER OPPORTUNITIES

Destination Manager, Tour Operator/Guide, Adventure Tourism Co-ordinator, Guest Relations Manager, Airline Customer Service Agent, Cruise ship Hospitality Manager, Digital Marketer for Tourism Businesses, Tourism Officer and Travel Agent.

ARTICULATION

Candidates that graduate from this Advanced Diploma in Tourism Management may be eligible to apply for various Postgraduate Diplomas offered by the Faculty of Business and Management Sciences and may also articulate horizontally to related disciplines with hospitality, event and marketing components.

Vertically the qualification may articulate with the Postgraduate Diploma in Tourism Management. Vertical articulation applicable to the Advanced Diploma in Tourism Management will typically constitute articulation from a Diploma in Tourism Management (NQF Level 6) to the Advanced Diploma (NQF Level 7) to a possible Postgraduate Diploma (NQF Level 8), Masters (NQF Level 9), and Doctorate (NQF Level 10).

FOR QUERIES CONTACT: www.cput.ac.za/faculties/fbms/contact

ADVANCED DIPLOMA IN ENTREPRENEURSHIP

R42 320

An appropriate Diploma, Bachelor's degree, or equivalent qualification as approved by SAQA at NQF level 6. The applicant must have obtained an average of 60% in the final year.

DURATION

Part-time: 1 Year (ONLY)

District Six (D6) Campus

The student must have passed subjects related to Financial Management as well as Entrepreneurship.

CAREER OPPORTUNITIES

Self-employment, non-profit organisations, government organisations, finance/investment sector.

ARTICULATION

This qualification allows for horizontal and vertical articulation.

Horizontal Articulation:

Advanced Diploma in Business Management, Level 7.

Vertical Articulation:

Postgraduate Diploma in this field of study or related fields of study, Level 8.

FOR QUERIES CONTACT: www.cput.ac.za/faculties/fbms/contact

ADVANCED DIPLOMA IN SPORT & LEISURE MANAGEMENT

R40 230

Applicants need to have successfully completed the Diploma in Sport and Leisure Management (or the former ND Sport Management) with an average of 60% on the overall subject of the programme. Applicants with a sport-, leisure- or business-related qualification at an NQF level 6, including from the General/Academic pathway (e.g. B.A., BCom or BSc degrees) as well as international qualification equivalents, are also eligible to apply.

DURATION

Full time ONLY: 1 Year

Newlands Satellite Campus

The student must have passed subjects related to Financial Management as well as Entrepreneurship.

CAREER OPPORTUNITIES

Sports Manager, Event Manager (Sports & Leisure), Sports Marketing Manager, Sports Development Officer, Fitness and Wellness Manager, Sports Agent, Sports Journalism, Research Analyst (Sports & Leisure Industry).

ARTICULATION

Post-Graduate Diploma in Sport & Leisure Management.

FOR QUERIES CONTACT: www.cput.ac.za/faculties/fbms/contact

ADVANCED DIPLOMA IN HOSPITALITY AND HOTEL MANAGEMENT

R32 000

Diploma in Hospitality and Hotel Management or a related qualification or equivalent qualification that includes an appropriate knowledge base. E.g. National Diploma: Hospitality Management or a three-year undergraduate degree in Hospitality/Hotel Management.

Learners entering the programme will be in possession of a recognised NQF level 6 qualification with a minimum of 60% in the final subjects of the final year.

DURATION

Full-time: 1 Year
Granger Bay Campus

CAREER OPPORTUNITIES

Hotel Manager and Rooms Division Manager

ARTICULATION

This qualification offers vertical specific articulation opportunities with the following qualification offered at this institution.

Postgraduate Diploma in Business and Management Sciences: Hospitality, Tourism and Event Management, Level 8.

Horizontal: Postgraduate Certificate in Education in Further Education and Training), Level 7 (NQF Level 7) to a possible Postgraduate Diploma (NQF Level 8), Masters (NQF Level 9), and Doctorate (NQF Level 10).

FOR QUERIES CONTACT: www.cput.ac.za/faculties/fbms/contact

ADVANCED DIPLOMA IN HOSPITALITY AND PROFESSIONAL COOKERY

R36 9500

Diploma in Hospitality and Professional Cookery or a related qualification or equivalent qualification that includes an appropriate knowledge base. E.g. National Diploma: Hospitality/Professional Cookery or a three-year undergraduate degree in Hospitality/ Professional Cookery.

Learners entering the programme will be in possession of a recognised NQF level 6 qualification with a minimum of 60% in the final subjects of the final year.

DURATION

Full-time: 1 Year
Granger Bay Campus

CAREER OPPORTUNITIES

- Pastry Chef de Partie
- Chef de Partie
- Junior Sous Chef
- Executive Chef

ARTICULATION

This qualification offers vertical specific articulation opportunities with the following qualification offered at this institution.

Postgraduate Diploma in Business and Management Sciences: Hospitality, Tourism and Event Management, Level 8.

This qualification also offers systemic horizontal articulation with the following qualification offered by other institutions, provided the learner meets the minimum entry requirements:

Horizontal: Postgraduate Certificate in Education in Further Education and Training), Level 7.

FOR QUERIES CONTACT: www.cput.ac.za/faculties/fbms/contact

ADVANCED DIPLOMA IN HOSPITALITY AND FOOD AND BEVERAGE MANAGEMENT

R32 000

Diploma in Hospitality and Food & Beverage Management or a related qualification or equivalent qualification that includes an appropriate knowledge base. E.g. National Diploma: Food & Beverage Management or a three-year undergraduate degree in Hospitality/Food & Beverage Management. Learners entering the programme will be in possession of a recognised NQF level 6 qualification with a minimum of 60% in the final subjects of the final year.

DURATION

Full-time: 1 Year

Granger Bay Campus

CAREER OPPORTUNITIES

Food Service Manager and Food and Beverage Manager.

ARTICULATION

This qualification allows for horizontal and vertical articulation.

Horizontal: Advanced Diploma in Business Management, Level 7.

Vertical: Postgraduate Diploma in this field of study or related fields of study, Level 8.

Diploma in Hospitality and Food & Beverage Management or a related qualification.

Or National Diploma in Hospitality/Food & Beverage Management. Or A three year undergraduate Degree in Hospitality/Food & Beverage Management.

This qualification offers vertical specific articulation opportunities with the following qualification offered at this institution:

Postgraduate Diploma in Business and Management Sciences: Hospitality, Tourism and Event Management, Level 8.

FOR QUERIES CONTACT: www.cput.ac.za/faculties/fbms/contact

RECOGNITION OF PRIOR LEARNING (RPL)

In accordance with the national Recognition of Prior Learning (RPL) requirements and the institutional RPL policy and practices, candidates who do not meet the minimum requirements and submit a portfolio of evidence of non-formal and formal learning and relevant industry experience will be considered for access to this qualification.

RPL applications will be dealt with on an individual basis.

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