

BEFORE APPLYING FOR THE **GENERAL MANAGEMENT PROGRAMME** ENSURE THAT YOU HAVE ALL THE INFORMATION BELOW:

- **ID Number** - This is required to generate your programme certificate.
- **Latest copy of CV** – You will be asked to upload this document as part of your application.
- **Company organogram** – You will also be asked to upload this document as part of your application. Please indicate where you are placed in this diagram.
- **Details of your line manager, mentor and sponsor.** See explanation below.
- **MENTOR.** Your mentor could be your line manager or another person in the organisation who will support your studies on the General Management Programme and provide guidance and a sounding board for your learning insights.
- **LINE MANAGER.** In order to gain maximum benefit from the programme, you should keep your line manager informed of your experience of the programme.
- **SPONSOR.** The individual/organisation responsible for paying the programme fee.
- **CANCELLATION POLICY** - *Notification of cancellation must be sent in writing via e-mail to the programme manager. Delegates who cancel four weeks or less prior to programme commencement, will be liable for the full fee. Delegates who do not arrive for the programme or cancel attendance once the programme has commenced will be liable for the full fee.*

Thank you for considering GIBS as your learning institution.