

Human Resource Management – Fact Sheet

Type of qualification

- Full-time
- Certificates and diplomas are conferred by the Department of Higher Education & Training (DHET)
- All qualifications are nationally recognised by industry and universities

About the qualification

If you have a passion for people, enjoy working with systems and processes, and would like to be involved in empowering and contributing to an organisation and its staff, then this Diploma is for you!

Human Resource Management (HRM or simply HR) is the management of an organisation's workforce. HRM is responsible for the recruitment, selection, training, development, assessment and rewarding of employees, while also overseeing organisational leadership and culture and ensuring compliance with employment and labour laws.

As an HR professional, you will be the key driver of important employee policies and practices within an organisation. The knowledge and skills learnt are applicable to a wide range of careers and industries, thus opening interesting and exciting opportunities for those who study HR.

Career & Job Opportunities

This programme will prepare you for many career opportunities in HR, business and management, including:

- Human resource management
- Training and development management
- Labour relations

Admission Requirements

- Grade 12 or Senior Certificate or
- Industrial relations
- Recruitment agent
- Personnel management
- An appropriate National Certificate (N3) or equivalent qualification

Duration

Full-time: 18 months of theoretical classes, followed by an 18 month practical component. Classes run during weekdays.

Certification

Students write national examinations which are set and administered by the DHET.

Successful students achieve the following certification which is conferred and issued by the DHET:

- National Certificate: N4 Human Resource Management (SAQA ID: 66873)
- National Certificate: N5 Human Resource Management (SAQA ID: 66953)
- National Certificate: N6 Human Resource Management (SAQA ID: 66997)

Once you have successfully achieved all three N4–N6 certificates and have worked for 18 months (minimum of 2000 hours) in a human resource or business environment, your logbook will be submitted to the DHET. Once you receive DHET approval, you will qualify to receive the highly respected **National NDiploma: Human Resource Management** (SAQA ID: 67039).

Course material and exam fees

Study material, textbook and examination fees are included in the tuition fee. Students need to cover any additional costs required for practicals and excursions.

Subjects per level

National Certificate: N4	National Certificate: N5	National Certificate: N6
<ul style="list-style-type: none">• Personnel Management N4• Management Communication N4• Entrepreneurship & Business Management N4• Computer Practice N4	<ul style="list-style-type: none">• Personnel Management N5• Personnel Training N5• Entrepreneurship & Business Management N5• Labour Relations N5• Mercantile Law N4	<ul style="list-style-type: none">• Personnel Management N6• Personnel Training N6• Entrepreneurship and Business Management N6• Labour Relations N6

Subject outlines

Personnel Management N4-N6

- Human resources planning
- Job design
- Personnel research
- HR provision & maintenance
- Compensation management
- Quality of work life
- Motivation and communication
- Group dynamics and leadership
- HR information systems

Personnel Training N5-N6

- Training and development in South Africa
- Adult learning
- Management of training
- Training methods and media
- Presentation skills
- Planning and organising a workshop, seminar or meeting
- Competency-based training
- Facilitating skills
- Designing and developing a training programme
- Evaluating and managing a training programme

Entrepreneurship & Business Management N4-N6

- The challenges of entrepreneurship
- Creativity and idea generation
- Market and financial feasibility study
- Marketing, management & financial plans
- Presentation & evaluation of business plan
- Introduction to management
- Personal (self) management
- Ethics/social responsibility
- Staffing one's business
- Operations management
- The implementation of strategic planning
- Competitive analysis

Mercantile Law N4

- Introduction to the Law
- Law of contract
- Contract of sale
- Credit agreements
- Lease of immovable property
- Contracts of service
- Negotiable instruments

Labour Relations N5-N6

- Key aspects of labour relations
- History of labour relations in South Africa
- Labour legislation
- Structuring workplace relations
- Collective bargaining
- Procedures and agreements

Management Communication N4

- Basic communication principles
- Interpersonal relationships
- Job interviews
- Meeting procedures
- Language usage and oral communication
- Concise communication
- Business letters
- Reports

Language Policy

All classes and assessments are conducted in English. Learners need to be able to understand spoken English and complete their assessments in English.

Disclaimer

Amilak Training Center reserves the right to change the programme content due to changes in the regulatory environment, market requirements and other reasons. All possible measures will be taken to minimize inconvenience to students.

I,..... (student name),
hereby acknowledge that I understand the information stated in this factsheet and fully comprehend the specifics explained above pertaining to the National N Diploma: Human Resource Management.

Student signature _____ Date _____

