

NATIONAL DIPLOMA: HUMAN RESOURCES MANAGEMENT AND PRACTICE



NQF LEVEL 5 | CREDITS: 253 | SAQA ID: 61592

PROGRAMME OVERVIEW

This Diploma will be useful to people who operationalise some aspects of the core processes and practices at a basic level across the four role clusters in human resources management and practices: Strategic planning for human resources management and practices, Acquisition, development and utilization of people, Establish and improvement of labour and employee relations, and Compensation and administration related to human resources management and practices.

DURATION AND MODE OF DELIVERY

- The programme is offered over a period of 12 months
- Online, blended or face-to-face
- All options include self-study, assignment writing as well as examinations and group presentations and assessments

ENTRY REQUIREMENTS

- Grade 12
- Further Education and Training Certificate

ACCREDITATION

- National Diploma in Human Resources Management & Practices, NQF Level 6, Credits 253
- Accredited with SABPP – South African Board for People Practices

EXIT LEVEL OUTCOMES

- Co-ordinate and contribute to the management of some aspects of all the four role clusters related to human resources management and practices/Provide information for the development of schedules/Participate in the development of procedures for processes related to human resources management and practices in accordance with legislative requirements/Recruit and induct new employees. In general, and in their areas of focus in particular.
- Adhere to legislative requirements and organisational policies and procedures when coordinating and contributing to the management of some of the core processes related to human resources management and practices, as described in Exit Level Outcome 1 above.
- Promote best human resource management practices in an organisation.
- Contribute to the monitoring of health and safety at the workplace.
- Identify strengths and areas for improvement in own learning through self-reflection- and reflection on organizational human resources management and practices.

UNIT STANDARDS	MODULE	UNIT STANDARD TITLE	LEVEL	CREDITS	
	Module 1: Deal with Legislation (27 Credits)	114274:	Demonstrate and apply an understanding of the basic conditions of employment act (Act 75 of 1997)	5	8
		114273:	Demonstrate and apply an understanding of the Labour Relations Act with respect to collective agreements and bargaining councils	4	5
		11909:	Monitor and advise on substantive conditions of employment and related rights	5	5
		230448:	Contribute towards organisation policy development	5	8
	Module 2: Manage the Personnel Function (35 Credits)	12140:	Recruit and select candidates to fill defined positions	5	9
		7848:	Manage the induction of new staff	5	5
		7882:	Manage payroll records	5	6
		10171:	Manage the capture, storage and retrieval of human resources information using an information system	5	3
		11907:	Draft an employment contract	5	3
11911:		Manage individual careers	5	5	
Module 3: Facilitate Learning (40 Credits)	110528:	Compile and control a budget for a range of office supply requirements	5	4	
	12138:	Conduct an organisational needs analysis	6	10	
	117871:	Facilitate learning using a variety of given methodologies	5	10	
	115830:	Develop own ability to provide a business advisory service for SMME's	5	10	
	115791:	Use language and communication strategies for vocational and occupational learning	5	5	
Module 4: Conduct Skills Development Facilitation (35 Credits)	114924:	Demonstrate understanding of the outcomes-based education and training approach within the context of a National Qualifications Framework	5	5	
	15232:	Coordinate planned skills development interventions in an organisation	5	6	
	252041:	Promote a learning culture in an organisation	5	5	
	15228:	Advise on the establishment and implementation of a quality management system for skills development practices in an organisation	5	10	
	15217:	Develop an organizational training and development plan	5	6	
Module 5: Conduct Assessment (15 Credits)	15218:	Conduct an analysis to determine outcomes of learning for skills development and other purposes	6	4	
	115753:	Conduct outcomes-based assessment act in terms of the Basic Conditions of Employment Act (Act 75 of 1997)	5	15	
Module 6: Supervise a Team (25 Credits)					
	15220:	Set, monitor and measure the achievement of goals and objectives for a team, department or division within an organisation	5	4	
	10148:	Supervise a project team of a business project to deliver project objectives	5	14	
	15230:	Monitor team members and measure effectiveness of performance	5	4	
Module 7: Facilitate Labour Relations (18 Credits)	15229:	Implement codes of conduct in the team, department or division	5		
	12139:	Facilitate the resolution of employee grievances	6	5	
	10985:	Conduct a disciplinary hearing	6	5	
Module 8: Communicate Effectively (18 Credits)	11286:	Institute disciplinary action	5	8	
	10044:	Implement a generic communication strategy	5	10	
Module 9: Improve Productivity (23 Credits)	12433:	Use communication techniques effectively	5	8	
	264403:	Apply problem-solving techniques to make decisions on a multi-faceted problem	6	5	
	114882:	Develop holistic productivity improvement strategies and plans	5	10	
Module 10: Manage Change (35 Credits)	114886:	Measure and assess the factors that influence labour productivity and establish the relative impact of each factor	5	8	
	116927:	Apply the principles of employment equity to organisational employment equity and to organisational transformation	5	10	
	15214:	Recognise areas in need of change, make recommendations and implement change in the team, department or division	5	5	
	15215:	Identify and interpret Best Practices guidelines, and plan for and implement best practice within the team, department or division	5	3	
			5	4	