

CERTIFICATE IN HUMAN RESOURCE MANAGEMENT AND PRACTICES



Programme Overview

This qualification aims to educate people to be able to ensure effective human resource management and practice in organisations. It prepares people to work in human resource management and related fields by helping them to develop a broad set of human resource competencies.

Core Modules

- Communication Studies and Language
- Mathematical and Basic Business Skills
- Employee Relations
- Capacity Development
- Managing Interpersonal Relationships to Achieve Organisational Objectives

To complete the programme, a portfolio of evidence would need to be completed and submitted.

Exit Level Outcomes

Upon completion of this programme, you will be able to:

- Provide advice or refer to the appropriate person to respond to queries on organisational procedures related to people management;
- Collect, collate and distribute information related to human resource management in line with a given plan;
- Demonstrate understanding of people dynamics, its contribution and impact in the workplace; and
- Support the implementation of procedures and systems related to human resource management and practices in the following clusters: strategic planning; acquisition, development and utilisation of people; establishment and improvement of labour; and employee relations, compensation and administration related to human resource management and practices.

Entry Requirements

- NQF Level 5 qualification.

Programme Structure

- The Certificate in Human Resource Management and Practices is an NQF Level 6 qualification, with 142 credits; and
- The qualification is offered over 12 months.

