



NC: HUMAN RESOURCES MANAGEMENT N4 -N6 (18 MONTHS)

COURSE DESCRIPTION

The programme progresses through three levels. Each N level takes place over one semester. After each semester, students are eligible for a National Certificate on that level. We recommend continuing through all three levels in order to qualify for the National Diploma. The National Diploma requires students to work for 18 months in a Human Resources department before they are entitled to receive a National Diploma.

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NC: HUMAN RESOURCES MANAGEMENT N4 -N6 (18 MONTHS)

1: ENTRY LEVEL REQUIREMENTS

Learners who want to register for this qualification must have;

N4

- An appropriate National Senior Certificate or Grade 12 with Accounting
- NCV L4

N5

- A National Certificate: N4: Human Resource Management or an Equivalent Qualification.

N6

- AA National Certificate: N5: Human Resource Management or an Equivalent Qualification.

2: MODULES BY SEMESTER

N4

- Personnel Management
- Entrepreneurship and Business Management
- Management Communication
- Computer Practice

N5

- Personnel Management
- Personnel Training
- Labour Relations
- Computer Practice

N6

- Personnel Management
- Personnel Training
- Labour Relations
- Computer Practice

3: LEARNING OUTCOMES

Recipients of this Qualification will be able to:

- Understand and describe applied human resource principle theory
- Discuss management in organizations and the common problems found in HR management
- Understand job analysis and the various techniques used in job analysis
- Define recruitment and compare internal and external recruitment by giving examples of each
- Demonstrate an understanding of the mandatory/employee benefits as well as the fringe benefits
- Develop an ergonomic approach to eliminate accidents and unsafe acts in the workplace
- Explain the job and personal stress factors and identify the consequences of stress
- Be able to identify various staffing strategies
- Understand training and development of employees and career management at Organizational level
- Describe behavioral aspects of human resources management including motivation, leadership, and teamwork

4: ARTICULATION OPTIONS

N4

This qualification has been designed to allow entry into N5.

N5

This qualification has been designed to allow entry into N6.

N6

Higher certificate, Diploma or Bachelor's Degree.

The following criteria must be met in order to write the National DHET Examinations

- * DP 40%
- * Attendance Ratio 80%

5: JOB OPPORTUNITIES

Find Employment

- Human Resource Manager
- Training and Development Manager

- Labour Relations Manager
- Recruitment Agent

- Personnel Manager
- Training Co-Ordinator

6: LEARNING OUTCOMES

Completion of National Certificates: Human Resource Management N4, N5 and N6 as above plus 18 months of practical experience in a workplace shall result in the award of a National Diploma: Human Resource Management.



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