



EXECUTIVE SUMMARY

National Diploma

Human Resource Management and Practices

NQF Level 5

Faculty: Humanities

Learning Programme Title	National Diploma: Human Resources Management and Practices NQF Lev 5
Learning Programme ID	61592
DoL Number:	29Q290032402495
Registration End Date	2018-06-30
Last Date for Enrolment	2019-06-30
Duration	2 Years
NQF Level	5
Credits	Minimum of 249 Credits
Learning Assumed to be in Place	It is assumed that learners have communication and mathematical competence at one level below that required for the fundamental components of the qualification.
Quality Assurance Functionary	SABPP

Knowledge Leadership Management

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COURSE SYNOPSIS

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 utilisation of people.
- Establishment and improvement of labour and employee relations.
- Compensation and administration related to human resources management and practices.

RECOGNITION OF PRIOR LEARNING (RPL)


This qualification can be achieved wholly or in part through recognition of prior learning in terms of the criteria laid out.

Evidence can be presented in a variety of forms, including international or previous local qualifications, reports, testimonials mentioning functions performed, work records, portfolios, videos of practice and performance records.

All such evidence should be judged according to the general principles of assessment described in the note to assessors.



Qualification Rules	Exit Level Outcomes
<p>The qualifying learner will achieve this Qualification by complying with the following rules of combination for the accumulation of credits totaling 249:</p> <p>Fundamentals All fundamental Unit Standards totaling 27 credits are compulsory.</p> <p>Core All core Unit Standards totaling 174 credits are compulsory.</p> <p>Electives Elective Unit Standards totaling a minimum of 48 credits.</p>	<p>1. Co-ordinate and contribute to the management of some aspects of all of the four role clusters related to human resources management and practices:</p> <ul style="list-style-type: none">▪ Provide information for the development of policies.▪ 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.▪ Contribute to the development of employees.▪ Supervise a work unit and manage individual and team performance.▪ Contribute to the establishment and improvement of labour and employee relations (including contributing to employee assistance and wellness)



programmes). Contribute to the establishment, maintenance and utilisation of an information system related to human resources management and practices (including compensation).

2. Adhere to legislative requirements and organisational policies and procedures when co-ordinating 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.

3. Promote best human resources management practices in an organisation.

4. Contribute to the monitoring of Health and Safety at the workplace.

5. Identify strengths and areas for improvement in own learning through self-reflection and reflection on organisational human resources management and practices.

QUALIFICATION OVERVIEW / CLUSTERING

Fundamental Module

1. Communication

ID	Unit Standard Title	Level	Credits
10044	Implement a generic communication strategy	5	10
12433	Use communication techniques effectively	5	8
115791	Use language and communication strategies for vocational and occupational learning	5	5
TOTAL			23

2. Budgeting

ID	Unit Standard Title	Level	Credits
110528	Compile and control a budget for a range of office supply requirements	5	4
TOTAL			4

CORE

3. Strategic planning for human resources management and practices

ID	Unit Standard Title	Level	Credits
12138	Conduct an organisational needs analysis	6	10
TOTAL			10

4. Acquisition, development and utilisation of people

ID	Unit Standard Title	Level	Credits
12140	Recruit and select candidates to fill defined positions	5	9
10148	Supervise a project team of a business project to deliver project objectives	5	14
7848	Manage the induction of new staff	5	5
15232	Coordinate planned skills development interventions in an organisation	5	6
117871	Facilitate learning using a variety of given methodologies	5	10
115753	Conduct outcomes-based assessment	5	15
11907	Draft an employment contract	5	3
TOTAL			62

5. Labour and employee relations

ID	Unit Standard Title	Level	Credits
15229	Implement codes of conduct in the team, department or division	5	3
11286	Institute disciplinary action	5	8
10985	Conduct a disciplinary hearing	6	5
12139	Facilitate the resolution of employee grievances	6	5
TOTAL			21

6. Compensation and administration

ID	Unit Standard Title	Level	Credits
7882	Manage Payroll Records	5	6
10171	Manage the capture, storage and retrieval of human resources information using an information system	5	3
TOTAL			9

7. Legislative requirements and organisational policies and procedures

ID	Unit Standard Title	Level	Credits
116927	Apply the principles of employment equity to organisational transformation	5	10
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	5	6
11909	Monitor and advise on substantive conditions of employment and related rights and obligations in an organisation	5	5
TOTAL			29

8. Best human resources management practices

ID	Unit Standard Title	Level	Credits
15215	Identify and interpret Best Practice guidelines, and plan for and implement Best Practice within the team, department or division	5	4
114886	Measure and assess the factors that influence labour productivity and establish the relative impact of each factor	5	8
TOTAL			12

9. Identifying strengths and areas for improvement in human resources management and practices

ID	Unit Standard Title	Level	Credits
15214	Recognise areas in need of change, make recommendations and implement change in the team, department or division	5	3
15220	Set, monitor and measure the achievement of goals and objectives for a team, department or division within an organisation	5	4
114882	Develop holistic productivity improvement strategies and plans	5	10
115830	Develop own ability to provide a business advisory service for SMMEs	5	10
15230	Monitor team members and measure effectiveness of performance	5	4
		TOTAL	31

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ELECTIVES

10. OBET and the NQF

ID	Unit Standard Title	Level	Credits
114924	Demonstrate understanding of the outcomes-based education and training approach within the context of a National Qualifications Framework	5	5
TOTAL			5

11. Skills Development

ID	Unit Standard Title	Level	Credits
15221	Provide information and advice regarding skills development and related issues	5	4
15217	Develop an organisational training and development plan	5	6
15228	Advise on the establishment and implementation of a quality management system for skills development practices in an organisation	5	10
15222	Promote a learning culture in an organisation	5	3
11911	Manage individual careers	5	5
TOTAL			28

12. Research

ID	Unit Standard Title	Level	Credits
110494	Apply a range of research methodologies to support the design and implementation of (a) local economic development project(s) in own work context	5	8
TOTAL			8

13. Productivity Improvement

ID	Unit Standard Title	Level	Credits
114879	Promote a productivity improvement strategy	5	10
114885	Prepare and communicate a productivity improvement plan for a functional unit	5	6
TOTAL			16

14. Information Systems

ID	Unit Standard Title	Level	Credits
114925	Manage learner information using an information management system	5	4
11906	Manage the design, development and review of a human resource information system	5	3
TOTAL			7



ARTICULATION OPTIONS

This qualification will be able to articulate with other qualifications in the sub-field as well as provide articulation possibilities with a number of other fields, including ETDP and the humanities and with other qualifications in the sub-field. The document "A Framework for Qualifications for Professionals and Practitioners in People Management Processes" explains the relations between these qualifications.

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