



Executive Summary

Qualification	National Diploma: Human Resource Management
Qualification ID	61592
NQF Level	5
Minimum Credits	249
Duration	12 to 24 months
Field	Business, Commerce and Management Studies
Subfield	Human Resources
ETQA	SABPP
Purpose	<p>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:</p> <ul style="list-style-type: none"> ▪ 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.

Entry Requirements

It is assumed that learners have communication and mathematical competence at one level below that required for the fundamental components of the qualification.



EMPOWERED

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Exit Level Outcomes

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:
 - 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.

The KLM Empowered X-Perience

X-Ploration

For each of the SIX integrated learning blocks, learners explore content on their own before engaging with others. Guided by self-study plans and diagnostic self-assessment, they formulate their own insights to share.



X-Tension

Workplace application assignments allow learners to put their new learning to use on the job. Under the guidance of mentors, and with access to performance and wellness support, learners hone their skills and add value.



X-Citement

Learners receive a welcome letter and an X-Perience Map detailing the flow of their qualification. An orientation session helps them to understand the benefits and career options linked to the qualification.



X-Change

Learners attend facilitator-led sessions, either in class or online, to share their learning and refine their skills in a safe environment. Collaborative activities and peer feedback build learning synergy and allow learners to master specific skills.



X-Cellence

Each learner's progress is measured against learning outcomes through formative and summative assessment. Final examinations and presentations are used to obtain an accurate picture of overall understanding and mastery of the content.

Learning Blocks

1

Legal Framework and Legal Compliance

ID	Unit Standard Title	Level	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	5	6
11907	Draft an employment contract	5	3
116927	Apply the principles of employment equity to organisational transformation	5	10
Total			27

2

Human Resource Management and Administration

ID	Unit Standard Title	Level	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
110528	Compile and control a budget for a range of office supply requirements	5	4
114886	Measure and assess the factors that influence labour productivity and establish the relative impact of each factor	5	8
114882	Develop holistic productivity improvement strategies and plans	5	10
10044	Implement a generic communication strategy	5	10
Total			55

3

Labour Relations

ID	Unit Standard Title	Level	Credits
12139	Facilitate the resolution of employee grievances	6	5
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
11909	Monitor and advise on substantive conditions of employment and related rights and obligations in an organisation	5	5
12433	Use communication techniques effectively	5	8
Total			34

4

Leadership and Performance Management

ID	Unit Standard Title	Level	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
15215	Identify and interpret Best Practice guidelines, and plan for and implement Best Practice within the team, department or division	5	4
15230	Monitor team members and measure effectiveness of performance	5	4
15214	Recognise areas in need of change, make recommendations and implement change in the team, department or division	5	3
115791	Use language and communication strategies for vocational and occupational learning	5	5
Total			34

Skills Development Facilitator

ID	Unit Standard Title	Level	Credits
12138	Conduct an organisational needs analysis	6	10
115830	Develop own ability to provide a business advisory service for SMMEs	5	10
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
Total			51

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

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			51

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

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

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