



# Executive Summary

<b>Qualification</b>	Advanced Occupational Certificate: Human Resource Management (HRM) Advisor
<b>Purpose</b>	The purpose of this qualification is to prepare a learner to operate as an HRM Advisor. As a strategic partner to the organisation, an HRM Advisor contributes to organisational success by providing professional advice relating to the attraction, procurement, maintenance, development, and separation of people. The HRM Advisor also ensures optimum compliance with legislative requirements, professional practices, and collective agreements. After completing this qualification, learners will be able to operate in several senior HRM roles, such as HRM Business Partner, HRM Specialist and HRM Manager.
<b>Qualification ID</b>	121152
<b>NQF Level</b>	7
<b>Minimum Credits</b>	178
<b>Duration</b>	One year
<b>Field</b>	Business, Commerce, and Management Studies
<b>Subfield</b>	Human Resource Management
<b>Quality Partner</b>	Services SETA
<b>Entry Requirements</b>	An NQF Level 6 qualification with English Communication

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## Qualification Overview

The single most important element of any organisation is its human capital, and this has become a key factor in creating a competitive edge for organisations.

In South Africa and globally, the professional and fair utilisation of human capital is increasingly being entrenched as a way of life and a key determinant for success. Therefore, all organisations require professional guidance relating to the utilisation and management of their human capital, and the employment of practitioners to navigate through complex legislative and social dynamics is essential for organisational success.

Qualifying learners will be able to:

- Design and develop HRM strategies and advise on the effective implementation of these strategies.
- Facilitate, drive, and advise on the design and development of talent management initiatives.
- Design, integrate and advise on the implementation of Learning & Development (L&D) and organisational growth plans and initiatives.
- Facilitate and advise on the implementation and use of employment relations practices and initiatives.
- Oversee and advise on the effective delivery of all Human Resource Management services.

## The KLM Empowered Learning X Perience

**X Plore**

For each of the 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 Tend**

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 Cite**

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 Cel**

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

## Qualification Outline

- The Advanced Occupational Certificate: Human Resource Management Advisor is presented over FIVE learning blocks, each consisting of both Knowledge Modules (KM) and Practical Modules (PM).
- Workplace Modules are completed and assessed throughout the learning journey.
- Formative and summative assessments are conducted at regular intervals to prepare learners for the External Integrated Summative Assessment (EISA).

### 1 STRATEGIC HRM (30 credits)

ID	Title	Level	Credits
KM-01	The strategic role of HRM	7	15
PM-01	Design, develop, and implement HRM strategies	7	15

### 2 TALENT MANAGEMENT (25 credits)

ID	Title	Level	Credits
KM-02	Strategic Talent Management and Workforce Planning	7	10
PM-02	Facilitate the design and implementation of Talent Management and Workforce Planning initiatives	7	15

### 3 LEARNING AND DEVELOPMENT (25 credits)

ID	Title	Level	Credits
KM-03	The strategic role of Learning and Development and Organisational Growth	7	10
PM-03	Oversee the design and integration of Learning and Development and Organisational Growth strategies, plans, and interventions	7	15

### 4 EMPLOYMENT RELATIONS (32 credits)

ID	Title	Level	Credits
KM-04	Strategic Employment Relations Management	7	12
PM-04	Guide and advise on the creation and maintenance of Employment Relations in the organisation	7	20

### 5 HRM SERVICES (18 credits)

ID	Title	Level	Credits
KM-05	Strategic view on HRM Service Delivery	7	8
PM-05	Oversee and advise on the delivery of needs-based HRM Services	7	10

## Work Experience Modules

The focus of the work experience modules is to provide the learner an opportunity to conduct Human Resource Management Advisory processes under authentic working conditions and to develop confidence by working under the supervision of a workplace mentor. This also provides for the exposure of learners to the complexities of dealing with workplace demands, the pressures of work, and the dynamics of project stakeholder management.

ID	Title	Level	Credits
WM-01	Organisational and HRM Strategic Planning and Implementation processes	7	8
WM-02	Strategic Talent Management processes	7	16
WM-03	Strategic Learning and Development and Organisational Growth processes	7	8
WM-04	Organisational Employment Relations Management processes	7	8
WM-05	HRM Service Delivery processes	7	8

### *The Greatness Effect*

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