



# Executive Summary

Qualification	Advanced Occupational Certificate: Human Resource Management Officer
Purpose	The purpose of this qualification is to prepare a learner to operate as a Human Resource Management Officer. A Human Resource Management Officer contributes to organisational success by facilitating the professional and ethical execution of Human Resource Management practices, including workforce planning, recruitment, employee development, and employee relations management.
Qualification ID	121151
NQF Level	6
Minimum Credits	134
Duration	One year
Field	Business, Commerce, and Management Studies
Subfield	Human Resource Management
Quality Partner	Services SETA
Entry Requirements	An NQF Level 5 qualification with English Communication

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## Qualification Overview

Human Resource Management (HRM) ensures that organisations attract, retain, and develop human capital to achieve their strategic goals.

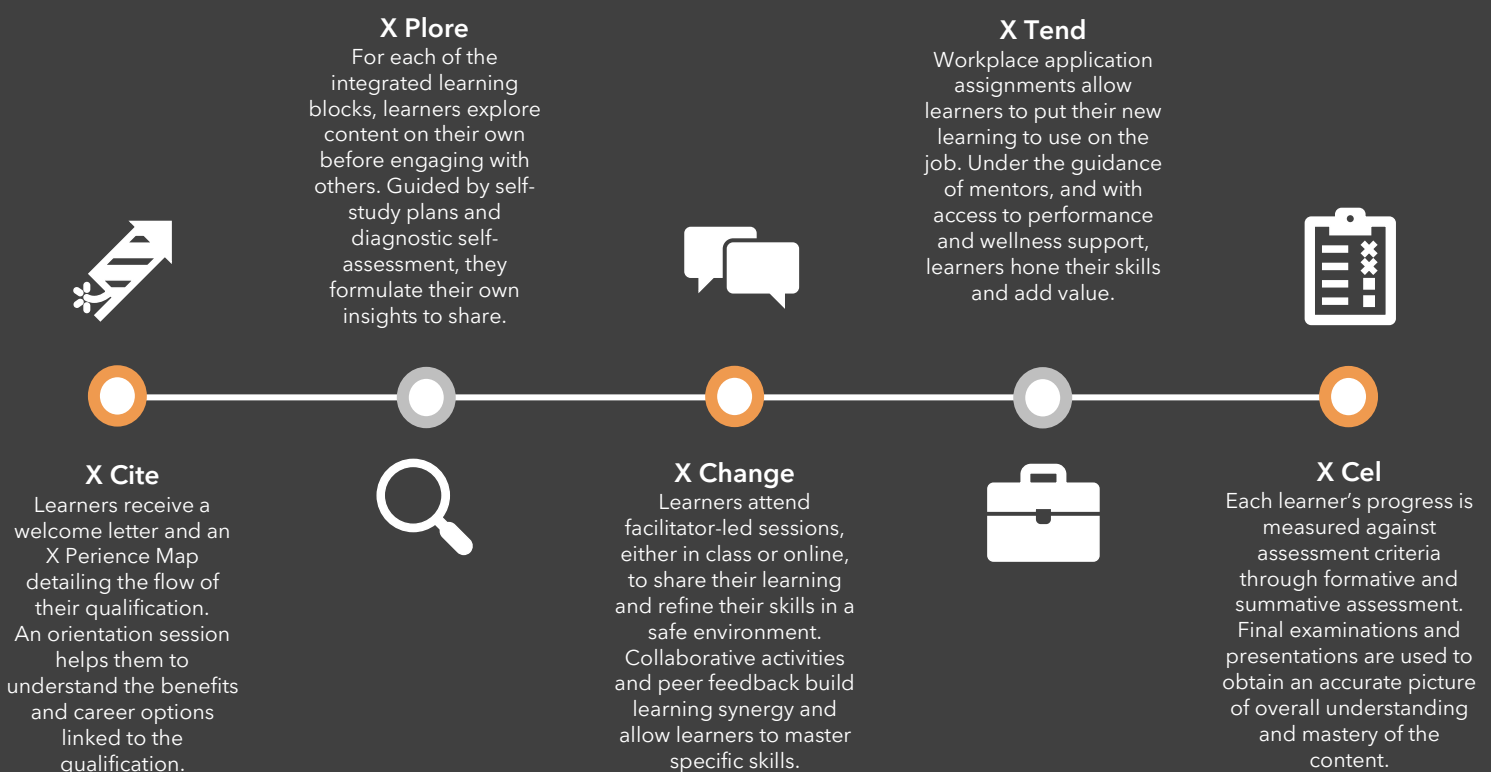
The HRM Officer plays an essential role player in organisations by delivering various human capital services such as employee recruitment, selection, performance management, learning and development and employee relations management.

As the HRM landscape evolves due to technological advancements, changing demographics, and globalisation, the role of HRM practitioners has become increasingly important. They must professionally deliver the required services within an increasingly complex environment.

Qualifying learners will be able to:

- Facilitate and guide the development of a dynamic HR architecture aligned to organisational strategy
- Implement and coordinate appropriate workforce planning and talent management tactics
- Implement strategically aligned and integrated learning and development strategies
- Implement employment relations practices and initiatives that foster compliance and engagement
- Deliver and monitor HRM services

## The KLM Empowered Learning X Perience



## Qualification Outline

- The Advanced Occupational Certificate: Human Resource Management Officer 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).

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### ORGANISATIONAL ARCHITECTURE (16 credits)

ID	Title	Level	Credits
KM-01	Creating and implementing an Organisational Architecture for organisational success and sustainability	6	8
PM-01	Implementing a fit-for-purpose HR Architecture	6	8

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### TALENT MANAGEMENT (15 credits)

ID	Title	Level	Credits
KM-02	Making Talent Management and workforce plans work	6	7
PM-02	Facilitating effective Talent Management	6	8

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### LEARNING AND DEVELOPMENT (20 credits)

ID	Title	Level	Credits
KM-03	Operationalising Learning and Development and Organisational Growth Strategies	6	8
PM-03	Implement Learning and Development and Organisational Growth initiatives	6	12

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### EMPLOYMENT RELATIONS (30 credits)

ID	Title	Level	Credits
KM-04	Implementing Employment Relations Strategies	6	20
PM-04	Operationalise Employment Relations strategies	6	10

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### HRM SERVICES (17 credits)

ID	Title	Level	Credits
KM-05	Delivering HRM Services	6	7
PM-05	Deliver HRM Services	6	10

## Work Experience Modules

The focus of the work experience modules is to provide the learner an opportunity to conduct Human Resource Management Administration 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 work design and implementation processes	6	8
WM-02	Talent Management processes	6	4
WM-03	Learning and Development and Organisational Growth processes	6	8
WM-04	Employment Relations facilitation processes	6	12
WM-05	HRM Service Delivery processes	6	4

*The Greatness Effect*

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