



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

Head Office

3rd Floor, South Wing
20 Skeen Boulevard
Bedfordview

Centre of Leadership Excellence

3rd Floor, North Wing
20 Skeen Boulevard
Bedfordview

Telephone

+27 11 856 4700

Website

www.klmempowered.com

Contacts

Lyn Mansour: +27 82 330 5160
Portia Matuludi: +27 67 421 0051
Clayton Lendum: +27 66 478 2706

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

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 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).

1 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

2 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

3 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

4 EMPLOYMENT RELATIONS (30 credits)

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

5 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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