



Executive Summary

Qualification	Higher Occupational Certificate: Human Resource Management Administrator
Purpose	The purpose of this qualification is to prepare a learner to operate as a Human Resource Management Administrator. A Human Resource Management Administrator contributes to organisational success by supporting the effective and efficient operation of the HR function through the provision of ethical and professional administrative services.
Qualification ID	121150
NQF Level	5
Minimum Credits	120
Duration	One year
Field	Business, Commerce, and Management Studies
Subfield	Human Resource Management
Quality Partner	Services SETA
Entry Requirements	An NQF Level 4 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 Lendrum: +27 66 478 2706

Qualification Overview

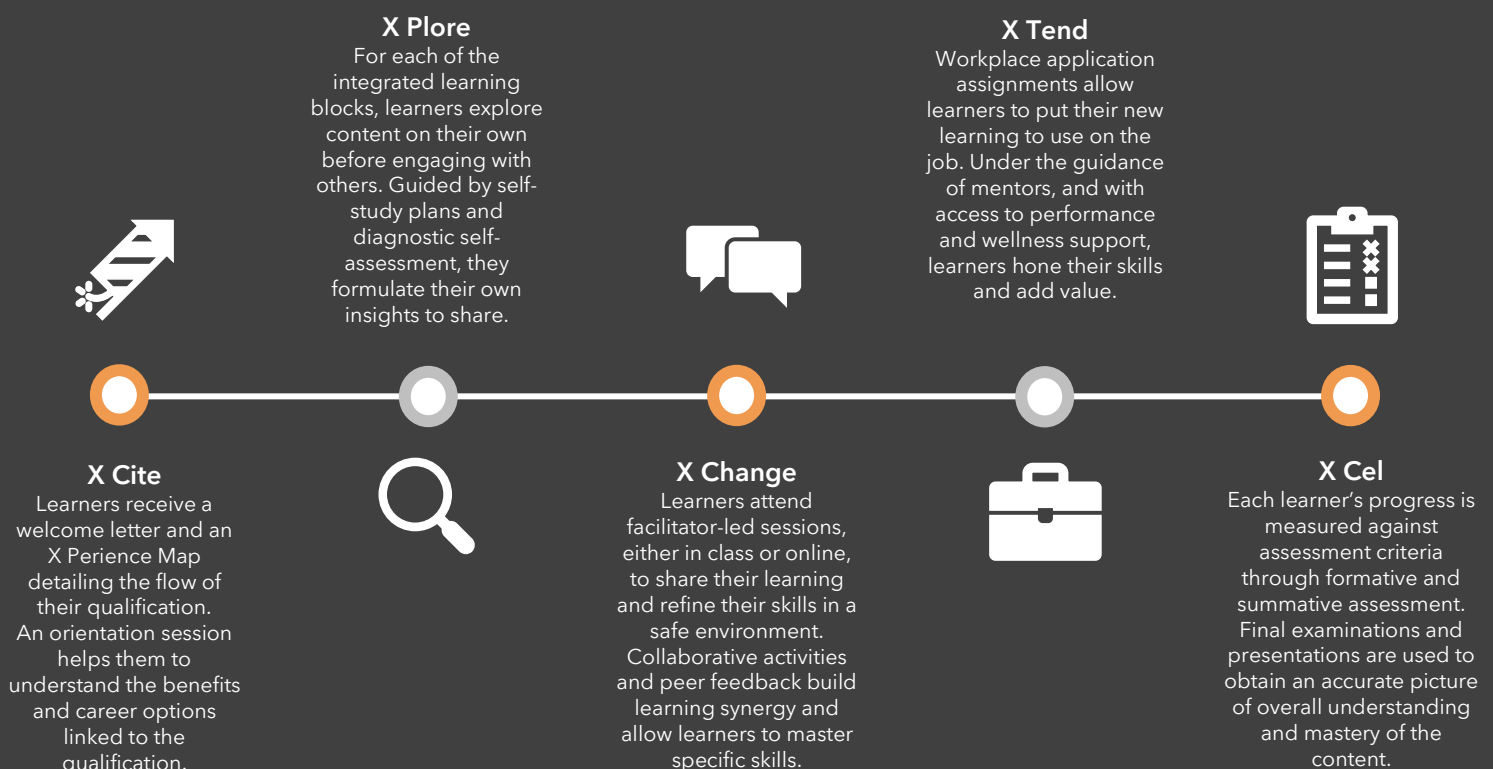
Human Resource Management (HRM) plays a crucial role in ensuring that organisations attract, retain, and develop talent to achieve their strategic goals. The administrative function is essential to support this function in organisations.

HRM Administrators are essential in organisations in South Africa for several reasons. Firstly, HRM Administrators ensure that organisations comply with the various labour laws and regulations in South Africa. Secondly, HRM Administrators aid the organisation in attracting, recruiting, and selecting the best persons for the organisation. Thirdly, the HRM Administrator plays a pivotal role in the internal communication processes in organisations. Effective internal communication is essential for harmonious employment relations.

Qualifying learners will be able to:

- Collect HRM data and process data into appropriate information that is available for decision-making.
- Provide administrative services for the full range of HRM services.
- Monitor, support, and maintain the various communication and administrative processes with relevant stakeholders.
- Compile, maintain and ensure the safeguarding of all HRM records.

The KLM Empowered Learning X Perience



Qualification Outline

- The Higher Occupational Certificate: Human Resource Management Administrator is presented over SIX 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).
- learners for the External Integrated Summative Assessment (EISA).

1

INTRODUCTION TO ORGANISATIONS AND HR MANAGEMENT (4 credits)

ID	Title	Level	Credits
KM-01	Introduction to organisations and HR Management	5	4

2

HR DATA COLLECTION, MANAGEMENT, AND INTERPRETATION (24 credits)

ID	Title	Level	Credits
KM-02	Data management and interpretation	5	12
PM-01	Collect and process HRM data	5	12

3

ADMINISTRATIVE SUPPORT FOR STAFF PROCUREMENT (16 credits)

ID	Title	Level	Credits
KM-03	Administration of staff procurement	5	16

4

PROFESSIONAL ADMINISTRATION SERVICES FOR HR SERVICE DELIVERY (18 credits)

ID	Title	Level	Credits
KM-04	Professional administration for HRM service delivery	5	6
PM-02	Coordinate and provide administrative services	5	12

5

COORDINATION OF HR COMMUNICATIONS (8 credits)

ID	Title	Level	Credits
PM-03	Coordinate HRM communication	5	8

6

COMPILING, MAINTAINING, AND SECURING HRM RECORDS (14 credits)

ID	Title	Level	Credits
KM-05	HRM record keeping	5	4
PM-04	Compile, maintain and safeguard HRM records	5	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	HRM data collection and data management processes	5	8
WM-02	Administrative processes for a full range of HRM services	5	12
WM-03	Organisational communication processes	5	8
WM-04	Processes for compiling, maintaining, and securing records	5	8

The Greatness Effect

KLM Empowered Human Solutions Specialists (Pty) Ltd • Director: L.E. Mansour (Chief Executive Officer) • Company Reg. No. 2004/029096/07 • Vat Reg. No. 4280215775
Registered with the Department of Higher Education and Training (DHET) as a Private Further Education and Training College, Registration No. 2009/FE07/021; Registered with the Department of Basic Education (DBE), Registration No. 400376; SETA Accreditations: Fully Accredited Training Provider with; Service SETA, Decision No: 1154, and multi-sector SETA accredited.