FURTHER EDUCATION AND TRAINING CERTIFICATE
IN HR Management and Practices Support

Qualification

(SAQA Qualification ID 67463, NQF Level 4, 140 Credits)

OVERVIEW

Human Resources departments and HR managers are an integral part of a successful company, playing a major role in getting the best out of and retaining valued employees.

This valuable HR qualification is essential if you are working in an HR Department or considering a career in HR or personnel management, or if you want to progress in your existing Human Resources career.

The course is NQF aligned and SABPP accredited and it is comprised of 6 modules:
1. Business Communication
2. Business Concepts
3. Employee Engagement
4. HR Related Administration
5. Staff Development
6. Employee Relations

Entry Requirements

Learners accessing this qualification are assumed to be competent in: Communication, Mathematical and Computer Literacy at NQF Level 3 (equivalent to Grade 10).

QUALIFICATION OBJECTIVES

- Collect, collate, and distribute HR related information
- Provide advice on organisation procedures related to HR
- Demonstrate an understanding of people dynamics and the impact in the workplace.
- Demonstrate an understanding of the functioning of business and the role and contribution of - - individuals within organisations.
- Support the implementation of HR processes and systems

www.siyanqoba.co.za
training@siyanqoba.co.za
(012) 998 3668

QUALIFICATION OUTLINE

Module 1: Business Communication
- Effective business writing
- Powerful presentation skills
- Professional communication skills

Module 2: Business Concepts
- Apply basic business concepts
- Understand business mathematics and financial aspects of business
- Assess legal contracts in an HR environment

Module 3: Employee Engagement
- Demonstrate an understanding of employment relations
- Recruit and select candidates to fill defined positions
- Induct a new employee

Module 4: HR Related Administration
- Manage the capture, storage and retrieval of HR information
- Administer data, systems, payments and provide advice related to compensation
- Edit, code and capture data

Module 5: Staff Development
- Perform one-on-one training
- Conduct targeted training and development
- Analyse the skills development legislation and apply it in the workplace
- Conduct skills development administration

Module 6: Employee Relations
- Represent stakeholders in consultations and discussions
- Participate in the implementation and utilisation of equity related processes
- Apply knowledge of statistics and probability to critically interrogate and effectively communicate findings

www.siyanqoba.co.za
training@siyanqoba.co.za
(012) 998 3668

Siyanqoba