



THE  
LEARNING  
DEVELOPMENT  
GROUP

## Introduction

This Further Education and Training Certificate is SABPP (SA Board of People Practitioners) accredited and SAQA aligned. It is aimed at individuals working in support roles in Human Resources (HR) environments.

It can also be used as the first qualification towards a career path in HR, for those wanting to work in HR Management but who currently have no formal qualification.

It covers the key HR functions and HR foundational skills and knowledge like Business Communication and Concepts, People Management, Employee Relations, HR Development and HR Administration.

## Target Audience

This qualification is deal for those working in support roles in Human Resources departments or for business owners who need an understanding of HR practices.

It can be used as an entry level qualification for those wanting to become HR Managers, Personnel Managers, HR Practitioners or HR generalists.

## Entry Requirements

- Competency in Communication (English) at NQF Level 3.
- Competency in Mathematical Literacy at NQF Level 3.
- Competence in Computer Literacy at NQF Level 3.

## Additional Requirements

- Access to a PC, software and the internet for course work.
- Internet and bandwidth to accommodate virtual facilitator-led sessions.

## Management and Leadership

# FETC: HR Management & Practices Support

### SABPP Certification

SAQA ID: 67463

NQF Level: 4

Credits: 140

## Course Delivery & Assessment

We use in-classroom, virtual classroom and blended interactive facilitated training sessions, group activities, assessment and self study to embed skills.

You will need to:

- Attend all lectures and sessions
- Demonstrate theoretical and practical understanding of content
- Compile and submit a Portfolio of Evidence (PoE)

To receive your Further Education and Training Certificate: Human Resource Management and Practices Support, you will need to compile, submit and be found competent on a Portfolio of Evidence (PoE).

## Learning Outcomes

By the end of the qualification, you will be able to:

- Perform administrative duties related to HR Management and practices
- Support and implement procedures and systems in HR Management practices.
- Collect, collate, and distribute HR related information
- Provide advice on organisational 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.



## Course Content

**FETC: HR Management and Practices Support**  
**Accreditation Body: SABPP**

**SAQA ID: 67463** | **Learning Programme ID: 49691**  
**NQF Level: 4** | **Credits : 140**

### 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 the 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 and 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 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



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## Our Accredited Organisations



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