



THE  
LEARNING  
DEVELOPMENT  
GROUP

## Introduction

This practical, accredited, short programme is Unit Standard aligned and aimed at individuals working in Human Resources recruitment and selection.

The programme is highly interactive with a strong focus on the importance of the HR function and the skills, knowledge and aptitude for success in these roles.

It covers key HR subject areas such as Personnel Record Keeping, Computerised Personnel Systems, Security and Confidentiality, Employment Legislation, Employee Rights, the Recruitment Process, Stages of Recruitment, Processing and Short-listing Candidates, Interviewing and Employment Contracts.

## Target Audience

This short programme is aimed at individuals who recruit and select candidates for defined positions.

It is suitable for those working in Human Resources Departments who interact with candidates and staff and manage sensitive personnel information.

## Entry Requirements

- Competence in Communication at NQF Level 3
- Mathematical Literacy at NQF Level 3
- Computer Literacy at NQF Level 3.

## Additional Requirements

- Access to appropriate workplace activities to complete practical assignments.
- Access to a PC, software and the internet.

## Management & Leadership

# Introduction to Human Resources

### SERVICES SETA Statement of Results

|            |       |
|------------|-------|
| US ID:     | 10978 |
| NQF Level: | 4     |
| Credits:   | 10    |

## Course Delivery & Assessment

We use in-classroom, virtual classroom and blended interactive, facilitated training, group discussions and practical exercises to embed skills.

You will need to:

- Attend all scheduled sessions.
- Demonstrate theoretical and practical understanding of course content.
- Complete and present practical assignments.
- Participate in group activities and discussions.
- Compile and submit a Portfolio of Evidence (PoE).

To receive your Statement of Results, Recruit and Select Candidates to Fill Defined Positions, you will need to compile, submit and be found competent on a Portfolio of Evidence (PoE).

## Learning Outcomes

By the end of the short programme, you will be able to:

- Identify the principal activities, responsibilities, aims and objectives of the HR function.
- Fulfil your role with greater confidence and maximise your contribution to the department and the quality of service it provides.
- Understand the principal aspects of employment legislation.
- Expand your contribution to the recruitment and selection process.
- Understand the essential information and records maintained by the HR department.
- Build stronger relationships with internal customers.
- Communicate effectively with colleagues and internal customers and handle sensitive information with discretion.





info@ldgroup.co.za



+27 086 022 7337



www.ldgroup.co.za

## Course Content

### US: Recruit and Select Candidates to Fill Defined Positions

#### Accreditation Body: SERVICES SETA

| SAQA ID: 10978 | Learning Programme ID: NA  
| NQF Level: 4 | Credits : 10

#### Module 1: The Importance of Your HR Role

- Identify the role of the personnel function
- Where you fit in
- Who are your customers and what do they expect?
- Define the knowledge, skills and aptitudes that lead to success

#### Module 2: Personnel Records

- Maintain records, systems and libraries
- Computerised personnel information systems
- Security and confidentiality and managing employee access to records
- Absence recording and control

#### Module 3: Employment Legislation

- Clarify employee rights
- Maternity (SMP) and sickness (SSP) benefits and provisions
- Equal opportunities and discrimination
- Discipline, grievances and dismissal procedures

#### Module 4: Contributing to the Recruitment Process

- The key stages of recruitment and dealing with agencies
- Write effective advertisements
- Process applications and short-list candidates
- Guidelines for successful interviewing

#### Module 5: Contracts of Employment

- Offers of employment and references
- Implied and expressed terms
- Contracts for part-time, temporary and casual staff
- Termination of employment, notice periods, contractual rights, exit interviews

#### Module 6: Effective Face-to-Face Communication

- Interact confidently and positively with others
- Develop an assertive style
- Deal with difficult people
- Listen and question effectively

## Our Accredited Organisations



FACULTY  
TRAINING  
INSTITUTE



Siyangqoba



Siyaya<sup>®</sup>  
SKILLS INSTITUTE



PROSERV  
SOUTH AFRICA



MBAT  
DEVELOP - EMPOWER - GROW

