

PROGRAMME TITLE	NQF	SAQA ID	CREDITS
HIGHER CERTIFICATE IN HUMAN RESOURCE MANAGMENT	5	120200	131

DESCRIPTION

The purpose of this qualification is to provide students the opportunity to acquire skills required to perform basic and elementary functions in the Human Resource Management field. Training for this programme is both theoretical and practical. It allows students to grasp fundamental knowledge in the workings of various software packages and the modern office environment and select Human Resources software packages.

The skills, knowledge and understanding demonstrated within this qualification are essential for social and economic transformation and contribute to the upliftment and economic growth within the business sector. This programme will contribute to the full development of the student within the Human Resource Management environment by providing recognition and further mobility within the field. The qualification supports the philosophy of life-long learning, because students will be able to increase their access to employment since this programme also caters for individuals that who are employed but lack the certification to perform efficiently or to be promoted. This qualification is the start of a career path in the Human Resource Management. The skills, value attributes, and knowledge reflected in this qualification are building blocks that will prepare students for progression along the learning ladder.

CAREER FIELDS

With this qualification, successful learners could pursue a career as a:

- Range of entry level human resource management and administration (including health and safety, recruitment, labour relations, data capture, training and development),
- HR clerical,
- General office administrators, and related positions.

PROGRAMME OUTLINE**1 Year**

Module	Module Code	Credits	NQF LEVEL	Module	Module Code	Credits	NQF LEVEL
1st Year semester -1				1st Year semester -2			
Economics	ECON11500	12	5	Labour Relations	LRel12500	20	5
Business Communication	BCOM11500	16	5	End Using Computing	EUCOM11500	12	5
Business Management Fundamentals	BMANF11500	16	5	Human Resources Development	HRDEV11500	20	5
Human Resources Management	HRM12500	20	5	Human Resources Management Practice	HRMPC12500	15	5
TOTAL		64		TOTAL		67	

TYPE OF PROGRAMME

The programme duration is 1 year on a full-time basis, or 2 years on a part-time basis. Tuition is face to face and is scheduled per campus. Programmes are offered during the week on a full-time and part-time basis. Part-time tuition is scheduled as per the stipulated planner.

ADMISSION REQUIREMENTS

The minimum entry requirement for the Higher Certificate in Human Resource Management is the following:

- A National Senior Certificate (NSC) with a Certificate endorsement or higher with a pass in English, or
- An equivalent NQF level 4 qualification with proven proficiency in English or
- A National Certificate Vocational (NCV) at NQF Level 4 with Certificate endorsement with proven proficiency in English or
- Amended Senior Certificate (ASC), with Certificate endorsement with proven proficiency in English or
- A Senior Certificate (SC) with a pass in English or
- Foreign School leaving Certificate that complies with minimum admission requirements for Certificate studies as gazetted by the Matriculation Board (Equivalency evaluation is completed with the Matriculation Board) with proven proficiency in English



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LEARNER MATERIAL

Prescribed textbook lists will be provided by the academic department at your campus. Students will receive electronic versions of the study guides for this programme.

PRICING

Enquire at the Berea College of Technology campus for a current programme pricelist.

ADDITIONAL COSTS

Students must make provision for additional items such as textbooks, stationery, supplementary examinations, research costs and printing of study guides etc.

EXAMINATION AUTHORITY

All Examinations are set by Berea College of Technology.

CERTIFICATION

On successful completion of the programme, the student will receive a Berea College of Technology Higher Certificate in Human Resource Management.

ARTICULATION

The successful student would have obtained sufficient credit to further their studies at other institutions permitting them. Students can further their learning both horizontally, diagonally and vertically.

Vertical articulation may be pursued at other public and private institutions, for example to the Diploma in Human Resource Management at BCT or the Diploma in Management Sciences at Durban University of Technology or Central University of Technology.

Horizontal articulation may be pursued at other public and private institutions, for example to the Higher Certificate in Business Computing or the proposed Higher Certificate in Project Management or other Higher certificates offered at BCT, or Higher Certificate in Human Resources offered at Durban University of Technology or other Higher Certificate qualifications in Management and related fields.

Diagonal articulation may be pursued at other public and private institutions, for example to the Diploma in Human Resource Development offered at the University of Johannesburg other specializations offered via the Diploma in Management Sciences offered at Durban University of Technology or Diploma qualifications in related fields.

FURTHER STUDIES

Please enquire at the nearest Berea College of Technology campus for the prospectus containing post-certificate studies. Admission to further your studies at a different institution remains the prerogative of each institution and its academic council.

DISCLAIMER

The information contained in this fact sheet is accurate at the time of printing. However, factors beyond Berea College of Technology control (such as environmental, regulatory or technical changes) may cause the contents of this fact sheet or of the programme to change. In the event of any such change, Berea College of Technology will formally notify current learners. All possible measures will be taken to minimise inconvenience to learners.

Name of Learner: I....., hereby acknowledge that I understand the information stated in this document and fully comprehend the specifics explained above pertaining to this qualification.

Signature of Learner:

Name of Legal Guardian:
(if applicable)

Signature:

Name of Sales Consultant:

Signature:

Name of Head of Department:

Signature:

Date:

* Please note the original signed copy should be kept on the learner record file.

