Ikhwezi
Management and Training Institute

NATIONAL DIPLOMA

Human Resources Management and Practices

NQF Level 5

1. PURPOSE

This diploma will be useful to people who operationalise some aspects of the core processes and practices at a basic level across the four role clusters in human resources management and practices:

- Strategic planning for human resources management and practices.
- Acquisition, development and utilisation of people.
- Establishment and improvement of labour and employee relations.
- Compensation and administration related to human resources management and practices.

Holders of the qualification will be able to operationalise some aspects of the core human resources management processes at a basic level and integrate them into an organisation's business processes.

Holding the qualification will enable holders to enter learning programmes for a generalist degree in Human Resources Management and Practices.

Holding this qualification could serve as a requirement for professional registration at associate level.

2. RATIONALE FOR THE QUALIFICATION

Organisations require a reliable indicator that a person is competent to operationalise some aspects of the core processes and practices at a basic level across the four role clusters identified in the field analysis:

- Strategic planning for human resources management and practices.
- Acquisition, development and utilisation of people.
- Establishment and improvement of labour and employee relations.
- Compensation and administration related to human resources management and practices.

Holding the National Diploma in Human Resources Management and Practices will serve as an indicator to organisations that a person is competent in this regard.

Organisations also need the qualification as a benchmark to gauge the competence of people in the organisation against those of their local and international competitors.

Learners need the qualification to increase their access to employment. It will enable holders to enter learning programmes for a degree in Human Resources Management and Practices with a specialist focus in one or more of the four role clusters.

Providers of education and training in the field need the qualification to facilitate portability of learner credits between provider institutions

3. LEARNER ACCESS

It is assumed that learners have communication and mathematical competence at one level below that required for the fundamental components of the qualification.

4. QUALIFICATION RULES

This qualification is made up of Fundamental, Core and Elective unit standards and a minimum of 249 credits is required to complete the qualification.

Fundamental Component:

- All unit standards totalling 27 credits are compulsory.

Core Component:

- All unit standards totalling 174 credits are compulsory.

Elective Component:

- Learners are required to select unit standards totalling a minimum of 48 credits.

After the registration of this qualification, new learning areas, or work contexts, may be identified which more apply suit a particular situation. Furthermore, other external factors, such as legislation and changes in technology, may impact on the content and suitability of the qualification. Therefore, appropriate unit standards at an acceptable NQF Level, may be used as additional elective options, provided approval to do so is received from the relevant Education and Training Quality assurance body (ETQA).

5. DESCRIPTION OF THE MODULES AND LEARNING OBJECTIVES

Fundamental Modules

Module	US Type	ID NO	Unit Standard Title
Communication Module 1	Fundamental	12433	Use Communication Techniques effectively
	Fundamental	10044	Implement a generic communication strategy
	Fundamental	115791	Use language and communication strategies for vocational and occupational learning
Administration Module 2	Fundamental	110528	Compile and control a budget for a range of office supply requirements

Core Modules

Module	US Type	ID NO	Unit Standard Title
Administration Module 2	Core	10171	Manage the capture, storage and retrieval of Human Resources information using an information system
	Core	7882	Manage Payroll Records
Legal Framework Module 3	Core	114274	Demonstrate and apply an understanding of the Basic Conditions of Employment Act (Act 75 of 1997)
	Core	114273	Demonstrate and apply an understanding of the Labour Relations Act with respect to Collective Agreements and Bargaining Councils
	Core	11907	Draft an employment Contract
	Core	11909	Monitor and advise on substantive conditions of employment and related rights and obligations in an organisation
	Core	116927	Apply the principles of employment equity to organisational transformation
Human Resource Management Module 4	Core	12140	Recruit and select candidates to fill defined positions
	Core	7848	Manage the induction of new staff
	Core	12138	Conduct an organisational needs analysis
	Core	114882	Develop holistic productivity improvement strategies and plans
	Core	12140	Recruit and select candidates to fill defined positions
Labour Relations Module 5	Core	12139	Facilitate the resolution of employee grievance
	Core	11286	Institute disciplinary action
	Core	10985	Conduct a disciplinary hearing
	Core	114886	Measure and assess the factors that influence labour productivity and establish the relative impact of each factor
Team Dynamics Module 6	Core	10148	Supervise a project team of a business project to deliver project objectives
	Core	15220	Set, monitor and measure the achievement of goals and objectives for a team, department or division within an organisation
	Core	15230	Monitor Team members and measure effectiveness of performance
	Core	15214	Recognise areas in need of change, make recommendations and implement change in the team, department or division
	Core	15229	Implement codes of conduct in the team department or division
	Core	15215	Identify and interpret Best Practices guidelines, and plan for and Implement Best Practice within the team, department or division
Skills Development Facilitator Module 7	Core	15232	Coordinate planned skills development interventions in an organisation

Module	US Type	ID NO	Unit Standard Title
Education and Training/Skills Development Module 8	Core	117871	Facilitate learning using a variety of given methodologies
Management Module 9	Core	115753	Conduct outcomes-based assessment
	Core	115830	Develop own ability to provide a business advisory service for SMME's

Elective Modules

Module	US Type	ID NO	Unit Standard Title
Team Dynamics Module 6	Elective	264398	Evaluate and plan the role of self as leader in a function
Skills Development Facilitator Module 7	Elective	15221	Provide Information and advice regarding skills development and related issues
	Elective	15218	Conduct an analysis to determine outcomes of learning of skills development and other purposes
	Elective	15217	Develop an organisational training and development plan
	Elective	15228	Advise on the establishment and implementation of a quality management system for skills development practices in an organisation
Education and Training/Skills Development Module 8	Elective	252041	Promote a learning culture in an organisation
Management Module 9	Elective	120311	Apply visionary leadership to develop strategy
	Elective	259143	Demonstrate knowledge and insight into the relationship between strategic human resource planning and an organisation's strategic planning