

Skills Programme 8: Education & Training/ Skills Development 12Days

| ID No. | Unit Standard Title | NQF Level | Credits |
|--------|--|-----------|---------|
| 117871 | Facilitate learning using a variety of given methodologies | 5 | 10 |
| 115753 | Conduct outcomes-based assessment | 5 | 15 |
| 252041 | Promote a learning culture in an organisation | 5 | 5 |

Skills Programme 9: Management 9 Days

| ID No. | Unit Standard Title | NQF Level | Credits |
|--------|--|-----------|---------|
| 115830 | Develop own ability to provide a business advisory service for SMME's | 5 | 10 |
| 120311 | Apply visionary leadership to develop strategy | 5 | 10 |
| 259143 | Demonstrate knowledge and insight into the relationship between strategic human resource planning and an organisation's strategic planning | 6 | 4 |

Skills Programme 10: Employee Wellness 9 Days

| ID No. | Unit Standard Title | NQF Level | Credits |
|--------|---|-----------|---------|
| 377160 | Explain the fundamentals of the concepts of wellness | 4 | 8 |
| 377162 | Explain the need for wellness awareness programmes | 4 | 4 |
| 114941 | Apply knowledge of HIV/AIDS to a specific Business Sector and a workplace Transversal | 3 | 4 |

CONTACT DETAILS

Physical Address
Independence Avenue
Bhisho
5605

Postal Address
Private Bag X7487
King Williams Town
5600
Eastern Cape
South Africa

Tel: +27 (0) 40 608 5300

Fax: +27 (0) 40 608 5301

Email: info.fhs@ufh.ac.za



University of Fort Hare
Together in Excellence

Human Resource Management



University of Fort Hare
Together in Excellence



HR Qualifications

NATIONAL DIPLOMA:

HUMAN RESOURCE MANAGEMENT AND PRACTICES (QUALIFICATION ID 61592 - NQF LEVEL 5)

Purpose:

This diploma will be useful to people who operationalize 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.

Target Audience:

Human Resource Practitioners

Exit Level Outcomes

Holders of this qualification will be able to:

1. Co-ordinate and contribute to the management of some aspects of all of the four role clusters related to Human Resources Management and Practices:
 - Provide information for the development of policies.
 - Participate in the development of procedures for processes related to human resources management and practices in accordance with legislative requirements.
 - Recruit and induct new employees.
 - Contribute to the development of employees.
 - Supervise a work unit and manage individual and team performance.
 - Contribute to the establishment and improvement of labour and employee relations (including contributing to employee assistance and wellness programmes).
 - Contribute to the establishment, maintenance and utilisation of an information system related to human resources management and practices (including compensation).
2. Adhere to legislative requirements and organisational policies and procedures when co-ordinating and contributing to the management of some of the core processes related to human resources management and practices, as described in exit level outcome 1 above.
3. Promote best human resources management practices in an organisation.
4. Contribute to the monitoring of Health and Safety at the workplace.
5. Identify strengths and areas for improvement in own learning through self-reflection and reflection on organisational human resources management and practices

HUMAN RESOURCES SKILLS PROGRAMMES (NQF LEVEL 5)

Skills Programme 1: Communication 9 Days

| ID No. | Unit Standard Title | NQF Level | Credits |
|--------|--|-----------|---------|
| 12433 | Use Communication Techniques effectively | 5 | 8 |
| 10044 | Implement a generic communication strategy | 5 | 10 |
| 115791 | Use language and communication strategies for vocational and occupational learning | 5 | 5 |

Skills Programme 2: Administration 5 Days

| ID No. | Unit Standard Title | NQF Level | Credits |
|--------|--|-----------|---------|
| 110528 | Compile and control a budget for a range of office supply requirements | 5 | 4 |
| 10171 | Manage the capture, storage and retrieval of Human Resources information using an information system | 5 | 3 |
| 7882 | Manage Payroll Records | 5 | 6 |

Skills Programme 3: Legal Framework 12 Days

| ID No. | Unit Standard Title | NQF Level | Credits |
|--------|--|-----------|---------|
| 114274 | Demonstrate and apply an understanding of the Basic Conditions of Employment Act (Act 75 of 1997) | 5 | 8 |
| 114273 | Demonstrate and apply an understanding of the Labour Relations Act with respect to Collective Agreements and Bargaining Councils | 5 | 6 |
| 11907 | Draft an employment Contract | 5 | 3 |
| 11909 | Monitor and advise on substantive conditions of employment and related rights and obligations in an organisation | 5 | 5 |
| 116927 | Apply the principles of employment equity to organisational transformation | 5 | 10 |

Skills Programme 4: Human Resource Management 13 Days

| ID No. | Unit Standard Title | NQF Level | Credits |
|--------|--|-----------|---------|
| 12140 | Recruit and select candidates to fill defined positions | 5 | 9 |
| 7848 | Manage the induction of new staff | 5 | 5 |
| 12138 | Conduct an organisational needs analysis | 6 | 10 |
| 114882 | Develop holistic productivity improvement strategies and plans | 5 | 10 |

Skills Programme 5: Labour Relations 10 Days

| ID No. | Unit Standard Title | NQF Level | Credits |
|--------|--|-----------|---------|
| 12139 | Facilitate the resolution of employee grievance | 6 | 5 |
| 11286 | Institute disciplinary action | 5 | 8 |
| 10985 | Conduct a disciplinary hearing | 6 | 5 |
| 114886 | Measure and assess the factors that influence labour productivity and establish the relative impact of each factor | 5 | 8 |

Skills Programme 6: Team Dynamics 14 Days

| ID No. | Unit Standard Title | NQF Level | Credits |
|--------|--|-----------|---------|
| 10148 | Supervise a project team of a business project to deliver project objectives | 5 | 14 |
| 15220 | Set, monitor and measure the achievement of goals and objectives for a team, department or division within an organisation | 5 | 4 |
| 15230 | Monitor Team members and measure effectiveness of performance | 5 | 4 |
| 15214 | Recognise areas in need of change, make recommendations and implement change in the team, department or division | 5 | 3 |
| 15229 | Implement codes of conduct in the team department or division | 5 | 3 |
| 15215 | Identify and interpret Best Practices guidelines, and plan for and Implement Best Practice within the team, department or division | 5 | 4 |
| 264398 | Evaluate and plan the role of self as leader in a function Transversal | 6 | 5 |

Skills Programme 7: Skills Development Facilitator 11 Days

| ID No. | Unit Standard Title | NQF Level | Credits |
|--------|---|-----------|---------|
| 15221 | Provide Information and advice regarding skills development and related issues | 5 | 14 |
| 15232 | Coordinate planned skills development interventions in an organisation | 5 | 4 |
| 15218 | Conduct an analysis to determine outcomes of learning of skills development and other purposes | 5 | 4 |
| 15217 | Develop an organisational training and development plan | 5 | 3 |
| 15228 | Advise on the establishment and implementation of a quality management system for skills development practices in an organisation | 5 | 3 |