

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

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Human Resource Management



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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