

# Certificate: HR Management Practice and Support

SAQA Qualification FET Certificate: HR Management & Practices

NQF Level 4, Qualification ID 67463 (Learning Programme 49691)



MACCAUVLEI

Accredited by the SABPP – 58106L015MT

## QUALIFICATION PURPOSE

This qualification will be useful to people who support and participate in human resources management and practices.

People credited with this qualification are able to:

- Collect, collate, and distribute information related to people management in line with a given plan
- Provide advice on or refer to appropriate person in response to queries on organisation procedures related to people management
- Demonstrate basic understanding of people dynamics and impact in the workplace
- Demonstrate basic understanding of the functioning of business and the role and contribution of individuals within organisations
- Support the implementation of processes and systems related to human resources management and practices

## QUALIFICATION OUTCOMES

### STUDY SCHOOL 1

- Key elements of HR in the organisation

### STUDY SCHOOL 2

- HR Planning
- Recruitment and Selection
- Induction
- Contracts
- Motivation and Remuneration

### STUDY SCHOOL 3

- Labour Relations
- Contracts and Legislation
- Disciplinary and Grievance Procedures
- Control and Time Management

### STUDY SCHOOL 4

- ETD Environment
- Coaching
- Employee Wellness
- Evaluation of the HR Function

## WHO SHOULD ATTEND?

This Qualification is for people entering the HR profession, those already working in the field who have no formal qualification, as well as people who have already specialised but who would like to broaden the scope of their HR expertise.

## DURATION OF TRAINING

4 Study Schools of 5 contact days each, all spread over a period of 12 months

## MACCAUVLEI ENTRY REQUIREMENTS

- NQF Level 3 / Grade 11
- One year work experience

## LEARNING ASSUMED TO BE IN PLACE

- Communication at NQF Level 3
- Mathematical literacy at NQF Level 3
- Computer literacy at NQF Level 3

## CERTIFICATION

Learners who successfully complete all portfolios per Study School, a Summative Integrated Portfolio and pass the National Board Exam, will be awarded the full Qualification.

## Contact Details

For registration forms or more detail please contact us:

Telephone: +27 (0) 11 439 3900 • E-mail: [info@maccauvlei.co.za](mailto:info@maccauvlei.co.za) • website: [www.maccauvlei.co.za](http://www.maccauvlei.co.za)

Version CHR2019

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CORE FUNDAMENTAL ELECTIVE	UNIT STANDARD ID	UNIT STANDARD	LEVEL	CREDITS
<b>Study School 1</b>				
Core	12153	Use the writing process to compose texts required in the business environment	4	5
Core	9973	Apply basic business concepts	3	8
Fundamental	119469 (Old 8975)	Read/view, analyse and respond to a variety of texts	4	5
Fundamental	119467 (Old 8973)	Use language and communication in occupational learning programmes	3	5
Fundamental	119462 (Old 8974)	Engage in sustained oral/signed communication and evaluation	4	5
Fundamental	119471 (Old 8979)	Use language and communication in occupational learning programmes	4	5
Fundamental	119459 (Old 8976)	Write/present/sign for a wide range of contexts	4	5
Fundamental	119465 (Old 8970)	Write/present/sign texts for a range of communication contexts	3	5
Fundamental	119472 (Old 8968)	Accommodate audience and context needs in oral/signed communication	3	5
Fundamental	119457 (Old 8969)	Interpret and use information from texts	3	5
Elective	10037	Take orders from customers to fulfil a need for goods and/or services	4	10
<b>Study School 2</b>				
Core	10978	Recruit and select candidates to fill defined positions	4	10
Core	10980	Induct a new employee	4	6
Core	117495	Assess legal contracts for business	4	8
<b>Study School 3</b>				
Core	12135	Represent stakeholders in consultations and discussions on matters that arise at shop floor level	3	3
Core	10170	Demonstrate understanding of employment relations in an organisation	3	3
Core	10983	Participate in the implementation and utilisation of equity related processes	4	5
Elective	10169	Administer data, system, payments and provide advice related to compensation	4	4
<b>Study School 4</b>				
Core	14551	Analyse the skills development legislation and apply it in the workplace	4	4
Core	117877	Perform one-to-one training on the job	3	4
Core	114941	Apply knowledge of HIV/AIDS to a specific business sector and workplace	3	4
Elective	117870	Conduct targeted training and development using given methodologies	4	10
Fundamental	9015	Apply knowledge of statistics and probability to critically interrogate and effectively communicate findings on life related problems	4	6
Fundamental	9016	Represent analysis and calculate shape and motion in two and three dimensional space in different contexts	4	4
Elective	10038	Conduct follow-up with customers to evaluate satisfaction levels	4	14
Fundamental	7468	Use mathematics to investigate and monitor the financial aspects of personal, business, national and international issues	4	6

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