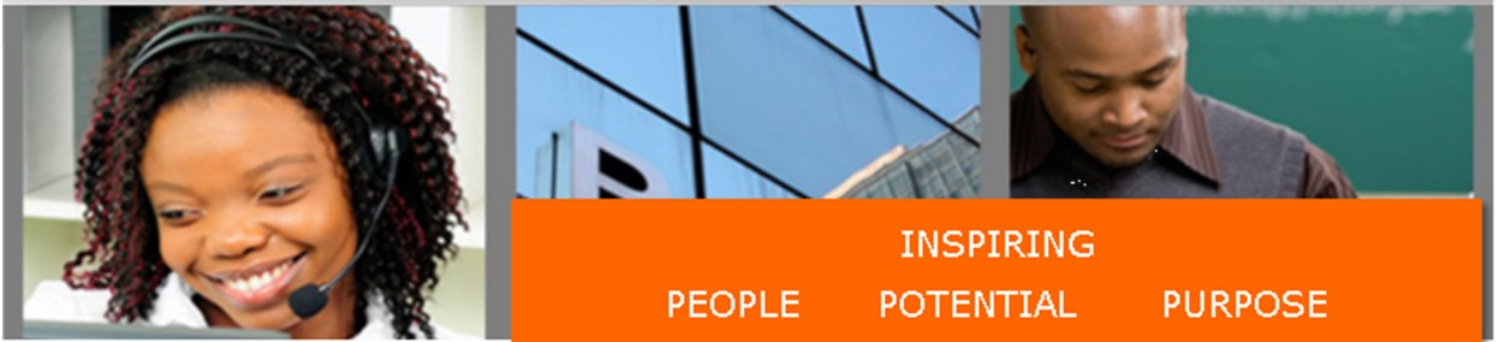


FETC: Human Resources Management & Practices NQF 4



Purpose of the FET Certificate: Human Resource Management and Practices (NQF 4)

This qualification is designed for people who support and participate in human resources management and practices, either as an HR officer or HR consultant. Key subjects covered by the qualification include: human resources management, information systems, the cycle of recruitment, selection, training and performance management, the basics of labour relations, and compensation management.

Delivery methodology

Training is best suited for new entrants to the sector. Chartall Business College can either deliver this qualification as a learnership, which will qualify the sponsoring employer for an additional tax deduction, or it can be offered as a training programme without the learnership requirements. The duration of the training will be approximately 18 full days, all of which can be scheduled to suit the employer's schedule. Alternatively, the qualification can be acquired by experienced candidates through Recognition of Prior Learning (RPL). RPL is an assessment process that captures a candidate's existing knowledge and skill and matches it to the qualification requirements. With RPL there is no formal training, but the RPL adviser will spend time with the learners to assist them to match their workplace learning to the requirements of the qualification.

Flexibility

Chartall Business College believes in flexibility. We have an in-house team of professionals who are able to customise the training curriculum to the needs of your organisation. This may include the addition of job-specific unit standards, the selection of particular elective unit standards or even the inclusion of non-unit standard based content (for example, your company's processes or product information). In addition, we ensure that the content of the qualification does not conflict with the training, values and procedures prescribed by your company. This ensures complete alignment of standard operating procedures and learning content.

Support

Although the learnership is scheduled to be delivered over 18 full days, it does not mean that the learners will not have access to additional support. Each learner will have access to assistance via email, as well as access to a tutor who is able to provide extra assistance should the need arise. This tutor support can be used to assist learners who are not progressing at the same pace as the rest of the class or it could be used to catch up staff who miss sessions due to illness or annual holidays.

Administration

Chartall Business College can also assist employers to manage the administration associated with a nationally registered learnership. We will assist with SETA contracting, learnership preparation, briefing of workplace coaches and the SETA reporting. **Learners are to note that a final examination is part of this qualification. This will be written once your portfolio has been submitted and you have been found competent.**

Chartall Business College also has experienced facilitators who can manage projects involving learners with disabilities.

FETC: Human Resource Management and Practices (NQF 4): Unit standards:

Skills Programme 1	
117495	Assess legal contracts for business
14551	Analyse the skills development legislation and apply it in the workplace
12153	Use the writing process to compose texts required in the business environment
10980	Induct a new employee
10978	Recruit and select candidates to fill defined positions
10169	Administer data, systems, payments and provide advice related to compensation
8976	Write for a wide range of contexts
Skills Programme 2	
10981	Supervise work unit to achieve work unit objectives
11473	Manage individual and team performance
9015	Apply knowledge of statistics and probability
9016	Represent analyse and calculate shape and motion in 2D and 3D space in different contexts
7468	Use mathematics to investigate and monitor the financial aspects of personal, business, national and international issues
10983	Participate in the implementation and utilisation of equity related processes
12135	Represent stakeholders in consultations and discussions on matters that arise at shop floor level
8975	Read, analyse and respond to a variety of texts
Skills Programme 3	
10170	Demonstrate understanding of employment relations in an organisation
114941	Apply knowledge of HIV/AIDS to a specific business sector and a workplace
9973	Apply basic business concepts
11473	Manage individual and team performance
117877	Perform one-to-one training on the job
8979	Use language and communication in occupational learning programmes
8974	Engage in sustained oral communication and evaluate spoken texts
8968	Accommodate audience and context needs in oral communication
8969	Interpret and use information from texts
8973	Use language and communication in occupational learning programmes
8970	Write texts for a range of communicative contexts

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