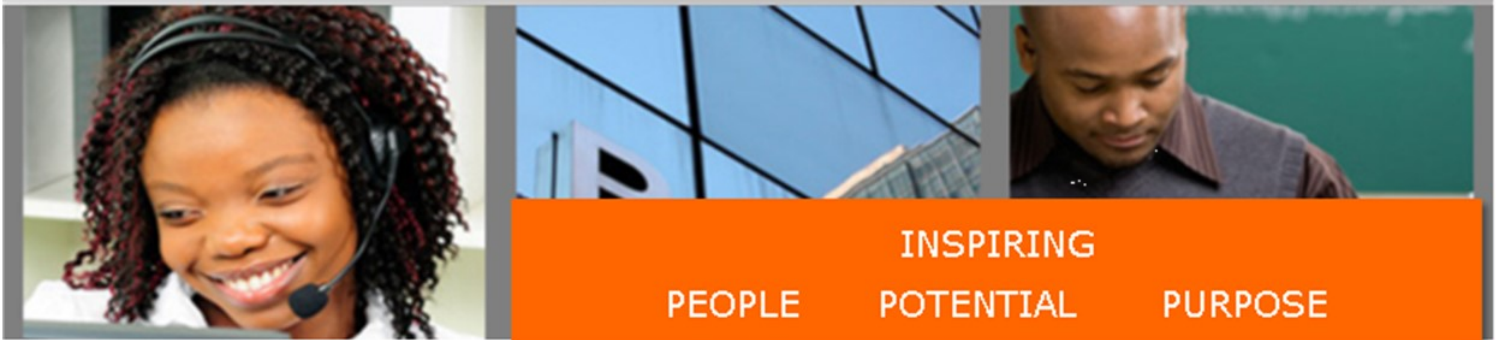


# ND: Human Resources Management & Practices NQF 5



## **Purpose of the National Diploma: HR management and practices (NQF 5) (SAQA ID: 49692)**

This diploma is intended for HR practitioners who are involved in operationalising some aspects of the core processes and practices of human resources. The four core processes covered in the qualification are:

- 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.

## **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 will assist you 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.**

### Human Resources Management and Practices (NQF 5)- Unit standards

<b>Strategic planning for human resources management and practices</b>	
115791	Use language and communication strategies for vocational and occupational learning
10044	Implement a generic communication strategy
15214	Recognise areas in need of change, make recommendations and implement change
114882	Develop holistic productivity improvement strategies and plans
120311	Apply visionary leadership to develop strategy
230448	Contribute towards organisation policy development
252393	Produce a Human Resource (HR) plan to achieve organisational results
<b>Acquisition, development and utilisation of people</b>	
12433	Use communication techniques effectively
12140	Recruit and select candidates to fill defined positions
7848	Manage the induction of new staff
15220	Set, monitor and measure the achievement of goals and objectives for a team
15230	Monitor team members and measure effectiveness of performance
12138	Conduct an organisational needs analysis
15232	Coordinate planned skills development interventions in an organisation
117871	Facilitate learning using a variety of given methodologies
115753	Conduct outcomes-based assessment ( <i>Note learners who have not been awarded this unit standard will need to be trained and assessed separately. This can be done through Chartall Business College at an additional cost of R2 200.</i> )
15217	Develop an organisational training and development plan
114924	Demonstrate understanding of the outcomes-based education and training within the NQF
114227	Demonstrate understanding of the transformative elements of the HRD legislation
<b>Establishment and improvement of labour and employee relations</b>	
114274	Demonstrate and apply an understanding of the Basic Conditions of Employment Act
114273	Demonstrate and apply an understanding of the Labour Relations Act with respect to Collective
11286	Institute disciplinary action
10985	Conduct a disciplinary hearing
11909	Monitor and advise on substantive conditions of employment
12139	Facilitate the resolution of employee grievances
116927	Apply the principles of employment equity to organisational transformation
15229	Implement codes of conduct in the team, department or division
<b>Compensation and administration related to human resources management and practices</b>	
110528	Compile and control a budget for a range of office supply requirements
11907	Draft an employment contract
115830	Develop own ability to provide a business advisory service for SMMEs
15215	Identify and interpret Best Practice guidelines, and plan to implement it
10148	Supervise a project team of a business project to deliver project objectives
10171	Manage the capture, storage and retrieval of human resources information using an MIS
114886	Measure and assess the factors that influence labour productivity
7882	Manage payroll records

#### Chartall Business College (Pty) Ltd

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Chartall Business College (Reg no. 2003/015217/07) is provisionally registered by the Department of Higher Education and Training until 31 December 2018 (Reg no. 2012/FE07/044)