

### Further Education and Training Certificate: Human Resources Management and Practices Support



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SAQA ID: 49691 | NQF level: 4 | Credits: 140 | Accrediting body: 

#### Purpose of the qualification

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 in all of the following role clusters:
  - o Strategic planning for human resources management and practices, people and work.
  - o Acquisition, development and utilisation of people.
  - o Establishment and improvement of labour and employee relations.
  - o Compensation and administration related to human resources management and practices.

#### 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. In addition, we ensure that the content of the qualification does not conflict with the values and standard operating procedures prescribed by your company.

#### Support

Although the programme is scheduled to include the specified contact 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 students who are not progressing at the same pace as the rest of the class or miss a session. We also have experienced facilitators who can manage projects involving learners with disabilities.

## 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.

## Administration

Chartall Business College will assist with SETA contracting, learnership preparation [if required], briefing of workplace coaches and the SETA reporting.

## Other requirements

Learners are to note that a final professional body examination is part of this qualification. This will be written once your portfolio has been submitted and you have been found competent.

## Programme curriculum

### Skills programme 1

14551	Analyse the skills development legislation and apply it in the workplace
117495	Assess legal contracts for business
10980	Induct a new employee
10978	Recruit and select candidates to fill defined positions
12153	Use the writing process to compose texts required in the business environment
8976	Write for a wide range of contexts
10169	Administer data, systems, payments and provide advice related to compensation

### Skills programme 2

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
9015	Apply knowledge of statistics and probability to critically interrogate and effectively communicate findings on life related problems
8975	Read analyse and respond to a variety of texts
9016	Represent analyse and calculate shape and motion in 2-and 3-dimensional space in different contexts
7468	Use mathematics to investigate and monitor the financial aspects of personal, business, national and international issues
11473	Manage individual and team performance
10981	Supervise work unit to achieve work unit objectives (individuals and teams)

### Skills programme 3

8968	Accommodate audience and context needs in oral communication
8969	Interpret and use information from texts
8979	Use language and communication in occupational learning programmes
8970	Write texts for a range of communicative contexts
9973	Apply basic business concepts
114941	Apply knowledge of HIV/AIDS to a specific business sector and a workplace
10170	Demonstrate understanding of employment relations in an organisation
117877	Perform one-to-one training on the job
8974	Engage in sustained oral communication and evaluate spoken texts



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