



SA
CAMPUS

Human Resource Management

Occupational Certificate

NQF 5

120 Credits

SAQA ID: 121150

Accreditation: Service SETA

The purpose of the Human Resource Management (HRM) Administrator qualification is to prepare learners to effectively support the HR function within organizations by providing essential administrative services. This includes managing HR data for workforce planning, ensuring compliance with labor regulations, facilitating efficient communication and coordination, and contributing to organizational success through ethical and professional practices.

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Description

This qualification equips learners with the essential skills and knowledge needed to manage HR administrative tasks comprehensively. It covers data processing for decision-making, a full range of HR administrative services, stakeholder communication to optimize employment relations, and safeguarding HR records. Learners will embody attributes such as attention to detail, effective communication, and analytical ability, positioning them to meet the evolving demands of HRM in today's technological and global landscape.

Why this qualification?

The role of HRM Administrators is critical in ensuring compliance with labor laws, attracting top talent, and maintaining effective internal communication within organizations. This qualification elevates the HR administrative role from clerical to a more integral function, equipping learners to tackle the complexities of modern organizations. It ensures HRM Administrators possess the necessary competencies, enhances their professionalism, and supports compliance with legal and regulatory standards. Moreover, the qualification contributes to improved HRM practices, leading to increased employee satisfaction and productivity, while promoting fairness and transparency. It facilitates career progression into specialist HR roles and provides opportunities for self-employment, contributing to workforce mobility and economic growth.



Last date for enrolment:

2029-11-14

Mode:

Blended Learning

Entry Requirements:

NQF Level 4 qualification with English Communication.

Duration

12 Months



Outline

This qualification includes the following compulsory modules, divided into Knowledge, Practical Skill, and Work Experience components:

Knowledge Modules (42 Credits)

- Introduction to Organisations and Human Resource Management (4 Credits)
- Data Management and Interpretation (12 Credits)
- Administration of Staff Procurement (16 Credits)
- Professional Administration for HRM Service Delivery (6 Credits)
- HRM Record Keeping (4 Credits)

Practical Skill Modules (42 Credits)

- Collect and Process HRM Data (12 Credits)
- Coordinate and Provide Administrative Services for a Full Range of HRM Processes (12 Credits)
- Coordinate HRM Communication to Enhance Employment Relations (8 Credits)
- Compile, Maintain and ensure the Safeguarding of all HRM Records (10 Credits)

Work Experience Modules (36 Credits)

- HRM Data Collection and Data Management Processes (8 Credits)
- Administrative Processes for Full Range of HRM Services and Processes (12 Credits)
- Organisational Communication Processes (8 Credits)
- Processes for Compiling, Maintaining, and Securing HRM Records (8 Credits)