

NATIONAL DIPLOMA IN HUMAN RESOURCES MANAGEMENT AND PRACTICES

**SAQA ID: 61592; LP ID: 49692
NQF LEVEL 5, 273 CREDITS**



Expand your knowledge in this dynamic field with a qualification accredited by the South African Board for People Practices (SABPP).

“Today we have a choice: To deny the mess we are in, or to turn it around. We have an opportunity of facing reality and deciding to create better and more future-fit organisations and societies. If we are honest with ourselves, as HR professionals, we will admit that we are part of the problem. We can stay with the problem, maintain the status quo or embark on a transformation journey with clear actions to elevate our thinking and practice to become relevant with impact. Perhaps we need a serious session of design thinking to generate a new approach to people-centered, future-focused HR. It will require from us to disrupt HR by moving away from traditional and outdated ways of doing things.” Marius Meyer, previous CEO of SABPP.

The field of Human Resource Management is not only dynamic as it involves close interaction with different people, but also provides individuals with a broad range of knowledge relating to business practices and processes, the complexities involved in managing employment relationships, South African employment law and the effective use of communication. This programme will give learners a fresh perspective on human resources and takes into account new trends and developments, including the fourth industrial revolution, in order to stay relevant within the everchanging employment landscape.

ABOUT THE COURSE

The National Diploma in Human Resources Management and Practices is a NQF Level 5 full qualification (273 credits) consisting of 7 modules and is accredited with the South African Board for People Practices (SABPP). The programme will be presented on a part-time bases over a period of 2 years. Learners will be required to attend set modules scheduled per year presented through classroom / online facilitation, webinars, self-study, group work and research. A class schedule will be provided closer to the date of the next intake. Upon being found competent in all the required module assessments, learners will gain entry to write the compulsory national external Final Integrated Summative Assessment (FISA) exam with SABPP. The exam will be written at an external accredited assessment centre in your region on the dates communicated by SABPP. Details will be provided upon completion of all modules assessments. Learners will have 2 hours to complete the FISA exam and must obtain a minimum of 60% in order to pass. Upon successful completion of all modules assessments and the FISA exam, the learner will receive a National Diploma in Human Resources Management and Practices Certificate and Statement of Results.

ENTRY REQUIREMENTS

- Learners need communication and mathematical competence at NQF level 4

WHO SHOULD ATTEND:

- School leavers who want to pursue a career in any of the human resources fields.
- Individuals who are already employed in human resources but want to secure a formal qualification.
- Business owners or individuals in general management positions who want to have a better understanding of the human resources function.

DATE AND COST:

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|-------------------|--|
| Next intake: | 22 February 2022, or 19 July 2022 |
| Course cost: | R27 195 excl. VAT per delegate |
| SABPP Assessments | R18 340 excl. VAT per delegate |
| Contact: | cynthia@globalbusiness.co.za |

*** Course cost covers the full 2 year programme, assessments & FISA exam fee.**
All online courses are subject to minimum delegate numbers

All workshops are offered as customised In-house training that can be presented virtually or on-site. Contact us for more information.

MODULE 1: STRATEGIC HUMAN RESOURCES MANAGEMENT

| US No: | Credits | US Title |
|----------|---------|--|
| 115830 C | 10 | Develop own ability to provide a business advisory service for smme |
| 12138 C | 10 | Conduct an organisational needs analysis |
| 15232 C | 6 | Coordinate planned skills development interventions in an organisation |
| 15214 C | 3 | Recognise areas in need of change, make recommendations, and implement change in the team, department or divisions |
| 116927 C | 10 | Apply the principles of employment equity to organisational transformation |
| 114882 C | 10 | Develop holistic productivity improvement strategies and plans |
| 10044 F | 10 | Implement a generic communication strategy |
| 120311 E | 10 | Apply visionary leadership to develop strategy |
| 259143 E | 4 | Demonstrate knowledge and insight into the relationship between strategic human resource planning and an organisation's strategic planning |

MODULE 2: PEOPLE MANAGEMENT

| US No: | Credits | US Title |
|----------|---------|--|
| 12433 F | 8 | Use communication techniques effectively |
| 12140 C | 9 | Recruit and select candidates to fill defined positions |
| 115791 F | 5 | Use language and communication strategies for vocational and occupational learning |
| 7848 C | 5 | Manage the induction of new staff |
| 117871 C | 10 | Facilitate learning using a variety of given methodologies |
| 115753 C | 15 | Conduct outcomes-based assessment |
| 114886 C | 8 | Measure and assess the factors that influence labour productivity and establish a relative impact of each factor |

MODULE 3: LEGAL FRAMEWORK

| US No: | Credits | US Title |
|----------|---------|--|
| 114274 C | 8 | Demonstrate and apply an understanding of the Basic Conditions of Employment Act (Act 75 of 1997) |
| 114273 C | 6 | Demonstrate and apply an understanding of the Labour Relations Act with respect to Collective Agreements and Bargaining Councils |
| 11907 C | 3 | Draft an employment Contract |
| 11909 C | 5 | Monitor and advise on substantive conditions of employment and related rights and obligations in an organisation |
| 337121 E | 12 | Demonstrate an understanding of collective agreements and bargaining councils |
| 114307 E | 6 | Interpret and apply collective agreements |



MODULE 4: COMPENSATION AND ADMINISTRATION

| US No: | Credits | US Title |
|----------|---------|---|
| 110528 F | 4 | Compile and control a budget for a range of office supply requirements |
| 10171 C | 3 | Manage the capture, storage and retrieval of HR information using an information system |
| 7882 C | 6 | Manage payroll records |

MODULE 5: LABOUR RELATIONS

| US No: | Credits | US Title |
|----------|---------|--|
| 12139 C | 5 | Facilitate the resolution of employee grievance |
| 11286 C | 8 | Institute disciplinary action |
| 10985 C | 5 | Conduct a disciplinary hearing |
| 114224 E | 3 | Demonstrate and apply an understanding of the CCMA Rules |
| 114228 E | 3 | Demonstrate and apply an understanding of bargaining council rules |

MODULE 6: TEAM DYNAMICS

| US No: | Credits | US Title |
|----------|---------|--|
| 10148 C | 14 | Supervise a project team of a business project to deliver project objectives |
| 15220 C | 4 | Set, monitor and measure the achievement of goals and objectives for a team, department or division within an organisation |
| 15230 C | 4 | Monitor Team members and measure effectiveness of performance |
| 15229 C | 3 | Implement codes of conduct in the team department or division |
| 15215 C | 4 | Identify and interpret Best Practices guidelines, and plan for and Implement Best Practice within the team, department or division |
| 264398 E | 5 | Evaluate and plan the role of self as leader in a function |

MODULE 7: SKILLS DEVELOPMENT FACILITATOR

| US No: | Credits | US Title |
|----------|---------|---|
| 15221 E | 4 | Provide information and advice regarding skills development and related issues |
| 252041 E | 5 | Promote a learning culture in a learning organisation |
| 15217 E | 6 | Develop and organisation training and development plan |
| 15218 E | 4 | Conduct an analysis to determine an outcome of learning of skills development and other purpose |
| 15228 E | 10 | Advise on the establishment and implementation of a quality management system for skills development practices in an organisation |

NATIONAL EXTERNAL FISA EXAM

Learners must complete a portfolio of evidence (PoE) for each module covering specific unit standards. The PoE will consist of formative and summative assessment activities, which will be due for submission upon the commencement of the next modules training session. After all modules PoE's have been submitted, assessed, moderated and verified by SABPP will the delegate gain entry to write the external FISA exam.

The FISA exam is a 2-hour external assessment conducted under the auspices of the South African Board for People Practices (SABPP) at accredited assessment centres located across South Africa. A minimum of 60% is needed in order to pass. The successful completion of the FISA will award the National Diploma in Human Resources Management and Practices qualification.

REGISTRATION FORM

To secure your place at this webinar – please complete and sign the following and email the booking form to Cynthia Streicher: cynthia@globalbusiness.co.za

Our standard procedure is to acknowledge receipt of registration in writing.

If you have not received same, please contact us to confirm we have received your registration before incurring any additional expenses

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| Course Name: | | NATIONAL DIPLOMA IN HUMAN RESOURCES MANAGEMENT AND PRACTICES | | | | Date: | | | |
| East London | | Johannesburg | | Port Elizabeth | | Cape Town | | Durban | |
| Company Name : | | | | | | Tel No: | | | |
| | | | | | | Fax No: | | | |
| Postal Address: | | | | | | Disability assistance needed: | | | |
| | | | | | | Dietary requirements/ allergies: | | | |
| Physical Address: | | | | | | *Additional costs may be incurred | | | |
| Vat no: | | | | | | Purchase Order No: | | | |
| DELEGATE DETAILS | | | | | | | | | |
| | Delegate Name | ID Number | Email | | | | Cell No. | | |
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Terms and Conditions: The accepted applications to attend the Global Business Solutions courses are in every case subject to these terms and conditions. **Payment:** Payment must be made in full in advance. *Quote excludes cost of credit card transactions using PayFast. *Should you choose to make use of this payment method 4.5% will be added to your invoice in respect of PayFast fees. **Cancellations:** Cancellation must be made in writing and received by Global Business Solutions 5 working days prior to the course start date. Transfer fees may be charged in the case of transfers to another programme. **Any cancellation or transfer instruction received less than 5 days prior to the course/workshop start date, do not entitle the cancelling or transferring delegate to any refund or credit note and the full fee must be paid. Non-attendance on all or any one of the workshop days without written cancellation will result in no entitlement to any refund or credit and the company / delegate will be liable for the full fee.** **Indemnity:** Global Business Solutions is absolved and indemnified against any loss or damage as a result of alteration or cancellation/postponement of any seminar arising from any cause whatsoever, including without limitation, any fortuitous event, Act of God, unforeseen occurrence or any other event that renders performance of the event impracticable or impossible. A "fortuitous event" includes, but is not limited to, war, fire, meals, riot, industrial action, extreme weather or other emergency. **Warranty of Authority:** The signatory warrants that he/she has the authority to sign this Application and agrees to be personally liable to Global Business Solutions for payments falling due pursuant thereto should such warranty is breached. In the event that Global Business Solutions is obliged to take action against the participant and his/her employer shall be liable for and shall pay all costs, including attorney and client costs and collection commission. I hereby consent to giving my personal information to GBS to use my personal information to store and pass it onto third parties if necessary (CRM, LMS, QCTO, SETA, ETQA, SABPP & DHET). GBS has taken the necessary steps to comply with the provisions of the POPI Act and its regulations by conducting an impact assessment and developing a framework for compliance. In this regard, GBS warrants that it shall not use the information provided herein for purposes other than those set out in our privacy policy. GBS advises that in addition to the fields of information required below to deliver in terms of this agreement, it shall also require learner details in order to comply with the statutory requirements of, inter alia, the Skills Development Act and the systems requirements of our Learner Management System. In the absence of this information, GBS may not be able to deliver against its mandate. Furthermore, by accepting the terms of this agreement, you also understand and accept that GBS may have to further process the personal information received in this and other associated documents by transmitting it to other organisations as may be required such as SETA's, ETQA's, Professional Bodies and the like. In the event that you or any data subject wish to engage with our Information Officer and/ or access our Privacy Policy, please visit our website www.globalbusiness.co.za

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| <i>I acknowledge that I have read, understood and accept the Terms and Conditions (including Payment Terms) and hereby apply for registration on behalf of myself (if a single delegate) or on behalf of the undermentioned organisation which I am duly authorised to represent.</i> | | | |
| Name of Organisation: | | | Date: |
| Name of person responsible for Payment: | | | Email: |
| Job Title (specific): | | | |
| Signature: | | | |
| FEE EXCLUDING VAT PER DELEGATE (Please select an option) | | | COST/ DELEGATE |
| Course Name: National Diploma in Human Resources Management and Practices | | | R27 195 (excl. VAT) |
| SABPP Assessments including national external FISA exam at the end of the programme | | | R18 470 (excl. VAT) |
| Please indicate method of payment | | | EFT *Credit Card |
| HOW DID YOU FIND OUT ABOUT THIS COURSE? | E-mail: | GBS Website: | Other (Please specify): |