

## National Diploma: SABPP HRM Level 5

SAQA Qualification 49692 (61592):  
National Diploma:  
Human Resources Management and Practices  
NQF Level 05, 259 Credits (minimum requirement 249 Credits)

### Accreditation

ENJO Consultants is accredited with the  
SABPP to offer this programme.  
Accreditation Number: 58116L125EC

### Overview

This diploma will assist persons who wish to work in a human resources environment in an organisation and addresses the following aspects:

- 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.
- Training and development.

Learners who achieve this qualification will have the knowledge and skills to work effectively within the Human Resource Management Department. Obtaining this qualification will allow the learner to register as a professional with the SABPP.

### What does a Human Resource Support Practitioner do?

A person with a National Diploma for the qualification of Human Resource Support Practitioner can:

- Co-ordinate and contribute to the management of some aspects of all of the four role clusters related to human resources management and practices:
  - Representation of stakeholders in consultations and discussions on matters that arise at shop floor level.
  - Provide information for the development of policies.
  - Participate in the development of procedures for processes related to human resources management and practices in accordance with legislative requirements.
  - Recruit and induct new employees.
  - Contribute to the development of employees.
  - Supervise a work unit and manage individual and team performance.
  - Contribute to the establishment and improvement of labour and employee relations (including contributing to employee assistance and wellness programmes).
  - Contribute to the establishment, maintenance and utilisation of an information system related to human resources management and practices (including compensation).
- Co-ordinate and contribute to the management of some aspects of all of the four role clusters related to human resources management and practices.

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enjo\_49692\_dip\_sabpp\_hrm\_15\_v3 Co Reg No: 2016/345549/07 | ETDP SETA No: ETDP10602 | MICT SETA No: ACC/2015/07/0048 | SABPP No: 58116L125EC

## Who should complete this training?

Those who wish to:

- Obtain a SAQA registered qualification in HR.
- Work and study in the field of Human Resource Management.
- Plan and implement skills development, education and training within a company.
- Understand and implement employment and skills development legislation.
- Assist recruiting and inducting new employees.
- Establish and improve labour and employee relations.
- Be involved in the compensation and administration related to human resources management and practices.

## What are the benefits?

For the Individual	For the Company
<ul style="list-style-type: none"> <li>• A SAQA registered qualification in HR that is credible, relevant and transferable</li> <li>• Work in the field of Human Resource Management</li> <li>• Obtain an internationally recognised qualification</li> <li>• Gaining knowledge and skills in the following areas:               <ul style="list-style-type: none"> <li>– Strategic planning for human resources management and practices</li> <li>– Acquisition, development and utilisation of people</li> <li>– Labour and employee relations</li> <li>– HR related administration and compensation</li> <li>– Skills development planning</li> <li>– Education, training and assessment of employees</li> </ul> </li> <li>• Improves employability</li> <li>• Allows entrance into an NQF level 6 qualification</li> <li>• Register with a professional body (SABPP)</li> </ul>	<ul style="list-style-type: none"> <li>• Levies - access skills development fund (Grants)</li> <li>• Improved BEE scorecard</li> <li>• Compliance with the Skills Development legislation</li> <li>• HR and training and development functions</li> <li>• Identify and address skills gaps</li> <li>• An informed HR Department</li> <li>• Assist recruiting and inducting new employees</li> <li>• Establish and improve labour and employee relations</li> <li>• Be involved in the compensation and administration related to human resources management and practices.</li> </ul>

## How does one obtain the National Diploma: Human Resources Management and Practices?

You need to:

- Enrol for the National Diploma: Human Resources Management and Practices.
- Attend the different modules making up the full qualification or complete it via distance learning.
- Compile and submit portfolios of evidence for assessment.
- Qualify in the National Diploma: Human Resources Management and Practices.

## What are the entry requirements?

- It is assumed that learners have communication and mathematical competence at one level below that required for the fundamental components of the qualification.

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## What does the ENJO Consultants National Diploma: Human Resources Management and Practices entail?

The unit standards for the National Diploma: HR Management and Practices have been grouped together into sixteen (16) modules that focus on the different areas within the qualification. The modules are presented either as distance learning or classroom based sessions. Learners can commence with the programme at any stage, thus giving the learner the flexibility to commence when it suits them best. The unit standards have been grouped together in modules as indicated in the table that follows:

<b>Either to be completed as distance learning or class attendance. Only those who opt for class attendance attends classes. Distance learners do not attend classes.</b>					
Type	ID	Title	NQF Level	Credits	* Class Attendance Duration per Module
<b>Module 1: HRM Level 5 Communication Strategy &amp; Techniques (23 Credits)</b>					
Fundamental	<a href="#">10044</a>	Implement a generic communication strategy	5	10	5 Days in Class PoE to be submitted within 3 months
Fundamental	<a href="#">12433</a>	Use communication techniques effectively	5	8	
Fundamental	<a href="#">115791</a>	Use language and communication strategies for vocational and occupational learning	5	5	
<b>Module 2: Budgeting (4 Credits)</b>					
Fundamental	<a href="#">110528</a>	Compile and control a budget for a range of office supply requirements	5	4	1 Day in Class PoE to be submitted within 3 months
<b>Module 3: Organisational Needs Analysis (10 Credits)</b>					
Core	<a href="#">12138</a>	Conduct an organisational needs analysis	6	10	2 Days in Class PoE to be submitted within 3 months
<b>Module 4: Facilitator Training Programme (10 Credits)</b>					
Core	<a href="#">117871</a>	Facilitate learning using a variety of given methodologies.	5	10	5 Days – PoE Completed in Class
<b>Module 5: Assessor Training Programme (15 Credits)</b>					
Core	<a href="#">115753</a>	Conduct outcomes-based assessment.	5	15	5 Days – PoE Completed in Class
<b>Module 6: Recruitment, Selection and Induction of Staff (14 Credits)</b>					
Core	<a href="#">12140</a>	Recruit and select candidates to fill defined positions	5	9	3 Days in Class PoE to be submitted within 3 months
Core	<a href="#">7848</a>	Manage the induction of new staff	5	5	
<b>Module 7: Draft Employment Contracts (3 Credits)</b>					
Core	<a href="#">11907</a>	Draft an employment contract	5	3	1 Day in Class PoE to be submitted within 3 months
<b>Module 8: Labour and Employee Relations (21Credits)</b>					
Core	<a href="#">15229</a>	Implement codes of conduct in the team, department or division	5	3	5 Days in Class PoE to be submitted within 3 months
Core	<a href="#">11286</a>	Institute disciplinary action	5	8	
Core	<a href="#">10985</a>	Conduct a disciplinary hearing	6	5	
Core	<a href="#">12139</a>	Facilitate the resolution of employee grievances	6	5	
<b>Module 9: Compensation and Administration (13 Credits)</b>					
Core	<a href="#">7882</a>	Manage Payroll Records	5	6	3 Days in Class PoE to be submitted within 3 months
Core	<a href="#">10171</a>	Manage the capture, storage and retrieval of human resources information using an information system	5	3	
Elective	<a href="#">114925</a>	Manage learner information using an information management system	5	4	
<b>Module 10: Legislative Requirements and Organisational Policies and Procedures (29 Credits)</b>					
Core	<a href="#">116927</a>	Apply the principles of employment equity to organisational transformation	5	10	5 Days in Class

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Type	ID	Title	NQF Level	Credits	* Class Attendance Duration per Module
Core	<a href="#">114274</a>	Demonstrate and apply an understanding of the Basic Conditions of Employment Act (Act 75 of 1997)	5	8	PoE to be submitted within 3 months
Core	<a href="#">114273</a>	Demonstrate and apply an understanding of the Labour Relations Act with respect to Collective Agreements and Bargaining Councils	5	6	
Core	<a href="#">11909</a>	Monitor and advise on substantive conditions of employment and related rights and obligations in an organisation	5	5	
<b>Module 11: Best Human Resource Practices (12 Credits)</b>					
Core	<a href="#">15215</a>	Identify and interpret Best Practice guidelines, and plan for and implement Best Practice within the team, department or division	5	4	3 Days in Class PoE to be submitted within 3 months
Core	<a href="#">114886</a>	Measure and assess the factors that influence labour productivity and establish the relative impact of each factor	5	8	
<b>Module 12: Identifying Strengths and Areas for Improvement in Human Resources Management and Practices (21 Credits)</b>					
Core	<a href="#">15214</a>	Recognise areas in need of change, make recommendations and implement change in the team, department or division	5	3	5 Days in Class PoE to be submitted within 3 months
Core	<a href="#">15220</a>	Set, monitor and measure the achievement of goals and objectives for a team, department or division within an organisation	5	4	
Core	<a href="#">115830</a>	Develop own ability to provide a business advisory service for SMMEs	5	10	
Core	<a href="#">15230</a>	Monitor team members and measure effectiveness of performance	5	4	
<b>Module 13: OBET and the NQF (5 Credits)</b>					
Elective	<a href="#">114924</a>	Demonstrate understanding of the outcomes-based education and training approach within the context of a National Qualifications Framework	5	5	1 Day in Class PoE to be submitted within 3 months
<b>Module 14: Skills Development Facilitator Training Programme (39 Credits)</b>					
Elective	<a href="#">15217</a>	Develop an organisational training and development plan	5	6	5 Days in Class PoE to be submitted within 3 months
Elective	<a href="#">15218</a>	Conduct an analysis to determine outcomes of learning for skills development and other purposes	6	4	
Core	<a href="#">15221</a>	Provide information and advice regarding skills development and related issues	5	4	
Elective	<a href="#">15227</a>	Conduct skills development administration in an organisation	4	4	
Integrated	<a href="#">15228</a>	Advise on the establishment and implementation of a quality management system for skills development practices in an organisation	5	10	
Elective	<a href="#">15232</a>	Coordinate planned skills development interventions in an organisation	6	6	
Elective	<a href="#">252041</a>	Promote a learning culture in an organisation	5	5	
<b>Module 15: Productivity Improvement (26 Credits)</b>					
Elective	<a href="#">114879</a>	Promote a productivity improvement strategy	5	10	5 Days in Class PoE to be submitted within 3 months
Core	<a href="#">114882</a>	Develop holistic productivity improvement strategies and plans	5	10	
Elective	<a href="#">114885</a>	Prepare and communicate a productivity improvement plan for a functional unit	5	6	
<b>Module 16: Supervise a Project Team (14 Credits)</b>					
Core	<a href="#">10148</a>	Supervise a project team of a business project to deliver project objectives	5	14	3 Days in Class PoE to be submitted within 3 months

The minimum required credits for this qualification is 249 credits, however, the qualification as offered is 259 credits.

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## How is this qualification completed and what is the duration?

This qualification can be completed either through class attendance, distance learning or RPL. Support is available to learners via Skype, email, phone or setting up an appointment to meet with one of our facilitators for guidance. Learners may also choose to complete some modules as distance learning and some learners as class attendance. Training can be provided to individuals or to corporates.

This qualification is to be completed over two years. The pace that the learner works at also impacts the duration and may be completed sooner.

## How will assessment take place?

- Portfolios will be completed for each module and submitted for assessment.
- A final integrated assessment where assignments based on all the modules need to be completed.
- The portfolio of evidence will then be assessed by a registered assessor.
- In the case of a Competent learner, credits will be awarded.
- A Not Yet Competent learner will have the opportunity to be re-assessed.

## Final Integrated Assessment

All learner who register before 31 December 2016 will be required to do a PoE and a final integrated assessment included as a final PoE. All learners who register after the 31 December 2016 will be required to complete a PoE and a final integrated assessment included as a final PoE, however you will also be required to write a final integrated assessment at a designated assessment centre authorised by the SABPP.

## Prescribed books for the SABPP HRM 49692 NQF level 5 Diploma

The following book is compulsory for all the modules:

- South African Human Resource Management Theory and practice, 5th Edition, B.J Swanepoel (Juta)  
ISBN: 9781485102076

Other books recommended, but not compulsory:

- CCMA for Managers – Practical Guide, Susan Stelzner and Nicky van der Westhuizen
- The Black Economic Empowerment – Scorecard Manual, Chris van Wyk and Henry Wiggins
- The Ultimate South African Business companion – Forms, Templates and Checklists for Everyday use, Lesley-Caren Johnson

ENJO Consultants keeps copies of the recommended books at office for reference purposes.

## When can I enrol/book for training?

- Those wishing to attend training at ENJO Consultants can enrol for the various training programmes according to the training schedule as suited any may start at any time of the year.
- Training dates can be mutually agreed upon for groups/corporates at the client site or at ENJO Consultants
- RPL/Distance learners can enrol at any time.

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## How do I know that ENJO Consultants' National Diploma: Human Resources Management and Practices is recognised?

- ENJO Consultants are accredited with the South African Board for People Practices (SABPP) to offer this qualification: Accreditation Number: 58116L125EC.
- On successful completion of the programme, ENJO Consultants will upload your results onto the SABPP database and you will receive a certificate.
- The SABPP will capture your results on the National Learner Record Database (NLRD) and issue a Statement of Results (SOR) that will reflect the credits you have earned.
- ENJO Consultants has established itself as a reputable targeted training solutions provider amongst various corporates and ETQAs.

## Where does the training take place?

- ENJO Consultants: Company and Individual Bookings – training takes place according to scheduled dates.
- ENJO Consultants: Group Bookings – training can be scheduled for groups at ENJO Consultants on dates mutually agreed upon with the client.
- Other/Client Site: Training can be presented at various training venues or at the client site depending on numbers and suitability of the venue.

## Bookings and Enquiries

Please contact us for further information, quotes or to make a booking.

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