

SABPP HRM Level 5: SAQA Qualification 49692:
National Diploma: Human Resources Management and Practices
NQF Level 05

Accreditation

SA Board for People Practices (SABPP)
Accreditation No: 58116L125EC

Module 9: Compensation and Administration

(13 Credits)

3 Days

Unit Standards:

SAQA 7882, Manage Payroll Records. NQF Level 5, 6 Credits.

SAQA 10171, Manage the capture, storage and retrieval of human resources information using an information system.

NQF Level 5, 3 Credits

SAQA 114925, Manage learner information using an information management system. NQF Level 5, 4 Credits.

Overview

This *Compensation and Administration* module is ideal for those who wish to know, understand and accurately manage and maintain an effective payroll system for the organisation. Learners will have the ability to exercise financial discipline and fulfil employer legislative requirements in relation to payroll. Learners will furthermore acquire the ability to organise the collation, storage and retrieval of information required for human resources management in an organisation and advise and inform the organisation by providing information required for human resources management. This learning programme forms part of SAQA Qualification 49692: National Diploma: Human Resources Management and Practices, NQF Level 05.

This module is also ideal for those who are responsible for ensuring learner records are accurate and accessible within agreed policy frameworks. This module will ensure that learners acquire the ability to organise the collection and collation of learner information, manage the recording, maintenance and retrieval of learner information, engage with external information management system and advise and inform the organisation the use of the learner information system and review the information management system.

Who should attend the training?

- Those working towards the SABPP Level 5 HR Qualification.
- Those involved in the payrolls and the managing of payroll records.
- Payroll administrators.
- Line Managers, Supervisors and Managers
- Human Resource Practitioners and Managers
- Administration managers and practitioners.
- Those who need to manage the capture, storage and retrieval of human resources information using an information system.

What are the benefits?

For the Individual	For the Company
<ul style="list-style-type: none"> • Gains a formal qualification in Payroll Record Management and HR Administration. • Credits towards a full qualification in HR that is credible, relevant and transferable. 	<ul style="list-style-type: none"> • Address skills gaps and improve BEE Scorecard. • Have skilled personnel to assist in Payroll record management and HR Administration. • Involvement in learnerships/apprenticeships.

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For the Individual	For the Company
<ul style="list-style-type: none"> Improves employability. 	<ul style="list-style-type: none"> Employers who are registered to claim skills levies will be able to claim skills levies when sending their staff on this training programme.

How does one obtain the Compensation and Administration Module?

- Enrol for the *Compensation and Administration* Module.
- Qualify in the *Compensation and Administration* Module.

What are the entry requirements?

- Proficiency in English, on an NQF level 4.
- Computer literacy NQF level 4.
- Must be able to communicate and function in a business environment.
- Must be able to use a variety of techniques for gathering, ordering, recording, reporting and retrieving data

How is this training programme completed and what is the duration?

- This qualification can be completed either through class attendance, distance learning or Recognition of Prior Learning (RPL).
- Support is available to learners via Skype, email, phone or setting up an appointment to meet with one of our facilitators for guidance.
- Training is provided for corporates and individuals.

What does the class attendance for this programme entail?

- A 3-day interactive training programme.
- A Portfolio of Evidence(PoE) will be completed by learners after the 3-day training programme and will be granted 3 months to do so.

What does the distance learning for this programme entail?

- Learners will be required to work through the Learner Guide and Portfolio of Evidence.
- The learner will be required to submit the Portfolio of Evidence for assessment within 3 months after receiving the learning material.

What is a Portfolio of Evidence (PoE)?

- As the name implies, the Portfolio of Evidence contains different types of evidence for different purposes.
- The Portfolio of Evidence contains various questions and activities which are completed by the learner.
- The Portfolio of Evidence contains evidence of the learner's ability to apply the knowledge and skills in the workplace.
- All questions in the Portfolio of Evidence are covered in the Learner Guide.

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Assessment, Verification and Certification

- The Portfolio of Evidence will be assessed by a registered assessor.
- During assessment, the assessor measures the evidence the learner submitted against the outcomes and criteria of the unit standard/qualification; compiles a report and if needed, contacts the learner for additional evidence.
- When the learner is declared competent, the assessor will forward the assessment report to the learner and the Portfolio of Evidence will be submitted to the ENJO Moderator for moderation.
- On successful completion of the programme, ENJO will upload the learner's results onto the SABPP database.
- Results need to be verified by SABPP before the Statement of Results (SoR) and certificate are issued.
- The SABPP will capture the learner's results on the National Learner Record Database (NLRD) and issue a Statement of Results (SoR) that will reflect the credits earned.
- ENJO Consultants will then forward the certificate and Statement of Results to the client/learner.

This programme is accredited for the following unit standards:

SAQA US ID:	Unit Standard Title:	NQF Level	Credits	Outcomes
7882	Manage Payroll Records	5	6	<ol style="list-style-type: none"> 1. Explain the consequences of not complying with requirements. 2. Describe the impact if the payroll is not done accurately and timeously. 3. Stress the importance of maintaining confidentiality & security of payroll information at all times. 4. Describe the types of allowances and deductions as per applicable legislation. 5. Describe the sources of relevant payroll information. 6. Describe the impact if the payroll does not conform to requirements 7. Calculate gross pay accurately from information available. 8. Calculate statutory and voluntary deductions accurately from relevant documentation. 9. Calculate payment due to individual employees. 10. Prepare salaries and wages for payment by cash, cheque or bank transfer within agreed deadlines. 11. Calculate periodic payments such as bonuses or commission and pay within agreed deadlines. 12. Follow designated security procedures at all times. 13. Deal with salary and wage queries promptly and courteously. 14. Keep records and salary system in accordance with organisational requirements. 15. Examine salary and payroll expenses against budgets. 16. Prepare and balance employee records for tax purposes from salary records. 17. Update and maintain employee records. 18. Describe briefly how performance or systems would be adapted.

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SAQA US ID:	Unit Standard Title:	NQF Level	Credits	Outcomes
10171	Manage the capture, storage and retrieval of human resources information using an information system	5	3	<ol style="list-style-type: none"> 1. Organise the collation of information required for human resources management. 2. Organise, control and monitor the storing, recording, maintenance and retrieval of collated info. 3. Advise and inform the organisation by providing human resource information for the use of others.
114925	Manage learner information using an information management system	5	4	<ol style="list-style-type: none"> 1. Organise the collection and collation of learner information. 2. Manage the recording, maintenance and retrieval of learner information. 3. Engage with external learner information management systems. 4. Advise and inform the organisation concerning the use of the learner information system. 5. Review the learner information management system.

How do I know that ENJO Consultants Compensation and Administration training is recognised?

- ENJO Consultants are accredited with the SA Board for People Practices (SABPP). Accreditation No: 58116L125EC. Those who are completing this programme as part as the HR Qualification will be certified through SABPP
- 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.

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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Training Programme Outline

Overview

Study Unit 1: Manage Payroll Records

- 1.1. Explain the consequences of not complying with requirements.
- 1.2. Describe the impact if the payroll is not done accurately and timeously.
- 1.3. Stress the importance of maintaining confidentiality & security of payroll information at all times.
- 1.4. Describe the types of allowances and deductions as per applicable legislation.
- 1.5. Describe the sources of relevant payroll information.
- 1.6. Describe the impact if the payroll does not conform to requirements
- 1.7. Calculate gross pay accurately from information available.
- 1.8. Calculate statutory and voluntary deductions accurately from relevant documentation.
- 1.9. Calculate payment due to individual employees.
- 1.10. Prepare salaries and wages for payment by cash, cheque or bank transfer within agreed deadlines.
- 1.11. Calculate periodic payments such as bonuses or commission and pay within agreed deadlines.
- 1.12. Follow designated security procedures at all times.
- 1.13. Deal with salary and wage queries promptly and courteously.
- 1.14. Keep records and salary system in accordance with organisational requirements.
- 1.15. Examine salary and payroll expenses against budgets.
- 1.16. Prepare and balance employee records for tax purposes from salary records.
- 1.17. Update and maintain employee records.
- 1.18. Describe briefly how performance or systems would be adapted.

Study Unit 2: Manage the capture, storage and retrieval of human resources information using an information system

- 2.1. Organise the collation of information required for human resources management.
- 2.2. Organise, control and monitor the storing, recording, maintenance and retrieval of collated info.
- 2.3. Advise and inform the organisation by providing human resource information for the use of others.

Overview

Study Unit 3: Manage learner information using an information management system

- 3.1 Organise the collection and collation of learner information.
- 3.2 Manage the recording, maintenance and retrieval of learner information.
- 3.3 Engage with external learner information management systems.
- 3.4 Advise and inform the organisation concerning the use of the learner information system.
- 3.5 Review the learner information management system.

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