

<b>SAQA Qualification</b>	<b>49692</b>	<b>NQF Level</b>	<b>05</b>
	(61592)	Credits: 259 Duration: 2 Years Type: National Diploma	
	<b>National Diploma: Human Resources Management and Practices</b>	<b>Accreditation</b> SA Board for People Practices (SABPP) Accreditation No: 58116L125EC	

SAQA Qualification 49692 (61592) National Diploma: Human Resources Management and Practices will equip persons who wish to work in a human resources environment in 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.

## Skills and Knowledge Acquired

Holders of this qualification will be able to:

1. Co-ordinate and contribute to the management of some aspects of the four role clusters related to HR management and practices:
2. Adhere to legislative requirements and organisational policies and procedures when co-ordinating and contributing to the management of some of the core processes related to human resources management and practices.
3. Promote best human resources management practices.
4. Contribute to the monitoring of Health and Safety at the workplace.
5. Identify strengths and areas for improvement in own learning through self-reflection and reflection on organisational human resources management and practices.

Furthermore, holders of the qualification will also be able to:

- Operationalise some aspects of the core human resources management processes at a basic level and integrate them into an organisation's business processes.
- Register as a professional with the South African Board for People Practices (SABPP).
- Conduct assessments (can register at the various SETA's as an assessor).
- Register as SDF with the various SETA's and perform the duties of a Skills Development Facilitator such as:
  - Promote a learning culture in an organisation.
  - Advise and assist the organisation in the design and implementation of a Quality Management System (QMS).
  - Doing skills audits and planning skills development interventions.
- Compiling the Workplace Skills Plan (WSP) and Annual Training Report (ATR).
- Holding this qualification could serve as a requirement for professional registration at associate level.

## Entry Requirements

- Grade 12 or NQF Level 4

## Who is this training for?

- Those wishing to obtain a formal accredited qualification in Human Resources Management and Practices.
- Those who wish to further their careers in Human Resources Management and Practices.



## ENJO Consultants (Pty) Ltd

Co Reg No: 2016/345549/07

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v 2020-01

ETDP SETA: ETDP10602 | MICT SETA: ACC/2015/07/0048 | SABPP: 58116L125EC | QCTO: QCTOSDP00180907-1302



## What does this Qualification Entail?

The unit standards for the National Diploma: HR Management and Practices have been grouped together into modules that focus on the different areas within the qualification.

Type	ID	Title	NQF Level	Credits	Credits per Module
<b>First Year</b>					
<b>Module 1: HRM Level 5 Communication Strategy &amp; Techniques</b>					
Fundamental	<a href="#">10044</a>	Implement a generic communication strategy	5	10	23
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</b>					
Fundamental	<a href="#">110528</a>	Compile and control a budget for a range of office supply requirements	5	4	4
<b>Module 3: Organisational Needs Analysis</b>					
Core	<a href="#">12138</a>	Conduct an organisational needs analysis	6	10	10
<b>Module 4: Facilitator Training Programme</b>					
Core	<a href="#">117871</a>	Facilitate learning using a variety of given methodologies.	5	10	10
<b>Module 5: Assessor Training Programme</b>					
Core	<a href="#">115753</a>	Conduct outcomes-based assessment.	5	15	15
<b>Module 6: Recruitment, Selection and Induction of Staff</b>					
Core	<a href="#">12140</a>	Recruit and select candidates to fill defined positions	5	9	14
Core	<a href="#">7848</a>	Manage the induction of new staff	5	5	
<b>Module 7: Draft Employment Contracts</b>					
Core	<a href="#">11907</a>	Draft an employment contract	5	3	3
<b>Module 8: Labour and Employee Relations</b>					
Core	<a href="#">15229</a>	Implement codes of conduct in the team, department or division	5	3	21
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</b>					
Core	<a href="#">7882</a>	Manage Payroll Records	5	6	13
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>Second Year</b>					
<b>Module 10: Legislative Requirements and Organisational Policies and Procedures</b>					
Core	<a href="#">116927</a>	Apply the principles of employment equity to organisational transformation	5	10	29
Core	<a href="#">114274</a>	Demonstrate and apply an understanding of the Basic Conditions of Employment Act (Act 75 of 1997)	5	8	
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	

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Type	ID	Title	NQF Level	Credits	Credits per Module
<b>Module 11: Best Human Resource Practices</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	12
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</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	21
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</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	5
<b>Module 14: Skills Development Facilitator Training Programme</b>					
Elective	<a href="#">15217</a>	Develop an organisational training and development plan	5	6	39
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</b>					
Elective	<a href="#">114879</a>	Promote a productivity improvement strategy	5	10	26
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</b>					
Core	<a href="#">10148</a>	Supervise a project team of a business project to deliver project objectives	5	14	14
<b>Total Number of Credits for this Qualification</b>					<b>259</b>

## 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

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3



## How is this qualification completed?

This qualification can be completed as following:

- **Class Attendance**
  - This option is available to corporates and individuals.
- **Distance Learning**
  - This option is available to corporates and individuals.
- **Recognition of Prior Learning (RPL)**
  - Qualifying learners may be able to complete the qualification as RPL.
- **Learnerships**
  - Qualifications can be presented for corporates as learnerships.
- **Support**
  - Support is available to learners via Skype, email, phone or setting up an appointment to meet with one of our facilitators for guidance.

## When can I enrol/book for training?

- Training can be enrolled for at any time of the year.

## How will assessment take place?

- Portfolios will be completed for each module and submitted for assessment.
- The portfolio of evidence will then be assessed by a registered assessor.
- Portfolios will be assessed and results uploaded as portfolios are submitted.
- In the case of a Competent learner, credits will be awarded.
- A Not Yet Competent learner will have the opportunity to be re-assessed, please see Terms and Conditions.

## Final Integrated Summative Assessment

- Once all the modules have been completed a Final Integrated Summative Assessment exam must be written at a designated assessment centre as designated by the SABPP.

## 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.
- 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 as well as the diploma.

### Bookings and Enquiries

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