

SAQA 121151

Advanced Occupational Certificate: Human Resource Management Officer

NQF Level 06

Credits: 134
Duration:
1 Year (Part-Time)

Accreditation

Quality Council for Trades and Occupations (QCTO)
Accred No: 07-QCTO/SDP170326120208

Who is this Training For?

- This training is ideal for people who want to start or grow a career in Human Resource Management (HRM). It is especially suitable for:
 - HR practitioners who want to improve their employment prospects.
 - People already working in HR who want to formalise and strengthen their skills and knowledge.
 - Individuals interested in starting a career in HRM.
 - Those who want to further the HR Career Path.

Entry Requirements

Higher Occupational Certificate Human Resource Management Administrator or equivalent NQF Level 5 qualification.



Purpose

The purpose of this qualification is to prepare a learner to function as a Human Resource Management (HRM) Officer.

A Human Resource Management (HRM) Officer contributes towards organisational success by facilitating the professional and ethical execution of Human Resources practices, including Human Resources and Workforce Planning, Staff Attraction and Procurement, Employee Maintenance and Development, Employment Relations Management, and the effective delivery of all related Human Resource Management Services. Competent learners will demonstrate the following key attributes: patience and tenacity, fairness and compliance, objectivity and empathy, results focus and client-centric service orientation.

What You Will Learn

Those qualified will be able to:

- Facilitate and guide the development and implementation of dynamic HR architecture aligned to organisational strategic intent and the agreed employment value proposition.
- Implement and coordinate appropriate talent management and workforce plans and tactics.
- Implement strategically aligned and integrated Learning and Development (L&D) and organisational growth strategies and plans.
- Implement strategically aligned employment relations practices and initiatives.
- Maintain, monitor, and deliver HRM services.

Rationale

Human Resource Management (HRM) ensures that organisations attract, retain, and develop human capital to achieve their strategic goals. The HRM Officer is an essential role player in organisations that delivers various HRM services such as employee recruitment, selection, performance management, learning and development and employee relations management. As the HRM landscape evolves due to technological

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advancements, changing demographics, and globalisation, the role of HRM practitioners has become increasingly important. They must professionally deliver the required services within an increasingly complex environment. To meet the demands of the industry, there is a critical need to standardise the HRM Officer role. This qualification will provide a standardised knowledge, skills, and competencies to serve that purpose.

This qualification also provides a clear career pathway for HRM practitioners, supporting their professional development and their sense of job satisfaction and engagement. The qualification will enable the HRM Officer to protect organisations and their employees by managing human capital risk.

Furthermore, this qualification will have broader social benefits, such as promoting diversity and inclusion in the workplace and supporting the development of ethical and socially responsible HRM practices. It will also provide individuals with recognised and portable credentials that enable them to work in HRM roles across different industries and geographies, increasing their employability and contributing to developing a globally competitive workforce.

The typical learners who will access the occupational qualifications will be individuals who are interested in pursuing a career in HRM or those who are currently working in HRM roles and wish to formalise their skills and knowledge, including individuals who have completed post-secondary education in a related field but have not yet obtained a formal HRM qualification. The qualification may also appeal to individuals currently working in HRM roles but still need a formal qualification.

Overall, the occupational qualification will be accessible to individuals from diverse backgrounds and at various stages of their careers. It will provide a valuable and relevant credential for those working in or interested in pursuing a career in HRM.

Learners will be able to progress to the role of HRM Advisor or similar operational positions upon achieving this qualification.

Apart from the legacy qualifications being replaced through this realignment process, no other similar qualifications are registered on the NQF.

This qualification does not require professional registration.

Qualification Structure

Exit Level Outcomes

1. Apply detailed knowledge of the theory that underpins the creation and implementation of workforce architecture to facilitate and guide the development and implementation of dynamic HR architecture in organisations aligned to organisational strategic intent.
2. Use professional HRM methods and procedures to implement and coordinate agreed talent management, organisational growth strategies and plans.
3. Use professional HRM methods and procedures to implement strategically aligned and integrated Learning and Development (L&D) and organisational growth strategies and plans.
4. Use problem identification techniques to implement strategically aligned employment relations practices and initiatives to ensure harmonious and productive employment relations.
5. Maintain, monitor, and ensure the delivery of quality solution-based HRM services by making decisions and acting appropriately within a range of complex organisational and environmental situations.

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Components

Knowledge Modules

- 242303-001-00-KM-01, Creating and Implementing Organisational Architecture for Organisational success and sustainability, NQF Level 6, 8 Credits.
- 242303-001-00-KM-02, Making Talent Management and workforce plans work, NQF Level 6, 7 Credits.
- 242303-001-00-KM-03, Operationalising Learning and Development (L&D) and Organisational Growth Strategies, NQF Level 6, 8 Credits.
- 242303-001-00-KM-04, Implementing Employment Relations Strategies, NQF Level 6, 20 Credits.
- 242303-001-00-KM-05, Delivering Human Resource Management Services, NQF Level 6, 7 Credits.

Total number of credits for Knowledge Modules: 50

Practical Skill Modules

- 242303-001-00-PM-01, Implementing fit-for-purpose HR Architecture. NQF Level 6, 8 Credits.
- 242303-001-00-PM-02, Facilitating effective Talent Management. NQF Level 6, 8 Credits.
- 242303-001-00-PM-03, Implement Learning and Development and Organisational Growth initiatives. NQF Level 6, 12 Credits.
- 242303-001-00-PM-04, Operationalise Employment Relations strategies and plans. NQF Level 6, 10 Credits.
- 242303-001-00-PM-05, Deliver HRM Services. NQF Level 6, 10 Credits.

Total number of credits for Practical Skill Modules: 48

Work Experience Modules

- 242303-001-00 WM-01: Organisational and Work design and implementation processes, NQF Level 6, 8 Credits.
- 242303-001-00 WM-02: Talent Management Processes, NQF Level 6, 4 Credits.
- 242303-001-00 WM-03: Learning and Development and Organisational Growth Processes, NQF Level 6, 8 Credits.
- 242303-001-00 WM-04: Employment Relations Facilitation Processes, NQF Level 6, 12 Credits.
- 242303-001-00 WM-05: HRM Service Delivery Processes, NQF Level 6, 4 Credits.

Total number of credits for Work Experience Modules: 36

Information: Completion of the Qualification

The Following is Included

- Learning Material
- Assessment
- External Moderation/Verification
- The cost of the External Integrated Summative Assessment (EISA) is excluded unless otherwise stated.
- Once found competent, the QCTO will issue certification.

How is this Qualification Completed?

- **Contact Sessions (Study Schools)**
 - Face-to-face contact sessions or virtual contact sessions.
- **Distance Learning (Self Directed Study)**
 - Learners will go through the study material on his/her own.
- **Recognition of Prior Learning (RPL)**
 - Qualifying learners may be able to complete the qualification as RPL.
- **Company Bookings and/or Learnerships**
 - Qualifications can be presented as learnerships.
 - Contact Session dates can also be scheduled specifically for companies who do group bookings.
 - Individual staff members and smaller groups can be slotted in as per the training schedule.
- **Support**
 - Support is available via MS Teams, email, phone or by an appointment.

1	2	3	4
• Contact Learners attend contact sessions (face-to-face or virtual). • Distance learners work through learning material	• Submit Portfolio of Evidence (PoE) for assessment once completed.	• Once declared competent for the portfolio(s), the training provider will issue a statement of results. • This is a pre-requisite to complete the EISA.	• Training Provider applies to QCTO for the student to complete the External Integrated Summative Assessment (EISA). • Once found competent for the EISA, QCTO will issue certification.

Workplace Experience

Learners will be responsible to source a suitable workplace to complete the workplace assignments. A logbook will need to be completed. The portfolio of evidence makes provision for logbook.