

## DIPLOMA IN HUMAN RESOURCES MANAGEMENT

### PURPOSE OF THE QUALIFICATION.

This course will be useful to people who support and participate in human resources management and practices.

People who have acquired this qualification, will be able to:

- support the implementation of processes and systems related to human resources management and practices in one or more of the following role clusters:
- acquisition, development and utilization of people
- establishment and improvement of labour and employee relations
- compensation and administration related to human resources management and practices
- collect, collate, and distribute information related to people management in line with a given plan
- provide advice on or refer to appropriate person in response to queries on organization

procedures related to people management

- demonstrate basic understanding of people dynamics and impact in the workplace
- demonstrate basic understanding of the functioning of business and the role and contribution of individuals within organizations.

### EXIT LEVEL OUTCOMES

On completion of this course, the learner will be able to:

- Perform administrative duties related to human resources management and practices
- Support the implementation of procedures and systems related to human resources management and practices in all of the following role clusters:
- compensation and administration related to human resources management and practices

- Collect, collate, and distribute information related to human resources management and practices in the context of a predetermined plan
- Provide advice on or refer to appropriate person in response to queries on organization procedures related to human resources management and practices

### COURSE DURATION :

(N4 – N6 )18 months

### AWARD :

A student will qualify for a National N Diploma in **Human Resources Management** on completion of a minimum of 12 subjects, ranging from N4 - N6, together with a minimum of **18 months in-service** training.

### Certification Body :

All N Certificate and Diplomas are issued by the National Department of Education

and are recognised by Commerce and Industry.

### SYLLABUS :

#### Subjects in N4 (6Months)

- Computer Practice
- Personal Management
- Entrepreneur and Business Management
- Management communication

#### Subjects in N5 (6Months)

- Computer Practice
- Personal Management
- Labour Relation
- Personnel Training

#### Subjects in N6 (6Months)

- Computer Practice
- Personal Management
- Labour Relations
- Personnel Training

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