

# Diploma: HR Management Practice and Support

SAQA Qualification – National Diploma: HR Management & Practices  
NQF Level 5, Qualification ID 61592 (Learning Programme 49692)



MACCAUVLEI

Accredited by the SABPP – 58106L015MT

## QUALIFICATION PURPOSE

Holders of the Qualification will 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.

## QUALIFICATION OUTCOMES

### STUDY SCHOOL 1: HR Leadership

Learners are challenged to identify their shortcomings with regards to leading HR practices and playing the role of a strategic business partner. This unit includes a critical evaluation of the labour market and ends with the concept of HR Consultation and Professional Facilitation.

### STUDY SCHOOL 2: Staffing and Best Practice

Learners are equipped to diagnose their units in terms of strategy, productivity and skills. In addition to this they will be given project and change skills to implement improvements.

### STUDY SCHOOL 3: Organisation Analysis

Learners are introduced to concepts relating to career management. This will establish the foundations for acquiring and managing talent according to best practice principles. It includes the management of induction.

### STUDY SCHOOL 4: Training and Development

Learners are given the skills to develop basic performance contracts and to manage the training and development of people according to quality requirements.

### STUDY SCHOOL 5: Labour Relations

Learners are able to: apply employment equity in transformation; apply the Basic Conditions of Employment Act; draft an employment contract; apply the Labour Relations Act to collective agreement and bargaining councils; monitor and advise on conditions of employment and related rights; institute disciplinary action; and facilitate the resolution of grievances.

### STUDY SCHOOL 6: Knowledge Management

Learners are capable of: managing the capture, storage and retrieval of HR information using an information system; manage the design, development and review of an HR information system; manage learner information as required by SAQA/NQF regulations; and manage payroll records.

## WHO SHOULD ATTEND?

This diploma will be useful to people who operationalise some aspects of the core processes and practices at a basic level across the four role clusters in human resources management and practices:

- 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

## DURATION OF TRAINING

6 Study Schools of 5 contact days each, all spread over a period of 24 months

## MACCAUVLEI ENTRY REQUIREMENTS

- NQF Level 4 / Grade 12 (Matric) Certificate and
- Any other HR Certificate (1 Year)
- Three (3) Years HR Experience
- A service record and CV, conforming to very specific criteria that is required as part of the application process

## LEARNING ASSUMED TO BE IN PLACE

- Communication at NQF Level 4
- Mathematical literacy at NQF Level 4
- Computer literacy at NQF Level 4

## CERTIFICATION

Learners who successfully complete all portfolios per Study School, a Summative Integrated Portfolio and pass the National Board Exam, will be awarded the full Qualification.

## Contact Details

For registration forms or more detail please contact us:

Telephone: +27 (0) 11 439 3900 • E-mail: [info@maccauvlei.co.za](mailto:info@maccauvlei.co.za) • website: [www.maccauvlei.co.za](http://www.maccauvlei.co.za)

# Diploma: HR Management Practice and Support

SAQA Qualification – National Diploma: HR Management & Practices  
NQF Level 5, Qualification ID 61592 (Learning Programme 49692)



MACCAUVLEI

Core Fundamental Elective	Unit Standard ID	Unit Standard	Level	Credits
<b>Study School 1</b>				
Core	117871	Facilitate learning using a variety of given methodologies	5	10
Core	15229	Implement codes of conduct in the team, department or division	5	3
Core	252034	Monitor and evaluate team members against performance standards	5	4
Core	15220	Set, monitor and measure the achievement of goals and objectives for a team, department or division within an organisation	5	4
Fundamental	10044	Implement a generic communication strategy	5	10
Fundamental	12433	Use communication techniques effectively	5	8
Fundamental	115791	Use language and communication strategies for vocational and occupational learning	5	5
<b>Study School 2</b>				
Core	114882	Develop holistic productivity improvement strategies and plans	5	10
Core	15215	Identify and interpret best practice guidelines, and plan for and implement best practice within the team, department or division	5	4
Core	114886	Measure and assess the factors that influence labour productivity and establish the relative impact of each factor	5	8
Core	10148	Supervise a project team of a business project to deliver project objectives	5	14
Core	12138	Conduct an organisational needs analysis	6	10
Fundamental	110528	Compile and control a budget for a range of office supply requirements	5	4
Elective	114885	Prepare and communicate a productivity improvement plan for a functional unit	5	6
Elective	114879	Promote a productivity improvement strategy	5	10
<b>Study School 3</b>				
Core	7848	Manage the induction of new staff	5	5
Core	15214	Recognise areas in need of change, make recommendations and implement change in the team, department or division	5	3
Core	12140	Recruit and select candidates to fill defined positions	5	9
Elective	11911	Manage individual careers	5	5
<b>Study School 4</b>				
Core	115753	Conduct outcomes-based assessment	5	15
Core	15232	Co-ordinate planned skills development interventions in an organisation	5	6
Elective	15228	Advise on the establishment and implementation of a quality management system for skills development practices in an organisation	5	10
Elective	263976 (Previously 114924)	Demonstrate understanding of the outcomes-based education and training approach within the context of a National Qualifications Framework	5	4
Elective	15217	Develop an organisational training and development plan	5	6
Elective	252041 (Previously 15222)	Promote a learning culture in an organisation	5	3
Elective	15221	Provide information and advice regarding skills development and related issues	5	4

## Contact Details

For registration forms or more detail please contact us:

Telephone: +27 (0) 11 439 3900 • E-mail: [info@maccauvlei.co.za](mailto:info@maccauvlei.co.za) • website: [www.maccauvlei.co.za](http://www.maccauvlei.co.za)

# Diploma: HR Management Practice and Support

SAQA Qualification – National Diploma: HR Management & Practices  
NQF Level 5, Qualification ID 61592 (Learning Programme 49692)



MACCAUVLEI

Study School 5				
Core	116927	Apply the principles of employment equity to organizational transformation	5	10
Core	114274	Demonstrate and apply an understanding of the Basic Conditions of Employment Act	5	8
Core	114273	Demonstrate and apply an understanding of the Labour Relations Act with respect to collective agreements and bargaining councils	5	6
Core	11907	Draft an employment contract	5	3
Core	11286	Institute disciplinary action	5	8
Core	11909	Monitor and advise on substantive conditions of employment and related rights and obligations in an organisation	5	5
Core	10985	Conduct a disciplinary hearing	6	5
Core	12139	Facilitate the resolution of employee grievances	6	5
Study School 6				
Core	115830	Develop own ability to provide a business advisory service for SMMEs	5	10
Core	7882	Manage payroll records	5	6
Core	10171	Manage the capture, storage and retrieval of human resources information using an information system	5	3
Elective	114925	Manage learner information using an information management system	5	4
Elective	11906	Manage the design, development and review of an HR information system	5	3

## Contact Details

For registration forms or more detail please contact us:

Telephone: +27 (0) 11 439 3900 • E-mail: [info@maccauvlei.co.za](mailto:info@maccauvlei.co.za) • website: [www.maccauvlei.co.za](http://www.maccauvlei.co.za)