Higher Occupational Certificate: HRM Administrator

QCTO Curriculum Code: 441601-001-00-00
SAQA Qualification ID: 121150, Level 5, 120 credits
Accredited by the QCTO:

MACCAUVLEI LEARNING ACADEMY

QUALIFICATION PURPOSE

The purpose of this qualification is to prepare a learner to function as a Human Resource Management Administrator. Completing this occupational qualification can lead to several societal benefits.

- It can help to improve the quality of HRM practices, resulting in more efficient and effective management of an organisation's workforce. This can lead to higher levels of job satisfaction and productivity among employees, which can positively impact society.
- It can promote greater transparency and accountability in HRM processes, which can help to reduce discrimination and ensure fair treatment for all employees.
- By establishing a standard set of competencies and knowledge requirements, an occupational qualification can facilitate the mobility of HRM professionals, allowing them to work in various sectors and organisations, thereby increasing the availability of qualified HRM professionals and contributing to the economy's overall growth.

QUALIFICATION OUTCOMES

On the successful completion of this Occupational Qualification, learners will be able to:

- Collect Human Resource Management data and process the data into appropriate information that is available for decision-making.
- Provide administrative services for the full range of HRM services.
- Monitor, support, and maintain the various communication and administrative processes with relevant stakeholders to optimise the employment relations in the organisation.
- Compile, maintain and ensure the safeguarding of all HRM records.

TRAINING APPROACH

Occupational Qualifications are divided into three components, theory, practical and a work-based component which will allows the learner to gain the necessary experience in their field and to empower them to be 'work ready".

Learners will be expected to attend 4 study blocks during which both Knowledge and Practical Skills Modules will be covered and formative and internal summative assessments will be conducted. (See overleaf for an overview of the Study Blocks).

After each study block learners will be required to complete the Work Experience Modules in the workplace.

WHO SHOULD ATTEND?

This NQF Level 5 qualification is aimed at individuals interested in pursuing a career in HRM or those currently working in HRM roles who wish to formalise their skills and knowledge. This may include individuals who have completed post-secondary education in a related field but have yet to obtain a formal HRM qualification

DURATION OF TRAINING
4 x Study Blocks spread over a period of 12 months
Each Study Block = 4 days
(Refer overleaf for more detail)

MACCAUVLEI ENTRY REQUIREMENTS
NQF Level 4 with proven competence of Communication Literacy
OR
Grade 12 (Matric) Certificate

CERTIFICATION

On successful completion of ALL Modules learners will be externally assessed though an External Integrated Summative Assessment (EISA), conducted by an Accredited Assessment Centre*, which identifies, gathers and interprets the information against the required competencies in a OQSF-registered qualification or part-qualification. The EISA is a single, national assessment leading to the awarding of an Occupational Certificate and is an integral and critical component of the QCTO's quality assurance system. It ensures that the assessment of occupational qualifications, part-qualifications and trades is standardised, consistent and credible.

On successful completion of the EISA, the full Qualification will be awarded

ARTICULATION & PROGRESSION

The learner will be able to progress to other NQF Level 5 and 6 occupational qualifications such as:

Horizontal:
Occupational Certificate; T&D Practitioner (SAQA ID: 101321, Level 5, 190 credits)

Vertical:
Advanced Occupational Certificate; L&D Professional (SAQA ID: 121276, Level 6, 280 credits)
Advanced Occupational Certificate; HRM Officer (SAQA ID: 121151, Level 6, 134 credits)

*A centre accredited by the QCTO for the purpose of conducting EISA for registered occupational qualifications or trades

Contact Details
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CURRICULUM STRUCTURE

KNOWLEDGE MODULES			
Number	**Title**	**Level**	**Credits**
441601-001-00-00-KM-01	Introduction to Organisations and Human Resource Management	5	4
441601-001-00-00-KM-02	Data management and interpretation	5	12
441601-001-00-00-KM-03	Administration of Staff Procurement	5	16
441601-001-00-00-KM-04	Professional Administration for HRM Service Delivery	5	6
441601-001-00-00-KM-05	HRM Record Keeping	5	4
	Total Knowledge Credits		**42**

PRACTICAL SKILLS MODULES			
Number	**Title**	**Level**	**Credits**
441601-001-00-00-PM-01	Collect and Process HRM data.	5	12
441601-001-00-00-PM-02	Coordinate and Provide administrative services for a full range of HRM processes.	5	12
441601-001-00-00-PM-03	Coordinate HRM communication to enhance Employment Relations.	5	8
441601-001-00-00-PM-04	Compile, maintain and ensure the safeguarding of all HRM records	5	10
	Total Practical Skills Credits		**42**

WORK EXPERIENCE MODULES			
Number	**Title**	**Level**	**Credits**
441601-001-00-00-WM-01	HRM Data Collection and data management processes	5	8
441601-001-00-00-WM-02	Administrative processes for a full range of HRM services and processes	5	12
441601-001-00-00-WM-03	Organisational Communication Processes	5	8
441601-001-00-00-WM-04	Processes for compiling, maintaining, and securing HRM records	5	8
	Total Work Experience Credits		**36**
	Total Qualification Credits		**120**

Knowledge Percentage	35%	Practical Skills Percentage	35%	Workplace Percentage	30%	

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STUDY BLOCKS

The Modules that make up the Higher Occupational Certificate: HRM Administrator (441601-001-00-00) will be presented as follows:

Study Block		Duration	Delivery Mode	Module	Module Title	Credits
1	HRM Communication & Service Delivery	4 days	Contact Session: Face to Face and/or online	KM-01	Introduction to Organisations and Human Resource Management	4
				PM-03	Coordinate HRM communication to enhance Employment Relations.	8
		On the job: +/- 21 days	Workplace Application under the supervision of an SME	WM-03	Organisational Communication Processes	8
2	HRM Data Management& Record Keeping	4 days	Contact Session: Face to Face and/or online	KM-02	Data management and interpretation	12
				PM-01	Collect and Process HRM data.	12
		On the job: +/- 32 days	Workplace Application under the supervision of an SME	WM-01	HRM Data Collection and data management processes	8
		4 days	Contact Session: Face to Face and/or online	KM-05	HRM Record Keeping	4
				PM-04	Compile, maintain and ensure the safeguarding of all HRM records	10
		On the job: +/- 20 days	Workplace Application under the supervision of an SME	WM-04	Processes for compiling, maintaining, and securing HRM records	8
3	HRM Administrative Services	4 days	Contact Session: Face to Face and/or online	KM-03	Administration of Staff Procurement	16
		Application: +/- 23 days	Self Study	KM-04	Professional Administration for HRM Service Delivery	6
4	HRM Administrative Processes	5 days	Contact Session: Face to Face and/or online	PM-02	Coordinate and Provide administrative services for a full range of HRM processes.	12
		On the job: +/- 26 days	Workplace Application under the supervision of an SME	WM-02	Administrative processes for a full range of HRM services and processes	12
On successful completion of all Modules a SoR (Statement of Results) will be issued by Maccauvlei that entitles you to enrol for the EISA						
Complete EISA (Accredited Assessment Centre)						
Qualification to be awarded by AQP (Assessment Quality Partner)						