

NATIONAL DIPLOMA: HUMAN RESOURCES MANAGEMENT

Qualification code: NDHR96

Campus where offered: Pretoria, eMalahleni and Polokwane campuses

Important notification to new applicants:

Students who intend to enrol for this qualification for the first time in 2017 should note that it will not be possible to continue with any Baccalaureus Technologiae as from 2020, since it is being replaced by qualifications aligned with the newly-implemented Higher Education Qualification Sub-Framework. Potential students are advised to consult the University's website for any new qualifications which might not be published in this Prospectus.

REMARKS

a. *Admission requirement(s) and selection criteria:*

• **FOR APPLICANTS WHO OBTAINED A SENIOR CERTIFICATE BEFORE 2008:**

Admission requirement(s):

A Senior Certificate or an equivalent qualification.

Selection criteria:

Selection is based on a TUT potential assessment.

• **FOR APPLICANTS WHO OBTAINED A NATIONAL SENIOR CERTIFICATE IN OR AFTER 2008:**

Admission requirement(s):

A National Senior Certificate with a bachelor's degree or a diploma endorsement, or an equivalent qualification with an achievement level of at least 4 for English (home language or first additional language) and 3 for Mathematics or 3 for Mathematical Literacy. Applicants with a 3 for English (home language or first additional language) and 3 for Mathematics or Mathematical Literacy will be considered for the National Diploma (Extended Curriculum).

Selection criteria:

To be considered for this qualification, applicants must have an Admission Points Score (APS) of at least **24**. A score of **21** is required for the National Diploma (Extended Curriculum).

Assessment procedures:

Applicants with a final APS of 24 and more will be admitted to the programme. Applicants with a score of 21 to 23 will be admitted to the National Diploma (Extended Curriculum).

• **FOR APPLICANTS WITH A NATIONAL CERTIFICATE (VOCATIONAL):**

Admission requirement(s):

A National Certificate (Vocational) with at least 50% for English (home language or first additional language) and 50% for Mathematics or Mathematical Literacy, 50% for Life Orientation (excluded for APS calculation), 60% for any other three compulsory vocational subjects and 50% for the fourth subject.

The certificate must be in any of the following fields: management, marketing, hospitality, tourism, office administration, information technology, computer science, finance, economics or accounting.

Selection criteria:

To be considered for this qualification, applicants must have an Admission Points Score (APS) of at least **27**.



- b. *Minimum duration:*
Three years.
- c. *Presentation:*
Day classes.
- d. *Intake for the qualification:*
January only.
- e. *Practicals:*
A compulsory practical programme that is additional to the normal syllabus for Personnel Management III. Students will attend the VIP Payroll course during the June/July or September/October recess.
- f. *Exclusion and readmission:*
See Chapter 2 of Student's Rules and Regulations.
- g. *Subject credits:*
Subject credits are shown in brackets after each subject.

CURRICULUM

FIRST YEAR

CODE	SUBJECT	CREDIT	PREREQUISITE SUBJECT(S)
BMN120T	Business Management I	(0,200)	
ENG120T	English (A level)	(0,200)	
PRM110T	Personnel Management I	(0,200)	

plus one of the following subjects:

ACP100T	Accounting for Personnel Practitioners	(0,200)	
QTQ100T	Quantitative Techniques I (not offered at Polokwane Campus)	(0,200)	

FIRST SEMESTER

EUC10AT	End-User Computing IA	(0,100)	
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SECOND SEMESTER

EUC10BT	End-User Computing IB	(0,100)	
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TOTAL CREDITS FOR THE FIRST YEAR: **1,000**

SECOND YEAR

CODE	SUBJECT	CREDIT	PREREQUISITE SUBJECT(S)
BMN230T	Business Management II	(0,200)	Business Management I
IRS100T	Industrial Relations I	(0,200)	
LLA100T	Labour Law	(0,200)	
MTN100T	Management of Training I	(0,200)	
PRM210T	Personnel Management II	(0,200)	Personnel Management I

TOTAL CREDITS FOR THE SECOND YEAR: **1,000**



THIRD YEAR

CODE	SUBJECT	CREDIT	PREREQUISITE SUBJECT(S)
BMN330T	Business Management III	(0,250)	Business Management II
IRS200T	Industrial Relations II	(0,250)	Industrial Relations I
MTN200T	Management of Training II	(0,250)	Management of Training I
PRM310T	Personnel Management III	(0,250)	Personnel Management II
TOTAL CREDITS FOR THE THIRD YEAR:		1,000	
TOTAL CREDITS FOR THE QUALIFICATION:		3,000	

