



Admission requirements

Minimum academic requirements for Tshwane University of Technology

In addition to the National Senior Certificate (general or vocational), with a minimum of 7 subjects, a candidate must meet the following subject requirements for the programme:

Subject requirements

Subject	Minimum Score
Specific subjects: • English (home language or first additional language) • Mathematics or Mathematical Literacy	3 3
Additional subjects: Any four other (20-credit) subjects*	4 x 3
Total APS Score	18

**A candidate may have a score of two in one of the additional subjects as long as the final score still adheres to the minimum total score as stipulated for the programme.*

Academic requirements for this qualification

- Applications will be assessed against all the admission requirements.
- Applicants with a final APS score of 22 and more, according to the formula, will be accepted. Acceptance is subjected to available capacity according to the Student Enrolment Plan (SEP).
- Applicants with a score between 18 and 21 will be admitted to the Foundation Programme for Human Resources Management.

Duration

Three years: Full time day classes, or block course.

Career description

Personnel officer: Procurement:

Placement of advertisements, evaluation of applicants, presentation of induction courses, human resource planning.

Personnel officer: Labour relations:

Negotiations with labour unions, establishment of and adherence to grievances and disciplinary procedures.

Training officer:

Compilation and presentation of training programmes.

Career opportunities

This programme will be appropriate for people who are employed in positions like personnel officer, personnel manager, training officer, or labour relations officer.

Subjects

First Year

Business Management
 Personnel Management
 English A or English B
 Accounting for Personnel Practitioners

Second Year

Labour Law
 Business Management
 Management of Training
 Personnel Management
 Industrial Relations

Third Year

Business Management
 Management of Training
 Personnel Management
 Industrial Relations
 End-User Computing

Further studies after the completion of the National Diploma

After the completion of the National Diploma you can continue your studies up to Doctorate level.

Enquiries

Department of People Management and Development
 Tel. 012 382 5405

Website

www.tut.ac.za (Faculty of Management Sciences)



Postal address

The Registrar
Tshwane University of Technology
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*Live your life.
Create your destiny.*

- diversity
- ethics
- relevance
- entrepreneurship
- quality**
- care
- partnerships
- professionalism



Faculty of Management Sciences
Department of People Management and Development
National Diploma: Human Resources Management

