

## NATIONAL DIPLOMA: HUMAN RESOURCES MANAGEMENT

### Qualification code: NDHR96 - NQF Level 6

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 or thereafter, 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 Potential students are advised to consult the University's website for any new qualifications which might not be published in this Prospectus.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 Point 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 Point 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 Students' Rules and Regulations.
- g. *Recognition of Prior Learning (RPL), equivalence and status:*  
See Chapter 30 of Students' Rules and Regulations.
- h. *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)	
<b>plus one of the following subjects:</b>			
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:		<b>1,000</b>	
TOTAL CREDITS FOR THE QUALIFICATION:		<b>3,000</b>	

## SUBJECT/MODULE INFORMATION (OVERVIEW OF SYLLABUS)

The syllabus content is subject to change to accommodate industry changes. Please note that a more detailed syllabus is available at the Department or in the study guide that is applicable to a particular subject/module. On 13 September 2017, the syllabus content was defined as follows:

### A

#### **ACCOUNTING FOR PERSONNEL PRACTITIONERS (ACP100T) 1 X 3-HOUR PAPER** (Subject custodian: Department of Accounting)

Introduction to accounting, the accounting equation, books of prime entry, bank reconciliation statements, debtors and creditors control accounts. Adjustments, financial statements (sole trader), inventory (different systems and valuation), budgets and budgetary control, non-current assets and their disclosure, manufacturing accounts, cost-volume-profit analysis, different forms of enterprise, their financial statements and related matters, basic cost accounting and cost behaviour. (Total tuition time: ± 60 hours)

### B

#### **BUSINESS MANAGEMENT I (BMN120T) 1 X 3-HOUR PAPER** (Subject custodian: Department of Management and Entrepreneurship)

A focus on the different management functions of business organisations in the South African environment. It describes how managers should manage resources and activities in such a way that organisations can operate as profitably as possible. (Total tuition time: not available)

#### **BUSINESS MANAGEMENT II (BMN230T) 1 X 3-HOUR PAPER** (Subject custodian: Department of Management and Entrepreneurship)

The financial and operations functions are dealt with comprehensively. Financial Management offers students insight into finance theory and practice with emphasis on financial decision making which will increase the value of the business organisation. Financing decisions of investment, financing and working capital management are dealt with. Operations management gives an overview of the activities of the operations function in the manufacturing and services sectors. (Total tuition time: ± 60 hours)

#### **BUSINESS MANAGEMENT III (BMN330T) 1 X 3-HOUR PAPER** (Subject custodian: Department of Management and Entrepreneurship)

Students acquire a basic knowledge of the principles of marketing management and in-depth study of general management. (Total tuition time: ± 60 hours)

### E

#### **ENGLISH (A LEVEL) (ENG120T) 1 X 3-HOUR PAPER** (Subject custodian: Department of Applied Languages)

Language acts of the individual (interpretation and analysis of messages, construction of effective messages, improving personal style, oral and body language, questioning and answering techniques). Theory, methods and principles of communication (defining communication and language dynamics, relationship between speaker and listener, principles of effective communication in business, style, register and language techniques, verbal and non-verbal communication, appeal and persuasion). Language acts in industry (communication structures, formulating messages for various purposes and selecting appropriate media, language in problem-solving and decision-making, group communication: written and oral, client and customer relations: written and oral messages, language and media). Language acts in the larger group and society (language and media, intercultural communication, visual codes, graphics and statistics, stereotypes in society, public communication). (Total tuition time: ± 90 hours)



**END-USER COMPUTING IA (EUC10AT)****CONTINUOUS ASSESSMENT*****(Subject custodian: End User Computing Unit)***

Students have to acquire theoretical knowledge (computing fundamentals) and practical skills as end-users in operating systems and MS Office Suite applications (MS Word, MS Excel and MS PowerPoint) on an introductory level. Students will do online and computer-based tests. The modules are mapped with SAQA and IC3 Essential Skills for Digital Literacy (international certification). (Total tuition time: ± 40 hours)

**END-USER COMPUTING IB (EUC10BT)****CONTINUOUS ASSESSMENT*****(Subject custodian: End User Computing Unit)***

Students have to acquire practical skills as end-users in MS Office Suite applications (MS Excel Intermediate and MS Access Essentials), graphic design and dealing with the Internet, networks and how to search for information. Students will do online and computer-based tests. The modules are mapped with SAQA and IC3 Essential Skills for Digital Literacy (international certification). (Total tuition time: ± 30 hours)

**I****INDUSTRIAL RELATIONS I (IRS100T)****1 X 3-HOUR PAPER*****(Subject custodian: Department of People Management and Development)***

An introduction to the South African industrial relations system, conflict management, the history of South African industrial relations, South African labour laws, an overview of environmental influences on industrial relations. The role of communication in the workplace, employee representation, employee participation, grievances and discipline in the workplace, dismissals, trade union rights in South Africa, dispute procedures and strikes. (Total tuition time: ± 96 hours)

**INDUSTRIAL RELATIONS II (IRS200T)****1 X 3-HOUR PAPER*****(Subject custodian: Department of People Management and Development)***

Employment equity and affirmative action, trade unions and employer organisations in South Africa, the role of the government in industrial relations, collective bargaining structures and collective agreements, workplace forums. Dismissal procedures and practice, negotiation practice, dispute resolution practice, managing industrial action and future perspectives on South African industrial relations. (Total tuition time: ± 96 hours)

**L****LABOUR LAW (LLA100T)****1 X 3-HOUR PAPER*****(Subject custodian: Department of Law)***

Introduction to Law. Common Law. Basic Conditions of Employment Act, 1997 (Act No. 75 of 1997), the Employment Equity Act, 1998 (Act No. 55 of 1998), Unemployment Insurance Act, 2001 (Act No. 63 of 2001), Compensation for Occupational Injuries and Diseases Act, 1993 (Act No. 13 of 1993), Occupational Health and Safety Act, 1993 (Act No. 85 of 1993); and the Skills Development Act, 1998 (Act No. 97 of 1998). A detailed discussion on the Labour Relations which includes freedom of association, organisational rights, collective bargaining overview of dispute resolution, dismissals and strikes. (Total tuition time: ± 60 hours)

**M****MANAGEMENT OF TRAINING I (MTN100T)****1 X 3-HOUR PAPER*****(Subject custodian: Department of People Management and Development)***

Background to the management of training and the importance of training in South Africa. Background to the functioning of training in organisations. Basic skills in the administration of training. How to function as an instructor. (Total tuition time: ± 96 hours)

**MANAGEMENT OF TRAINING II (MTN200T)****1 X 3-HOUR PAPER*****(Subject custodian: Department of People Management and Development)***

How to perform situation analyses. How to learn and write learning content, how to evaluate the training programme. An overview of management development. (Total tuition time: ± 96 hours)



**P****PERSONNEL MANAGEMENT I (PRM110T)****1 X 3-HOUR PAPER****(Subject custodian: Department of People Management and Development)**

A broad frame of reference regarding psychological aspects of individual behaviour and social processes. An introduction to the responsibilities and realities of a career in personnel management. An introduction to the aspects that will be studied in depth in Personnel Management II and III, Management of Training and Labour Relations. A synopsis of all the functions of personnel management. (Total tuition time: ± 96 hours)

**PERSONNEL MANAGEMENT II (PRM210T)****1 X 3-HOUR PAPER****(Subject custodian: Department of People Management and Development)**

The planning and employment phase in organisations. Aspects, such as job analysis, human resource planning, recruitment and selection, are studied and applied in practice, based on practical liaison, assignment, case studies and role-playing. The maintenance phase of personnel management to promote job satisfaction. Aspects, such as induction, merit and remuneration management, are studied. Practical experience in these skills is obtained through practical liaison, assignments, case studies and role-playing. (Total tuition time: ± 96 hours)

**PERSONNEL MANAGEMENT III (PRM310T)****1 X 3-HOUR PAPER****(Subject custodian: Department of People Management and Development)**

The dynamic factors in personnel management, the development of and an introduction to the personnel managers' role in a business. Insight into specific functions in order to understand other functions. Basic interpersonal and intrapersonal skills required to be a successful personnel manager. Proficiency in measuring and controlling labour turnover and absenteeism, basic interpersonal and intrapersonal skills required to succeed as a personnel manager or practitioner. (Total tuition time: ± 96 hours)

**Q****QUANTITATIVE TECHNIQUES I (QTQ100T)****1 X 3-HOUR PAPER****(Subject custodian: Department of Mathematics and Statistics)**

Introduction to statistics and sampling methods, organisation and description of data using tables and graphs, measures of location and dispersion, basic probability, probability distributions (binomial, poisson, normal), Introduction to sampling distributions (means and proportions), confidence intervals, hypothesis testing, Chi-squared tests, regression and correlation analysis, time series analysis, index numbers, elementary interest calculations. (Total tuition time: ± 100 hours)

