

## NATIONAL DIPLOMA: HUMAN RESOURCES MANAGEMENT (Extended curriculum programme with foundation provision) Qualification code: NDHRF0 - NQF Level 6

Campus where offered: Pretoria, eMalahleni and Polokwane campuses (day classes)  
Last year of new intake: 2018  
Teach-out (phase-out) date: 31 December 2025

Students registered for this qualification should complete their studies according to the teach-out date prescribed for the qualification, subject to the stipulations of Regulation 3.1.11 and 3.1.13 in the Students' Rules and Regulations.

Information on phased-out programmes can be obtained from the TUT website, [www.tut.ac.za](http://www.tut.ac.za).

### CURRICULUM

Consult the 2018 Faculty Prospectus for the full contents of the qualification.

#### FIRST YEAR

CODE	SUBJECT	CREDIT	PREREQUISITE SUBJECT(S)
FPBBS01	Foundation Basic Business Skills	(0,100)	
FPBFC01	Foundation Basic Financial Calculations	(0,100)	
FPENG03	Foundation English	(0,100)	
FPIRS01	Foundation Industrial Relations I	(0,100)	
FPPRM01	Foundation Personnel Management I	(0,100)	
TOTAL CREDITS FOR THE FIRST YEAR:		<b>0,500</b>	

#### SECOND YEAR

CODE	SUBJECT	CREDIT	PREREQUISITE SUBJECT(S)
BMN120T	Business Management I	(0,100)	Foundation Basic Business Skills
ENG120T	English (A level)	(0,100)	Foundation English
PRM110T	Personnel Management I	(0,100)	Foundation Personnel Management I
<b>plus one of the following subjects:</b>			
ACP100T	Accounting for Personnel Practitioners	(0,100)	Foundation Basic Financial Calculations
QTQ100T	Quantitative Techniques I (not offered at Polokwane Campus)	(0,100)	Foundation Basic Financial Calculations

#### 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 SECOND YEAR: **0,600**

#### THIRD YEAR

CODE	SUBJECT	CREDIT	PREREQUISITE SUBJECT(S)
BMN230T	Business Management II	(0,200)	Business Management I



IRS100T	Industrial Relations I	(0,100)	Foundation Industrial Relations I
LLA100T	Labour Law	(0,200)	
MTN100T	Management of Training I	(0,200)	Foundation Basic Business Skills
PRM210T	Personnel Management II	(0,200)	Personnel Management I
TOTAL CREDITS FOR THE THIRD YEAR:		<b>0,900</b>	

#### FOURTH 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 FOURTH YEAR:		<b>1,000</b>	
TOTAL CREDITS FOR THE QUALIFICATION:		<b>3,000</b>	

### SUBJECT 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. On 12 September 2018, 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****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)

**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)

**F****FOUNDATION BASIC BUSINESS SKILLS (FPBBS01)****1 X 3-HOUR PAPER****(Subject custodian: Department of Management and Entrepreneurship)**

Business behavioural skills, business management, the world of work, functioning of the organisation. (Total tuition time: ± 96 hours)

**FOUNDATION BASIC FINANCIAL CALCULATIONS (FPBFC01)****1 X 3-HOUR PAPER****(Subject custodian: Department of People Management and Development)**

Basic mathematical principles, basic accounting, basic financial management, basic economics and calculation. (Total tuition time: ± 96 hours)

**FOUNDATION ENGLISH (FPENG03)****1 X 3-HOUR PAPER****(Subject custodian: Department of Applied Languages)**

Interpret, relate and reflect on all available and relevant resource material in proper English. Communicate orally in a comprehensible and clear manner in both general and subject-specific communication. Demonstrate intermediate-level proficiency in written English. (Total tuition time: ± 96 hours)

**FOUNDATION INDUSTRIAL RELATIONS I (FPIRS01)****1 X 3-HOUR PAPER****(Subject custodian: Department of People and Management and Development)**

An introduction to the principles of labour relations, general labour regulation, employment contract and how to deal with employee grievances and disputes. (Total tuition time: ± 96 hours)

**FOUNDATION PERSONNEL MANAGEMENT I (FPPRM01)****1 X 3-HOUR PAPER****(Subject custodian: Department of People Management and Development)**

Behavioural differences, perception, personality, cognitive ability, attitude. (Total tuition time: ± 96 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 labour relations foundations, the labour relations environment, the state and labour laws, labour relations management systems, workplace level labour relations, collective labour relations, dispute resolution and industrial action. Students are introduced to labour relations management and the role of labour relations systems that form the basis for the second-year subject in the study field. (Total tuition time: ± 90 hours)

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

To describe the theoretical contexts from which behaviour in labour relationships are studied and explain the components of a complex labour relations system, the composition and challenges in the South African labour market, apply labour legislation and labour relations management practices regarding retrenchment and termination of employment, strategies of trade unions, employer organisation, collective bargaining and organisational rights, as well as negotiations and dispute resolution and the nature of industrial action. (Total tuition time: ± 90 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)**

This subject focuses on the context of South African legislation, which impacts on training and skills development to establish effective Human Resource Development (HRD) practices. It intends to define the basic competencies of students who need to be orientated about the theory and practice of HRD and adult learning in the workplace, students will acquire specific skills and knowledge in the areas such as concepts of training, learning theories and principles, adult learning (Adult Basic Education and Training), role and functions of HRD practitioner, training cycle, training legislation, managing the training department and administration of training and development in organisations. (Total tuition time: ± 90 hours)

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

Understand the Education, Training and Development (ETD) context in South Africa. The skills development process. Design and develop learning programmes. Explore different learning strategies. Learner Student support in ETD. Learning strategies for ETD. Administration of ETD in organisations. Presenting ETD. Team building and diversity management. (Total tuition time: ± 90 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 basic psychology and social perception that can be understood in the workplace, that include themes such as individual differences, human abilities, personality, frustration, conflict, stress, perception, learning, memory, attitudes, social perception, role theory and group dynamics. Students are introduced to the role of Human Resource Management that forms the basis for the second year-level of this subject. (Total tuition time: ± 90 hours)



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

The purpose of this subject is to equip students with the applied competence to operate within a Human Resources Management environment. Students will acquire specific skills and knowledge in the following areas: Job design and job analysis, Recruitment and selection, Employee on-boarding, motivation and retention, Career management, Performance management and appraisal and Managing compensation and benefits (Total tuition time: ± 90 hours)

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

The dynamic factors in Human Resources Management require assessment outcomes on organisational behaviour, organisational culture and socialisation, mentorship, globalisation as an economic and business activity, performance management, motivation in an organisation, group and team behaviour, stress in the workplace, structure and design of organisations, fundamentals of leadership, communication processes, decisions making, competency-based frameworks, diversity, technology in the HR environment, managing organisational change and learning and ethics in the workplace. (Total tuition time: ± 90 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)

