

DIPLOMA IN HUMAN RESOURCE MANAGEMENT

Dip (Human Resource Management) - NQF Level 6 (360 credits)

Qualification code: DPHR19

SAQA ID: 100969, CHE NUMBER: H16/14322/HEQSF

Campus where offered:

Pretoria, eMalahleni and Polokwane campuses

REMARKS

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

Acceptance is subject to available capacity according to the Student Enrolment Plan (SEP). Once a programme is full, a waiting list will be in place to provide an opportunity for applicants to fill places of those who did not register on time. Applicants will be informed of their status per official letter from the Office of the Registrar, alternatively, they can check their application status on the TUT website, www.tut.ac.za.

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

Admission requirement(s):

A Senior Certificate or an equivalent qualification.

Selection criteria:

Selection is based on a TUT potential assessment.

• **FOR APPLICANTS WITH A NATIONAL SENIOR CERTIFICATE OBTAINED 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 Technical Mathematics or Mathematical Literacy.

Selection criteria:

To be considered for this qualification, applicants must have an Admission Point Score (APS) of at least **24** (excluding Life Orientation).

Assessment procedure(s):

Applicants with a final APS of 24 and more will be admitted to the programme.

• **FOR APPLICANTS WITH A NATIONAL CERTIFICATE (VOCATIONAL) AT NQF LEVEL 4:**

Admission requirement(s):

A National Certificate (Vocational) at NQF Level 4 with a bachelor's degree or a diploma endorsement, with at least 50% for English (home language or first additional language), and 40% for Mathematics or Mathematical Literacy, and 40% for Life Orientation (excluded for APS calculation), and 50% for any other three compulsory vocational subjects.

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

Selection criteria:

To be considered for this qualification, applicants must have an Admission Point Score (APS) of at least **24** (excluding Life Orientation).



Assessment procedure(s):

Applicants with a final APS of 24 and more will be admitted to the programme.

- **FOR APPLICANTS WITH A NATIONAL N DIPLOMA (NQF LEVEL 6):**

Admission requirement(s):

Applicants with a National N Diploma (Nated 191: N6 in study field of HRM) issued by the Council for Quality Assurance in General and Further Education and Training (Umalusi), who obtained at least a 50% pass mark at TVET Level N6 for all modules in the HRM field of study (Labour Relations N6, Computer Practice N6, Personnel Management N6 and Personnel Training N6) will be exempted from the first-year modules and will start with second-year modules for the Diploma.

b. *Recognition of Prior Learning (RPL), equivalence and status:*
See Chapter 30 of Students' Rules and Regulations.

c. *Intake for the qualification:*
January only.

d. *Presentation:*
Day classes.

e. *Minimum duration:*
Three years.

f. *Exclusion and readmission:*
See Chapter 2 of Students' Rules and Regulations.

g. *WIL in Human Resources Management:*
See Chapter 5 of Students' Rules and Regulations.

CURRICULUM

FIRST YEAR

CODE	MODULE	NQF-L	CREDIT	PREREQUISITE MODULE(S)
ACP105D	Practical Accounting I	(5)	(24)	
BSM105D	Business Management I	(5)	(24)	
CAP105X	Communication for Academic Purposes	(5)	(10)	
CPL105X	Computer Literacy	(5)	(10)	
HRM105D	Human Resource Management I	(5)	(24)	
INI125D	Information Literacy I (block module)	(5)	(2)	
LF1125X	Life Skills I (block module)	(5)	(2)	
QTS105D	Quantitative Techniques	(5)	(24)	
TOTAL CREDITS FOR THE FIRST YEAR:			120	

SECOND YEAR

CODE	MODULE	NQF-L	CREDIT	PREREQUISITE MODULE(S)
BSM206D	Business Management II	(6)	(24)	Business Management I
HRD205D	Human Resource Development I	(5)	(24)	
HRM206D	Human Resource Management II	(6)	(24)	Human Resource Management I
LLW206D	Labour Law	(6)	(24)	
LRA205D	Labour Relations I	(5)	(24)	
TOTAL CREDITS FOR THE SECOND YEAR:			120	



THIRD YEAR

CODE	MODULE	NQF-L	CREDIT	PREREQUISITE MODULE(S)
BSM306D	Business Management III	(6)	(24)	Business Management II
HRD306D	Human Resource Development II	(6)	(24)	Human Resource Development I
HRM306D	Human Resource Management III	(6)	(24)	Human Resource Management I
HRX306D	WIL in Human Resources Management	(6)	(24)	
LRA306D	Labour Relations II	(6)	(24)	Labour Relations I
TOTAL CREDITS FOR THE THIRD YEAR:			120	
TOTAL CREDITS FOR THE QUALIFICATION:			360	

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 module. At time of publication, the syllabus content was defined as follows:

B

BUSINESS MANAGEMENT I (BSM105D) 1 X 3-HOUR PAPER *(Module 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 notional time: 240 hours)

BUSINESS MANAGEMENT II (BSM206D) 1 X 3-HOUR PAPER *(Module 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 notional time: 240 hours)

BUSINESS MANAGEMENT III (BSM306D) 1 X 3-HOUR PAPER *(Module custodian: Department of Management and Entrepreneurship)*

Students acquire skills to apply management functions, develop a broad understanding of business and management concepts. It relates to theoretical models that can be applied in a workplace such as change management, strategy and diversity management. The marketing management component provides students with advanced knowledge in areas such as applied principles in marketing and research, product development, design of the marketing plan, environmental analysis, creativity and innovation. (Total notional time: 240 hours)

C

COMMUNICATION FOR ACADEMIC PURPOSES (CAP105X) 1 X 3-HOUR PAPER *(Module custodian: Department of Applied Languages)*

A workable knowledge of English is an essential skill for any graduate who is required to conduct themselves successfully in a professional working environment. This module will equip students with the competencies required to compose a selection of written texts related to communicating both internally and externally within a professional environment. In addition, the module includes strategies that are essential for the effective communication in various situations, including small groups to avoid unproductive conflict, a multicultural context, etc. (Total notional time: 100 hours)



COMPUTER LITERACY (CPL105X)**CONTINUOUS ASSESSMENT*****(Module custodian: End User Computing Unit)***

Provides foundational knowledge in computing fundamentals, essential digital skills in key applications based on MS Office Suite and network basics (i.e. MS Outlook and Internet). Online exams are mapped with End-User Computing: SAQA 49077 (61591) Core Element as well as Internet and Computing Core Certification (IC3). (Total notional time: 100 hours)

HUMAN RESOURCE DEVELOPMENT I (HRD205D)**1 X 3-HOUR PAPER*****(Module custodian: Department of People Management and Development)***

This module 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 notional time: 240 hours)

HUMAN RESOURCE DEVELOPMENT II (HRD306D)**1 X 3-HOUR PAPER*****(Module 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. Student support in ETD. Learning strategies for ETD. Administration of ETD in organisations. Presenting ETD. Team building and diversity management. (Total notional time: 240 hours)

HUMAN RESOURCE MANAGEMENT I (HRM105D)**1 X 3-HOUR PAPER*****(Module 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 module. (Total notional time: 240 hours)

HUMAN RESOURCE MANAGEMENT II (HRM206D)**1 X 3-HOUR PAPER*****(Module custodian: Department of People Management and Development)***

The purpose of this module 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 notional time: 240 hours)

HUMAN RESOURCE MANAGEMENT III (HRM306D)**1 X 3-HOUR PAPER*****(Module 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, decision making, competency-based frameworks, diversity, technology in the HR environment, managing organisational change and learning and ethics in the workplace. (Total notional time: 240 hours)

I**INFORMATION LITERACY I (INI125D)****CONTINUOUS ASSESSMENT*****(Module custodian: Directorate of Library and Information Services)***

Introduction of information literacy. Development of a search strategy and application of a search string to search engines and academic databases. Evaluation of information sources. Ethical and legal use of information. (Total notional time: 20 hours)



L**LABOUR LAW (LLW206D)****1 X 3-HOUR PAPER****(Module 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 notional time: 240 hours)

LABOUR RELATIONS I (LRA205D)**1 X 3-HOUR PAPER****(Module 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 notional time: 240 hours)

LABOUR RELATIONS II (LRA306D)**1 X 3-HOUR PAPER****(Module custodian: Department of People Management and Development)**

The purpose of this module is 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 notional time: 240 hours)

LIFE SKILLS I (LF1125X)**CONTINUOUS ASSESSMENT****(Module custodian: Directorate of Student Development and Support)**

Personal, socio-emotional and academic skills development for students in higher education. This module includes: 1. Intra- and interpersonal skills (e.g. emotional intelligence, relationships, and conflict management); 2. General study skills (e.g. time management, goal setting, learning styles); 3. Health and wellness (e.g. HIV/AIDS, GBV issues, substance abuse); 4. Student life and adjustment (e.g. identity development, adjusting to a higher education environment); and 5. Financial management. (Total notional time: 20 hours)

P**PRACTICAL ACCOUNTING I (ACP105D)****1 X 3-HOUR PAPER****(Module 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 notional time: 240 hours)

Q**QUANTITATIVE TECHNIQUES (QTS105D)****1 X 3-HOUR PAPER****(Module 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 notional time: 240 hours)



WIL IN HUMAN RESOURCES MANAGEMENT (HRX306D)**CONTINUOUS ASSESSMENT**

(Module custodian: Department of People Management and Development)

The purpose of this module is to equip students with the applied competence to operate within a managerial context in an organisation. students will typically acquire specific skills and knowledge in the areas such as collaborative and teamwork, communication, critical thinking and problem-solving, initiatives and self-management, uses appropriate technology to accomplish tasks, applies technology skills to problem solving, creativity and innovation, information management, workplace context and culture and technical and work skills. (Total notional time: 240 hours)

