

NATIONAL DIPLOMA: Human Resources Management and Practices (NQF Level 5)

Expand your knowledge in this dynamic field with a qualification endorsed by the South African Board for People Practices

Attend this cutting-edge course in
Port Elizabeth and East London



GLOBAL BUSINESS SOLUTIONS
future thinking, now

 Accredited
by:

SABPPTM
SA BOARD FOR
PEOPLE PRACTICES
Setting HR standards



Pre-entry requirement:

Communication and mathematical competence at one level below that required for the fundamental components of the qualification.



NATIONAL DIPLOMA: Human Resources Management and Practices (NQF Level 5)

PORT ELIZABETH | EAST LONDON

National Diploma : Human Resource Management and Practices

SAQA ID CODE	61592
Learning Programme Code	49692
Delivery Method	Face-to-Face Learning
NQF LEVEL	5
Minimum Credits	249
Provider Credits	273

FIRST YEAR		SECOND YEAR	
CREDITS FOR YEAR 1	134	CREDITS FOR YEAR 2	139
NOTIONAL HOURS FOR YEAR 1	1 340	NOTIONAL HOURS FOR YEAR 2	1 390
Facilitation – Notional Hours (30%)	402	Facilitation – Notional Hours (30%)	417
Practical/Workplace – Notional Hours (70%)	938	Practical/Workplace – Notional Hours (70%)	973
MODULES: 1, 2, 3, 4, 5		MODULES: 6, 7, 8, 9, 10	

US Code	Unit Standard Title	NQF Level	Credits
MODULE 1 – COMMUNICATION 2 Days			
12433 F	Use Communication Techniques effectively	5	8
10044 F	Implement a generic communication strategy	5	10
115791 F	Use language and communication strategies for vocational and occupational learning	5	5
MODULE 1 Credits		23	
Notional Hours		230	
MODULE 2 – ADMINISTRATION 1 Day			
110528 F	Compile and control a budget for a range of office supply requirements	5	4
10171 C	Manage the capture, storage and retrieval of Human Resources information using an information system	5	3
7882 C	Manage Payroll Records	5	6
MODULE 2 Credits		13	
Notional Hours		130	
MODULE 3 – LEGAL FRAMEWORK 10 Days			
114274 C	Demonstrate and apply an understanding of the Basic Conditions of Employment Act (Act 75 of 1997)	5	8
114273 C	Demonstrate and apply an understanding of the Labour Relations Act with respect to Collective Agreements and Bargaining Councils	5	6
11907 C	Draft an employment Contract	5	3
11909 C	Monitor and advise on substantive conditions of employment and related rights and obligations in an organisation	5	5
116927 C	Apply the principles of employment equity to organisational transformation	5	10
337121 E	Demonstrate an understanding of collective agreements and bargaining councils	6	12
114307 E	Interpret and apply collective agreements	5	6
Module 3 Credits		50	
Notional Hours		500	

Our Branches:

JOHANNESBURG
Harrow Court 2
36 Boundary Road
Houghton
Tel: 011 483 3722
Fax: 011 483 1650
jhbmarketing@globalbusiness.co.za

EAST LONDON
Global House, 2nd Floor
3 Pearce Street
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PORT ELIZABETH
274 Cape Road
Newton Park
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MODULE 4 - HUMAN RESOURCE MANAGEMENT 2 Days

12140 C	Recruit and select candidates to fill defined positions	5	9
7848 C	Manage the induction of new staff	5	5
12138 C	Conduct an organisational needs analysis	6	10
Module 4 Credits		24	
Notional Hours		240	

MODULE 5 - LABOUR RELATIONS 2 Days

12139 C	Facilitate the resolution of employee grievance	6	5
11286 C	Institute disciplinary action	5	8
10985 C	Conduct a disciplinary hearing	6	5
114224 E	Demonstrate and apply an understanding of the CCMA Rules	5	3
114228 E	Demonstrate and apply an understanding of bargaining council rules	5	3
Module 5 Credits		24	
Notional Hours		240	

MODULE 6 – TEAM DYNAMICS 5 Days

10148 C	Supervise a project team of a business project to deliver project objectives	5	14
15220 C	Set, monitor and measure the achievement of goals and objectives for a team, department or division within an organisation	5	4
15230 C	Monitor Team members and measure effectiveness of performance	5	4
15214 C	Recognise areas in need of change, make recommendations and implement change in the team, department or division	5	3
15229 C	Implement codes of conduct in the team department or division	5	3
15215 C	Identify and interpret Best Practices guidelines, and plan for and Implement Best Practice within the team, department or division	5	4
264398 E	Evaluate and plan the role of self as leader in a function	6	5
MODULE 6 Credits		37	
Notional Hours		370	

MODULE 7 – SKILLS DEVELOPMENT FACILITATOR 5 Days

15221 E	Provide information and advice regarding skills development and related issues.	5	4
252041 E (15222)	Promote a learning culture in an organisation	5	5
15217 E	Develop an organisational training and development plan.	5	6
15218 E	Conduct an analysis to determine outcomes of learning of skills development and other purpose.	6	4
15232 C	Co-ordinate planned skills development interventions in an organisation.	5	6
15228 E	Advise on the establishment and implementation of a quality management system for skills development practices in an organisation.	5	10
Module 7 Credits		35	
Notional Hours		350	

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MODULE 8 – EDUCATION AND TRAINING / SKILLS DEVELOPMENT 2 Days

117871 C	Facilitate learning using a variety of given methodologies	5	10
115753 C	Conduct outcomes-based assessment	5	15
Module 8 Credits		25	
Notional Hours		250	

MODULE 9 – MANAGEMENT 2 Days

115830 C	Develop own ability to provide a business advisory service for SMME's	5	10
120311 E	Apply visionary leadership to develop strategy	5	10
259143 E	Demonstrate knowledge and insight into the relationship between strategic human resource planning and an organisation's strategic planning	6	4
Module 9 Credits		24	
Notional Hours		240	

Module 10 – WORKPLACE PRODUCTIVITY 2 Days

114886 C	Measure and assess the factors that influence labour productivity and establish the relative impact of each factor	5	8
114882 C	Develop holistic productivity improvement strategies and plans	5	10
Module Credits		18	
Notional Hours		180	

TOTAL CREDITS FOR PROGRAMME (MODULE 1,2,3,4,5,6,7,8,9,10) 273

TOTAL NOTIONAL HOURS FOR PROGRAMME (MODULE 1,2,3,4,5,6,7,8,9,10) 2 730

DURATION OF TRAINING (IN MONTHS) 24 Months

Key

F	Fundamental Unit Standard
C	Core Unit Standard
E	Elective Unit Standard

Where and When?

Please contact your nearest GBS office for commencement dates.

Cost:

Course Fee: R42 500 incl. VAT (2017) payable in advance*

*Course fee covers full two year programme

Please note:

All Public Courses are subject to minimum delegate numbers

Registration and Banking Details:

- Complete and fax the attached registration form to: (PE) 041 363 0043; (EL) 043 721 1027
- FNB – Acc: 52131103063 Branch: 210–121
- For Electronic payments, please use our invoice number that will be issued upon receipt of registration as a reference number.
- Please note that payment is due in advance.
- We require confirmation of payment via fax or e-mail prior to commencement of course.

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Who Should Attend?

- School leavers who want to pursue a career in any of the human resources fields
- Individuals who are already employed in human resources but want to secure a formal qualification
- Business owners or individuals in general management positions who want to have a better understanding of the HR functions in business

Why you should attend?

The field of Human Resource Management is not only dynamic as it involves close interaction with different people of all levels but it also provides individuals with a broad range of knowledge relating to business practices and processes, the complexities involved in managing employment relationships, South African employment law and the effective use of communication.

There is a specific focus in the following areas:

- Strategic planning for human resources management and practices.
- Acquisition, development and utilisation of people.
- Establishment and improvement of labour and employee relations.
- Compensation and administration related to human resources management and practices.

Presentation Methodology

The programme will be presented on a part time basis over a period of two years. This means that learners can continue to work while they study. Learners will be required to attend five modules per year with modules being presented through direct classroom facilitation as set out in the enclosed schedules. Actual dates will vary per region and is available on request from your local Global Business Solutions offices.

Learners will be required to complete formative assessments during the class time and after each module, there will be a summative assessment which will be due at the commencement of the next module. These will form part of the final assessment pack. There will be a final integrated exam.

Accreditation:



SAQA ID: 61592
LP: 49692, NQF Level 5,
Credits 249 (273)

Entry Requirements:

- Communication at NQF Level 4
- Mathematical Literacy at NQF Level 4

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REGISTRATION FORM

To secure your place at this course – please complete the following and fax the booking form to:
(PE) 041 363 0043; (EL) 043 721 1027

Our standard procedure is to acknowledge receipt of registration in writing.
If you have not received same, please contact us to confirm we have received your registration before incurring any additional expenses.

Course Name:	NATIONAL DIPLOMA: Human Resources Management and Practices (NQF Level 5)	Date:
East London		Port Elizabeth
Company/Delegate Name:		Tel No:
Persons Responsible for Payment:		Fax No:
Postal Address:		Disability assistance needed:
Physical Address:		Special Meals needed:
Vat no:		Purchase Order No:

DELEGATE DETAILS

No.	Delegate Name	ID Number	Email	Cell No.
1				
2				
3				
4				
5				

Terms and Conditions:

The accepted applications to attend the Global Business Solutions training courses/workshops are in every case subject to these terms and conditions

Payment: Payment must be made in full in advance.

Cancellations: Cancellation must be made in writing and received by Global Business Solutions 21 working days prior to the course/workshop start date. Transfer fees may be charged in the case of transfers to another programme. **Any cancellation or transfer instruction received less than 21 days prior to the course/workshop start date do not entitle the cancelling or transferring delegate to any refund or credit note and the full fee must be paid. Non-attendance on all or any one of the workshop days without written cancellation will result in no entitlement to any refund or credit and the company / delegate will be liable for the full fee.**

Indemnity: Global Business Solutions is absolved and indemnified against any loss or damage as a result of alteration or cancellation/postponement of any course/workshop arising from any cause whatsoever, including without limitation, any fortuitous event, Act of God, unforeseen occurrence or any other event that renders performance of the event impracticable or impossible. A "fortuitous event" includes, but is not limited to, war, fire, meals, riot, industrial action, extreme weather or other emergency.

Warranty of Authority: The signatory warrants that he/she has the authority to sign this Application and agrees to be personally liable to Global Business Solutions for payments falling due pursuant thereto should such warranty is breached. In the event that Global Business Solutions is obliged to take action against the participant and his/her employer shall be liable for and shall pay all costs, including attorney and client costs and collection commission.

APPLICATION FOR REGISTRATION AND ACCEPTANCE OF TERMS AND CONDITIONS

I acknowledge that I have read, understood and accept the programme and Terms and Conditions (including Payment Terms) and hereby apply for registration on behalf of myself (if a single delegate) or on behalf of the under mentioned organisation which I am duly authorised to represent.

Name of Organisation: _____ Date: _____

Name of person responsible for Payment: _____ Email: _____

Job Title (specific): _____

Signature:	(where organisation sends delegate/s and is responsible for programme fee)	REFERENCE Ndip/
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FEE INCLUDING VAT PER DELEGATE (Please select an option)	COST	CHECK
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NATIONAL DIPLOMA: Human Resources Management and Practices (NQF Level 5)	R42 500 incl VAT (2017)	
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HOW DID YOU FIND OUT ABOUT THIS COURSE?	E-mail:	GBS Website:	Other (Please specify):
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About Global Business Solutions Training Division: We offer short courses with accreditation allocations between NQF3 and NQF6, as well as Labour Relations Management Programme (NQF6) (in association with Wits Enterprise) and a Masters (HEQSF9) in Labour Law (in association with the Da Vinci Institute of Management Technology) This division focuses on all levels and types of education, training and development delivery to clients with various accredited programs.

In-house training courses: Global Business Solutions delivers guaranteed quality customised in-house solutions.

POE's in order to obtain a Certificate of Competence: where applicable the delegate/s may complete the POE pertaining to each unit standard covered at an additional cost. Contact your local Global Business Solutions office for more information.

