

Higher Certificate in Human Resource Management

Module Descriptors

Professional Communication and Digital (NQF 5, 12 credits)

This module combines writing skills, data literacy, and digital literacy to prepare students for business and academic environments. The writing aspect focuses on the technicalities and structure of writing and referencing, emphasising the value of academic honesty and integrity. It encourages students to find their own academic identity and establish their academic voice. Meanwhile, the numeracy aspect equips students with the knowledge and skills to make sense of numbers. This allows students to interpret social issues in the context of numbers and develops the student's reasoning skills as it pertains to their personal and professional decision-making process. Lastly, the technology literacy aspect explores our interaction with technology and how it has influenced how we think, behave, and present ourselves, as well as how it has influenced our social relationships and how we manage these. Students learn information and data literacy, communication and collaboration, digital content creation, and critical decision-making skills.

Introduction to Human Resource Management (NQF 5, 14 credits)

This module is designed to provide students with a holistic introduction to human resource management (HRM) and to assist students in familiarising themselves with the role of HRM in workplaces. The module takes a practical view that integrates the contributions of the social sciences to HRM with the technical aspects of implementing HRM practices in the 'real world'. The module focuses on people as valuable human capital in organisations. Students will have an opportunity to explore the HRM activities of contemporary organisations that involve recruitment and selection of employees, compensation and benefits, learning and development, health, wellbeing and safety, diversity and inclusion in all employee relations within a South African workplace context.

Management: Theory and Practice (NQF 5, 14 credits)

This module explores the concept of management in a business context and provides students with an understanding of the basic theories and principles that contribute to effective management of a business. Students will learn about the leadership role of managers in organisations. Students will also explore the four 'pillars' of management: planning, organising, leading and controlling (POLC) in order to have a systematic understanding of management-related challenges and resolutions. The aims of the module are also to provide students with a foundation for applying conceptual tools and techniques in analysing, evaluating and addressing basic "real life" business management issues. This module will provide a solid grounding in the key functions of managers so that students understand ways to successfully manage themselves, work processes and the human capital (people) in organisations in order to meet organisational objectives.

Understanding Organisation Behaviour (NQF 5, 14 credits)

This module lays a foundational understanding of human behaviour in organisations and equips students with the tools to understand and evaluate individual, group and organisational behaviours. Drawing on psychological principles, this module addresses individual differences, abilities and personality; conflict and conflict resolution; perception; the nature of learning; attitude; group dynamics; motivation and job satisfaction; and leadership. Students will also appreciate the relevance of the study of organisational behaviour in entrepreneurship and business management through comprehensive exposure to organisational behaviour theories, research, and workplace issues. There is a focus on illustrations via the use of case studies of organisations and business ethics scenarios within a South African context. This module will also allow students to explore what their contributions in any workplace could be in the future towards improving organisational effectiveness through business management.

Transformation and Change in the Workplace (NQF 5, 14 credits)

This module focuses on broadening students' views of HRM and exploring the transformation of work and the workplace in the 21st century as the world of work moves deeper into the fourth industrial revolution (4IR). Students will need to understand how to transform South African workplaces effectively and do so fairly, equitably, and inclusively. As such, the module will explore transformation and change in the workplace and how it is linked with BBBEE, employment equity, affirmative action, and diversity management post-Apartheid. Students will explore what it may take for them to become effective Human Resource (HR) practitioners who play an effective workplace transformation support role.

The Business Environment Context (NQF 5, 14 credits)

This module builds on the module *Management: Theory and Practice*. The module explores the business value chain. It aims to provide a foundation for students to understand the importance of analysing the business environment by taking the stance that a business/organisation is an open system. Students will be introduced to Kings Code and Corporate Governance practices. The module also provides a general and basic overview of risk management, as well as business assurance and financial auditing practices, all which are imperative to ensuring that risk is mitigated and that managers and the business have made provision to manage risk effectively. As such, students will learn the fundamental HRM principles that apply when examining the interaction between the external environment, the communities in which businesses operate, core management functions and how business is organised.

Occupational Health and Safety Management (NQF 5, 12 credits)

This module comprehensively explains occupational health and safety (OHS) principles, practices, and management strategies. With a strong focus on promoting safe and healthy workplaces, this module covers various critical topics, including OHS legislation and regulations, hazard identification and risk assessment, accident prevention, emergency preparedness, and employee wellness. Students will learn how to develop, implement, and evaluate effective OHS management systems, emphasising the importance of proactive measures to mitigate workplace risks and ensure compliance with relevant legal and ethical standards. Students will acquire the skills and knowledge necessary to contribute to a safer and healthier work environment.

Diversity in the South African Context (NQF 5, 14 credits)

This module is designed to engage and explore diversity within South Africa. The module aims to create awareness of the impact of context and contextualised dynamics that ultimately shape the development of individuals and counselling practice within South Africa. The module also builds on awareness and expands the student's knowledge of diversity issues. This module explores diversity as a multidimensional combination of culture, worldview and identity, oppression, power, privilege, race, gender, sexuality, vulnerability, spirituality, religion, and disability.

Project Management (NQF 5, 12 credits)

This module creates a fundamental understanding of project management principles and practices. The module explores key project management concepts, including project planning, scheduling, budgeting, risk management, and team leadership. The module guides students through the entire project lifecycle, fostering the development of essential project management skills. By the end of this module, students will have the knowledge and tools necessary to initiate, plan, execute, monitor, and complete projects.