

HIGHER CERTIFICATE IN HUMAN RESOURCE MANAGEMENT

- Broad overview of human resource management discipline.
- Skills-based vocational qualification at NQF 5 level.
- An alternative entry point into higher education.
- Endorsed by the South African Board for People Practices (SABPP).

SACAP's online Higher Certificate equips you with comprehensive knowledge and skills encompassing Human Resource functions and principles, occupational health and safety management and project management. As a graduate, you will be able to apply the knowledge you gain in real-world work settings and have the option to become a registered HR Technician through the South African Board of People Practices (SABPP). You will also be eligible to apply for entry-level HR positions or you can apply for admission to SACAP's Bachelor of Applied Social Science programme, with the choice of majoring in psychology and business management, or psychology and human resource management. Alternatively, you can explore any other Diploma or undergraduate Bachelor's degree programmes in human resource management or industrial-organisational psychology.

CPT | DUR | JHB | PTA | ONLINE

www.sacap.edu.za 0860 77 11 11



By understanding people and the value of human resources and human capital, one can build highly effective and efficient organisations.

Course Details



DURATION:
2 year's part-time



MODULES:
9 modules



SAQA REGISTRATION:
SAQA ID 118461, NQF 5



PROFESSIONAL ENDORSEMENT:
Endorsed by the South African Board for People Practices (SABPP) and aligned with the SABPP HR competency framework in design



FACULTY:
Management & Leadership

Admission Requirements:

- A National Senior Certificate with a minimum of 45% in English as certified by the Council for General and Further Education and Training (Umalusi). OR
- A National Certificate (Vocational) Level 4 with a minimum of 45% in English issued by the Council for General and Further Education and Training (Umalusi). OR
- A Senior Certificate (pre-2008) with a minimum overall D-aggregate (50%) with a minimum of 45% in English, or an equivalent school leaving certificate. OR
- Applicants who do not meet the above requirements should provide a portfolio of evidence demonstrating formal, informal, and non-formal knowledge, training, work experience, and/or learning equivalent to a National Senior Certificate (NQF level 4) to support admission into the programme on the basis of Recognition of Prior Learning (RPL).

BENEFITS AT A GLANCE

This foundational Higher Certificate is a good choice if you want to:

- Want to learn more about human resource management.
- Are an aspiring HR professional.
- Are an employer or supervisor wanting to understand HR best practices and labour rights.
- Are a trade union rep or work in social work/psychology and want to understand industrial relations and HR-related issues.

THE SKILLS YOU WILL GAIN

An introductory understanding of:

- Foundational human resource methodologies, theories, models and practices.
- How to conduct various related HR functions in the workplace.
- Diversity and effective communication in a dynamic, multicultural South African context.

LEARN MORE

Get in touch with an admissions officer by calling 0860 77 11 11 or visiting our website at www.sacap.edu.za

Endorsed by:



      @sacapedu



Registration from the South African Qualifications Authority (SAQA) at NQF level 5. Accreditation by the Council on Higher Education (CHE). Registered with the Department of Higher Education and Training as a Private Higher Education Institution under the Higher Education Act, 1997. Registration Certificate Number: 2005/HE07/001. Company Registration number: 2003/019020/07. Accredited by the British Accreditation Council. **HEAD OFFICE:** Cape Town Campus, 1st floor Sunclare Building, 21 Dreyer Street, Claremont, Cape Town, 7708, South Africa. **Durban Campus,** 5th Floor 199-203 Peter Mokaba Road, Morningside, Durban, 4001, South Africa. **Johannesburg Campus,** 22 Westbrooke Avenue c/o Katherine Street, Strathavon, Sandton, 2031, South Africa. **Pretoria Campus,** 34 Ingersol Road, Lynnwood Ridge, Pretoria 0181, South Africa. **Tel:** 0860 77 11 11

