

**NATIONAL NDIPLOMA: NQF LEVEL 6  
SAQA ID 90674 (360 CREDITS)**



**HUMAN RESOURCE MANAGEMENT  
(INCLUDES N4 - N6 CERTIFICATES)**

This qualification is designed for students wanting to pursue a career in Human Resources. This course equips students with the ability to undertake human resource functions such as administration, management, industrial relations, and employment equity and skills development.

It is aimed primarily at giving the learner technical, theoretical knowledge, practical knowledge and workplace knowledge and skills required in their chosen occupational/vocational area.

The design of the full qualification is such that if taken sequentially with related N part courses i.e. N4+N5+N6, it enables learners to progressively obtain the National N Diploma once the required practical work component of 18 months is completed.

**CAREER OPPORTUNITIES**

- Human Resource Administration
- Personnel Management
- Entrepreneur
- Recruitment
- Labour Relations/ Industrial Relations
- Training and Development

**ENTRANCE REQUIREMENTS**

- A Senior Certificate with a National Introductory Certificate: N4 Business Studies
- An appropriate National Certificate: N3
- National Senior Certificate or an equivalent qualification
- Access to a computer

**RECOGNITION OF PRIOR LEARNING**

Not applicable

## COURSE DURATION

Based on contact hours as determined by the accreditation body and based on HC College course progression structure and schedule:

- Full Time - approximately 2 years
- Part Time - approximately 3 years
- Supported Learning - approximately 3 years

## COURSE CONTENT

### Year 1 (Full Time Studies - 6 subjects)

- Management Communication N4
- Personnel Management N4
- Entrepreneurship and Business Management N4
- Introductory Computer Practice N4
- Personnel Management N5
- Personnel Training N5

### Year 2 (Full Time Studies - 6 subjects)

- Labour Relations N5
- Entrepreneurship and Business Management N5
- Personnel Management N6
- Personnel Training N6
- Labour Relations N6
- Entrepreneurship and Business Management N6

**NB:** All the instructional offerings are compulsory.

\*Please Note: Four exams per year are required to be written with Part Time Studies.

## ASSESSMENTS

Students are to submit assessments as per HC College academic plan. These assessment will constitute a semester mark. A 40% semester mark must be obtained to gain access to the external examinations.

These external examinations are set by the Department of Higher Education and Training (DHET) and are written during June and November of each year. The pass mark is 40% per subject.

- **NB:** Students must attend 80% of their classes in order to qualify to write the examinations.
- **NB:** All examinations for Full Time, Part Time and Supported Learning Students are written at the HC College Blouberg Campus in Cape Town

## **CERTIFICATION**

Upon successful completion of all Formative and Summative Assessments and the verification process of the Department of Higher Education and Training (DHET), you will be awarded the National Certificate: HR Management at each level (N4, N5, N6).

Once you have completed 18 months of practical experience, you will then be awarded the National N Diploma NQF Level 6 (SAQA ID 90674) issued by the Department of Higher Education and Training (DHET).

In order to qualify for a National N Diploma in Human Resource Management, a candidate must pass at least one of the following:

- Computer Practice N4
- Introductory Computer Practice N4
- Computerised Financial Systems N4

When Computerised Financial Systems N4/N5 is chosen, Financial Accounting N4/N5 must be taken simultaneously, or should have been passed beforehand.

Where more than one level of an instructional offering is given as an elective option, the principle remains in force that the previous level must be passed before a next level can be offered.

## **FURTHER STUDIES**

After successful completion of this course, there are several career paths that you may specialize in. Please contact HC College for more information.