

SCHOOL OF BUSINESS, FINANCE & MANAGEMENT

PROGRAMME TITLE	LEVEL	SAQA ID
Human Resource Management	N4	66873
	N5	66953
	N6	66997

PROGRAM DESCRIPTION

This program enables you to be trained in both management functions and HR management. You will gain the skills to manage the performance of employees, develop budget, manage projects, manage workforce planning and recruitment and look after human resources system and processes.

CAREER OPPORTUNITIES

- HR Consultant
- Human Resources Manager
- Human Resources Coordinator
- Corporate Training Manager
- Human Resources Advisor
- Corporate Recruiter
- Payroll Analyst

MODULES PER SEMESTER

Semester one (Year one)	Semester two (Year one)
<ul style="list-style-type: none"> • Computer Practice N4 • Entrepreneurship and Business Management N4 • <i>English language for Higher Education*</i> 	<ul style="list-style-type: none"> • Management Communication N4 • Personnel Management N4 • <i>Internet & Email*</i>
Semester one (Year two)	Semester two (Year two)
<ul style="list-style-type: none"> • Personnel Management N5 • Personnel Training N5 • Labour Relations N5 • Public Relations N5 	<ul style="list-style-type: none"> • Entrepreneurship and Business Management N5 • Personnel Management N6 • Personnel Training N6 • Labour Relations N6

**This examination is set and managed by the college; the aim is to improve certain academic qualities of the learner*

DURATION & MODE OF STUDY

- Full Time (in-class): 1½Years –2Years
- Part Time: (in-class): 1½Years –2½Years
- Distance learning: –1½Years–2½Years
- In-Service Training: 18 Months (After completing the N6 Certificate, students need to complete 18 months of practical experience in their area of study to obtain a National N-Diploma.)

ENTRY REQUIREMENTS

- Grade 12 - Matric,
- A senior certificate or
- National Certificate (N3) or a relevant Nated equivalent qualification

STUDY MATERIALS

Textbooks are recommended and supplied by the College.

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PRICING

Please contact the College for the current and relevant academic fee.

EXAMINATION AUTHORITY

All examinations which hold twice a year are set and conducted by the Department of Higher Education and Training.

CERTIFICATE & DIPLOMA ISSUANCE

Certificates of completion and Diplomas are issued to learners by the Department of Higher Education and Training on successful completion of each level and the mandatory 18 months practical work experience.

STUDYING BEYOND THE DIPLOMA STAGE

The qualification obtained from this study can be used to apply to study further in any University or Higher education colleges because it is nationally recognized qualification.

ARTICULATION OPTIONS

Based on Report 191 from the Department of Higher Education & training, a learner who has successfully completed all the three levels i.e. N4, N5 and N6 may pursue the following path in order to obtain the National-N Diploma

- Complete all compulsory instructional offerings required for the issuance of the National N Diploma Obtain
- work experience for a minimum of 18 months in the field related to his or her studies and provide documentary evidence to the Department of Higher Education & training of applicable experience in relevant field to the candidate’s program of study.
- Candidate must present the N4, N5 and N6 certificates in addition to letter from Employer to the Department of Higher Education & training to apply for the National N Diploma.

DISCLAIMER NOTICE

The information contained in this fact sheet is accurate at the time of this publication. In the event of factors beyond the control of HillCross Business College occurring hence causing the contents of this fact sheet and or of the program to change, HillCross Business College will make frantic effort to formally notify current and affected learners. Meanwhile HillCross Business College will as much as possible ensure the intactness of the information contained herein.

Learner’s Assent	For Official Use
<p>I..... , herewith acknowledge that I fully understand the information contained herein based on the qualification stated within this context.</p> <p>Signature.....</p> <p>Signature (Parent/Guardian).....</p>	