

Human Resources Management Fundamentals

1. Overview

This practical and empowering programme is designed for junior managers, HR assistants, and supervisors involved in human resource functions. It introduces participants to essential HR practices, including labour legislation, recruitment and induction, performance management, and diversity and inclusion strategies.

The programme equips learners to contribute to a professional, fair, and productive workplace while fostering a culture of learning and employee engagement.

2. Programme Outcome:

- Interpret and apply labour legislation in the workplace
- Advise on employee rights, conditions of employment, and HR compliance
- Promote diversity and build an inclusive work environment
- Foster a culture of continuous learning within the organisation
- Plan and implement recruitment and induction processes effectively
- Manage individual and team performance to achieve organisational objectives

Qualification:	Certificate of Completion
Duration:	6-Months
Programme Type:	Category B – Workplace-Based Learning Programme
Programme ID:	PA0952
SAQA US:	13952, 11909, 252043, 252041, 12140, 10980, 11473
NQF Level:	5
Credits:	47
Entry Requirements:	Communication & Mathematical Literacy at NQF 4
Training Options:	Online - Each participant will receive the programme materials and resources are emailed to the participants. Training is delivered fully online, and participants will join scheduled Microsoft Teams sessions facilitated by a trainer. This mode provides flexibility and allows learners to participate from any location. Blended - Blended learning combines both online and face-to-face training Participants receive the learning material by email to the participant. They also attend scheduled in-person contact sessions with a facilitator, either at the client's premises or providers campus. This approach offers the flexibility of online learning with the added support of guided, interactive sessions. Face-to-Face - Each participant will receive training resources, which contains all programme materials and resources. Training is delivered through onsite contact sessions, either at the client's premises or providers campus, where a facilitator conducts the sessions in a classroom environment.
Minimum Participants Required:	(1) Online, (1) Blended & (1) Face-to-Face

**A choice of leveraged programmes for any person,
At any level, in any department, of any company, in any industry.**

3. Programme Content

- **(13952 US):** Demonstrate basic understanding of the Primary labour legislation that impacts on a business unit
- **(11909 US):** Monitor and advise on substantive conditions of employment and related rights and obligations in an organisation
- **(252043 US):** Manage a diverse workforce to add value
- **(252041 US):** Promote a learning culture in an organisation
- **(12140 US):** Recruit and select candidates to fill defined positions
- **(10980 US):** Induct a new employee
- **(11473 US):** Manage individual and team performance

4. Topics

- Module 1: Labour Legislation and Compliance
- Module 2: Diversity and Learning Culture in the Workplace
- Module 3: Recruitment and Employee Induction
- Module 4: Performance Management

5. Assessments

This programme includes a Portfolio of Evidence (POE) that must be submitted at the end of the programme. The POE include:

- **Knowledge Assessments:** To evaluate theoretical understanding.
- **Practical Assignments:** Hands-on tasks related to course topics.
- **Workplace Assignments and Logbook:** Application of skills in real-world settings.

Successful participants will receive a certificate of completion.

6. Workplace-Based Learning Programme

This WLP is a fusion of academic learning and practical work. The learning is directly applied to the workplace by using client-based mentors and extensive workplace-based portfolio work and assignments. Apart from the obvious benefits of a workplace directed qualification, each WLP qualifies for recognition as a Category B Skills Programme in the Learning Matrix of the Amended BEE codes, which allows for the salaries of participants to be recognized as part of the Skills Development Expenditure.

We trust that the above is in order and look forward to hearing from you for Implementation