

School of Business and Management

Programme Name: Skills Programme in Introduction to Human Resource Management

Full-time / Part-time: Full-time or Part-time

Description

A major challenge for every manager in South Africa is to improve personal and organisational performance. As you know, South Africa is faced with immense challenges and opportunities. We have to develop and grow successful businesses that satisfy the needs of their stakeholders. Your personal needs are for a career that offers variety and challenge. When you return home each day, you must feel satisfied with your achievements. If you are competent at whatever you do, that objective will be easier to reach.

Admission Requirements

- You are required to have knowledge, comprehension and application of English at NQF Level 3 / Grade 11 or equivalent;

Certification

On successful completion of the programme, the learner will receive a Damelin Skills Programme Certificate in Introduction to Human Resource Management. This skills programme is a part qualification that is mapped to a cluster of unit standards taken from the Further Education and Training Certificate:

Management SAQA ID 23656, NQF level 4, 160 credits.

Programme Outline

Describe the relationship of junior management to the general management function (5 Credits)

- Explain the relationship between the type, ownership and size of a business
- Explain the relationship between the basic elements of the management function
- Explain the role of management in directing a business operation
- Describe the functions of junior managers or line managers
- Explain the responsibility of junior managers in interpreting signs, trends and events

Motivate a team (6 credits)

- Explain why it is important to motivate a team and how levels of motivation could be assessed
- Applying of theories of motivation
- Describe techniques leaders can use to motivate a team
- Provide feedback to a team
- Recognise achievement

- Indicate how leaders can empower members of a team

Negotiate an agreement or deal in an authentic work situation (5 credits)

- Explain the need for negotiation skills in business
- Explain the steps in the negotiation process
- Apply the steps in the negotiation process to an authentic work situation
- Explain strategies that could be used in negotiation

Demonstrate knowledge and application of ethical conduct in a business environment (4 credits)

- Explain the concept of ethics in relation to property and personality rights.
- Describe the role of a code of conduct in a business environment.
- Apply different ethical principles in a specific context.
- Make an ethical decision based on a corporate code of ethics.

Demonstrate basic understanding of the Primary labour legislation that impacts on a business unit (8 credits)

- Identify the legislation that regulates employment issues
- Demonstrate understanding of the main aspects of the Labour Relations Act
- Explain the requirements of the LRA in respect of interviews
- Demonstrate understanding of aspects of the Basic Conditions of Employment Act

- Demonstrate understanding of the Employment Equity Act (EEA) as it applies in a business unit
- Demonstrate understanding of the Skills Development Act and Skills Development Levies Act

Contribute to information distribution regarding HIV/AIDS in the workplace (4 credits)

- Describe attitudes toward HIV and AIDS in the workplace
- Identify factors influencing attitudes toward HIV and AIDS
- Plan an information session in the workplace on HIV and AIDS
- Prepare information session in the workplace on HIV and AIDS
- Offer information session in the workplace on HIV and AIDS
- Evaluate the information session

Experiential Learning Component (40 hours)

The learner will be required to complete **40** hours of practical work experience at a reputable organisation. Practical assessment will take place during this time and the learner will be required to complete an experiential learning portfolio of evidence. Learners will not be certified before the experiential learning component has been successfully completed.

Assessment

The learner will be required to complete a portfolio of evidence to support the competent findings of

the assessor. The Learner will be supported and guided towards reaching this goal.

Duration

The programme duration is **64** hours and the tuition is face to face. Damelin tuition is scheduled per campus. Programmes are offered during the week, in the evenings, or on Saturdays. Damelin campuses countrywide have updated schedules on their local programme offerings.

Further Studies:

Learners who have completed this skills programme can articulate to the Damelin skills programme in Introduction to Financial Management, Introduction to Performance Management or the Damelin Certificate in General Management.

NQF alignment

The unit standards in this skills programme are listed below.

SAQA ID	TITLE	CREDITS	NQF LEVEL
13944	Describe the relationship of junior management to the general management function	5	4
13947	Motivate a team	6	4
13948	Negotiate an agreement or deal in an authentic work situation	5	4
13940	Demonstrate knowledge and application of ethical conduct in a business environment	4	4

13952	Demonstrate basic understanding of the Primary labour legislation that impacts on a business unit	8	4
8555	Contribute to information distribution regarding HIV/AIDS in the workplace	4	4
TOTAL CREDITS		32	

About the School

The School of Business and Management is a very dynamic School that focuses mainly on business related programmes. The School caters for learners from NQF level 2 – level 5 in a range of fields that include entrepreneurs and small business, finance, accounting, contact centre operation, management, leadership, production and import & export. All skills programmes and qualifications are registered by SAQA on the National Qualifications Framework and are credit bearing. The School offers Saturday morning sessions, evening classes and full time tuition. Please refer to the prospectus for a complete list of programmes.

Pricing

Enquire at your nearest Damelin Campus for a current programme pricelist. This programme price includes all required text books.

Disclaimer



The Damelin logo features a stylized yellow and orange swoosh above the word "Damelin" in a bold, blue, sans-serif font.



Fact Sheet

The content of this brochure, accurate at time of going to print, is subject to change without notification due to legislation, market requirements or any other reason. Damelin reserves the right to change the programme content without notice.



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