



HUMAN Resource Management

Higher Occupational Certificate NQF Level 5

**06-QCTO/SDP061125050732 - SAQA ID 121150
NQF Level 05**

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WHY STUDY WITH SPRINGFIELD COLLEGE

Why study with Springfield College

Accredited Program: Springfield College offers accredited programs recognized by relevant educational authorities, by ensuring that your qualification is valued by employers.

Experienced Faculty: Our College boasts a team of qualified and experienced educators who bring industry knowledge and practical expertise in the classroom

State-Of-The- Art Facilities: Modern learning environments, including well-equipped classrooms and computer labs.

Affordable Fees: The College provides competitive tuition fees, with options for financial aid.

Course Entry Requirements

- Grade 12 or any equivalent qualification
- You need to be 16 years of age
- If you don't have grade 12. You can start with a noncredit bearing bridging course
- You could be credited for some subjects on Nated courses if those subjects articulate with the modules you are going to study
- Proficiency in reading and writing in English will be an added advantage

Non Credit bearing (Bridging Course)

A non-credit bearing course will be applied as a precursor to RPL assessment, this will be mandatory to any person who does not meet the minimum course entry requirements

OLD LEGACY NATED COURSES N4-N6 HUMAN RESOURCE MANAGEMENT

The N4 to N6 Human Resource Management program is a South African national diploma that builds foundational marketing skills from N4 to N6, progressing from basic concepts to advanced strategies. Students learn about personnel management, communications, personnel training, entrepreneurship, and business management, preparing them for careers in human resources, labour relations, computer practice, or financial accounting. The full diploma requires 18 months of theoretical study followed by an 18-month practical, in-service training period.

OCCUPATIONAL QUALIFICATIONS NQF LEVEL 5 HUMAN RESOURCE MANAGEMENT QUALIFICATION OVERVIEW

The Higher Occupational Certificate: Human Resource Management (NQF Level 5) is a qualification that prepares individuals for a support role involving administrative tasks and the coordination of functions to support a human resource manager. This qualification, with SAQA ID 121150, develops skills in areas such as supporting communication strategies, coordinating human resource tasks, managing personnel and by extension customer relationships (CRM), and handling marketing metrics and financials. It equips learners to help organizations meet their strategic personnel management objectives through a combination of knowledge and practical skills.

KEY SKILLS AND KNOWLEDGE GAINED

- Human Resource planning: Planning future needs after assessing HR requirements
- Recruitment and selection: Evaluating and selecting appropriate employees.
- Training and development: Planning and implementing employee training programs.
- Employee relations: Managing communication, conflict resolution, and maintaining positive working relationships.
- Compensation and benefits: Understanding and applying principles related to employee pay and benefits
- Labour legislation: Adhering to all legal requirements and business policies.

CHOOSING A CAREER IN HUMAN RESOURCE MANAGEMENT

A career in Human resource Management is appropriate choice for those who enjoy working with people and making a meaningful impact on the success of the organization. You can implement initiatives like wellness programs, team-building events, and diversity and inclusion efforts which help boost morale, engagement and productivity.

Vertical and horizontal articulation

Horizontal Articulation (NQF Level 5)

Horizontal articulation allows a learner to move across to other related qualifications at the same NQF Level (Level 5), often enabling a change in specialisation or a broader skill set. This usually involves shared credits or outcomes.

Examples of qualifications a Human Resource NQF Level 5 could horizontally articulate with include:

- This can lead to other NQF Level 5 qualifications such as a Higher Certificate in Municipal Governance or Office Administration
- This can also lead to a NQF Level 5 Higher Certificate in Human Resource Management, demonstrating the mutual horizontal articulation between these qualifications
- This can lead to a NQF Level 5 Higher Certificate in Operations Management.
- This can be articulated with a NQF Level 5 Higher Certificate in Administrative Information Management

Vertical articulation involves progression to qualifications at a higher NQF level, allowing for specialization, increased responsibility, and career advancement.

Examples of qualifications a Marketing Coordinator NQF Level 5 could vertically articulate to include:

- This involves upward progression to NQF level 6 qualifications, such as diplomas or advanced certificates in Human resource Management, Business Management, or project Management Vertical Articulation (To NQF Level 6 and higher)

LEARNING MODES

Springfield offers traditional on-campus learning experiences, it has physical campuses and facilities for in-person classes.

LEARNER FEEDBACK

ampus atmosphere and student clubs."
l sessions would improve the course."
ources are really useful for revision."
dules could be more challenging."



CONTACT DETAILS