BUSINESS SCHOOL

PROGRAMME TITLE	SAQA ID	NQF LEVEL	CREDITS
HIGHER DIPLOMA: COMMERCE: HUMAN RESOURCE MANAGEMENT	21092	6	360

DESCRIPTION

The programme enables the relevant skills and competencies required to use and apply the principles and practices of human resource management and to handle the relevant activities for human resources management in an organisation.

CAREER FIELDS/FURTHER STUDIES

Successful students will gain the knowledge and skills that they require to enter the field of Human Resources in an organisation. Please enquire at the nearest Damelin Correspondence College branch for the prospectus containing information with regard to further studies.

PROGRAMME OUTLINE

Communication

- Theoretical aspects of communication
- Written communication

Management 1

- Introduction to management
- The management environment
- Goal formation and planning
- Organising and organisational design
- Decision-making
- Leadership
- Motivation
- Communication
- Control
- Management of organisational change

Human Resource Management 1

- HRM management function
- The principles of the organisation
- The role of HRM and the maintenance of the organisational structure
- The role of HRM
- Career development

Economics

- Introduction to economics
- Microeconomics
- Macroeconomics and international trade and finance
- Monetary theory and policy, public finance and labour economics

Principles of Business Law

- General introduction
- Law of contract
- Contracts of sale
- Contracts of lease
- Contracts of employment
- Contracts of agency
- Contracts of partnership
- Negotiable instruments
- Security

Financial Accounting 1

- Double-entry system
- Books of original entry
- Accounting concepts
- Valuation of assets
- Financial statements

- Control accounts and reconciliations
- Correction of errors
- Departmental accounts
- Partnerships (elementary)
- Interpretation of accounts
- Incomplete records
- Manufacturing accounts (cost of production statements)

Labour Relations 1

- History of labour relations
- Labour relations in South Africa
- Environmental variables that impact on labour relations
- Trade unions
- Labour relations legislations
- Employee involvement in the workplace
- Conflict resolution
- Workplace agreements

Management 2

- Marketing management
- Operations management and public relations
- Purchasing management
- Financial management
- Human resources management
- Information systems
- Affirmative action and social responsibility
- Technology and the environment
- Productivity and consumerism

Organisational Behaviour

- The individual and the work environment
- Behavioural approach
- Group behaviour
- Cognitive behaviour
- Leadership styles
- Theories of needs and motivation

Human Resource Management 2

- Behavioural science and organisational theory
- Working in groups
- Equal opportunities and role of personnel practitioners
- Employment law

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Human Resource Development 1

- Differences between training, education and development
- Training and development legislation
- Training principles
- Training processes in an organisation

Employment Law

- The Basic Conditions of Employment Act 75 of 1997
- The Compensation for Occupational Injuries and Diseases Act 130 of 1993
- The Unemployment Insurance Act 30 of 1966
- The Occupational Health and Safety Act 85 of 1993
- The Skills Development Act 97 of 1998
- The Employment Equity Act 55 of 1998
- The Labour Relations Act 66 of 1995

Management 3

- Career management
- Manpower planning
- Management development
- Stress-factors affecting efficiency
- Role of the CEO
- Downsizing
- Human resource management issues:
- Budgetary control
- Overall control
- Productivity

- Technology and its nature
- The computer as a business tool
- Managers, information and computers
- Small business management
- Organisation development and its implications
- Organisations in a changing society
- Nature and purpose of international business

Concepts of Management Computing

- Introduction to computers
- Computer hardware
- Computer software
- Databases
- Networks
- Threats to computers and security
- The Internet and the computer as a communication device

Human Resource Management 3

- Corporate HR strategies
- Labour relations issues
- HR control mechanisms
- Change management

Accounting and Finance

- Concepts, description and analyse of financial statements
- Accounting concepts
- Budgetary control

TYPE OF PROGRAMME
The Higher Diploma: Commerce: Human Resource Management is an accredited programme.

DURATION
You should be able to complete this programme within 36 months.

ADMISSION REQUIREMENTS
Grade 12 (Std. 10) or equivalent NQF 5 qualification or 4 years' verifiable and relevant working experience.

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LEARNING MATERIAL AND TEXTBOOKS

Quality learning materials designed specifically for distance study are issued to you on a USB flash drive. Please note that all textbooks and/or kit items are for your own account.

Prescribed Textbooks *(All textbooks are subject to change)*		
Item Number	**Title**	**ISBN Number**
U-PM1/T	Fundamentals of Human Resource Management	9781775811466
D10046786-E1	Strategic Management Concepts Textbook	9781928226376
D10045472-E3	Concepts of Info Technology	9781775810780
U-AF/T	Business Acc & Finan for Mngrs	9781868144297
D20022211-E1	Introduction to Business Management Textbook	9780199059829
UPM-3T	Human Resource Management 9th Edition	9780199058402
D10062834-E1	Labour Relations – A Southern African Perspective	9781485102335
U-TM1/T-E2	Managing Training and Development	978019049173

PRICING

Enquire at your nearest Damelin Correspondence College branch for a current programme pricelist.

ADDITIONAL COSTS

Registration/programme fees do not include (where applicable) membership costs with professional bodies and/or exam costs (internal and/or external).

ASSESSMENT OUTLINE

Assessment is the process of gathering information using various methods to gauge the effectiveness of the teaching and learning process in a systematic way. When you submit your assessments, a qualified subject matter expert evaluates your performance against the teaching and learning segments.

In order to accommodate your needs as a distance learner, we have included the teaching element in your learning material. In addition to this, you have access to a tutor, who is available through our DAT query support system, as you work through your learning material.

Your assessment process will include formative assessments that may include a combination of the following:

- self-assessments;
- peer assessments;
- assignments; and
- tests.

Summative assessments could include either or a combination of:

- a written exam; or
- a Portfolio of Evidence (PoE). A PoE will consist of a combination of various required documents including your completed, signed-off assessments.

The College retains your Portfolio of Evidence for verification purposes by the relevant Quality Assurance bodies. Upon successful completion of your studies, you will obtain your Award, and your PoE will then be returned to you.

Your Orientation Guide reflects the Assessment Policies and Procedures of the College.

Please note: Depending on your choice of Study Programme, you may write your examinations at an external venue. If your examination is held at an external venue, you need to follow the application process requirements.

All students are encouraged to work on all the assignments that are in the study guide. However, students are required to submit compulsory assignments that are provided in the Study Programme. Only these compulsory assignments will be marked and accounted for to be included in the final mark.

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Subject Name	Formative assessment	Summative assessment	Portfolio
Communication	2	1	Yes
Management 1	2	1	Yes
Human Resource Management 1	2	1	Yes
Economics	2	1	Yes
Principles of Business Law	2	1	Yes
Financial Accounting 1	4	1	Yes
Labour Relations 1	2	1	Yes
Management 2	2	1	Yes
Organisational Behaviour	2	1	Yes
Human Resource Development 1	2	1	Yes
Human Resource Management 2	2	1	Yes
Employment Law	2	1	Yes
Management 3	1	1	Yes
Concepts of Management Computing	2	1	Yes
Human Resource Management 3	2	1	Yes
Accounting & Finance	3	1	Yes

CERTIFICATION
Upon successful completion of this programme you will receive a Higher Diploma: Commerce: Human Resource Management.

COLLEGE ACCREDITATION
Damelin Correspondence College (Pty) Ltd is accredited by the Quality Council for Trades and Occupations (QCTO) Accreditation number: 13/0005.

COLLEGE REGISTRATION
Damelin Correspondence College (Pty) Ltd has been granted provisional registration by the Department of Higher Education and Training as a private FET College.
Provisional Registration No. 2008/FE07/037 – see www.dhet.gov.za

Disclaimer
The information contained in this fact sheet is accurate at the time of printing. However, factors beyond Damelin Correspondence College's control (such as environmental, regulatory, or technical changes) may cause the contents of this fact sheet and/or of the programme to change. In the event of any such change, Damelin Correspondence College will attempt to formally notify current students. All possible measures will be taken to minimise inconvenience to students.

Please note that you have to complete this qualification by 2022, subject to the conditions applying to the duration of the programme. You are therefore advised to pace your studies accordingly.

Student's Initials: ....

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STUDENT ACKNOWLEDGEMENT

I, ……………………………………………………, hereby acknowledge that I understand the information stated in this document and fully comprehend the specifics explained above and below pertaining to this programme. I understand that the programme I am enrolling for is a/an:

☐   National Qualification

☐   Agent Programme

☐   DCC Programme   **Student's Initials: …………………………………**

The value and status of the programme type is explained in the programme brochure, which I have read.

Name of student: …………………………………………… Signature: …………………………………………………

Name of legal guardian: …………………………………… Signature: …………………………………………………
(if applicable)

Name of student consultant: …………………………………… Signature: …………………………………………………

Date: ………………………………………………………………………..

* Please note the original signed copy should be kept on the student's record file.