



## FACT SHEET

## FIELD OF STUDY: BUSINESS STUDIES

PROGRAMME TITLE	LEVEL	SAQA ID	NQF
<b>National 'N' Diploma Human Resource Management</b>	<b>Intro N4</b>		
	<b>N4</b>	<b>66873</b>	<b>5</b>
	<b>N5</b>	<b>66953</b>	<b>5</b>
	<b>N6</b>	<b>66997</b>	<b>5</b>
<b>*Only offered at DHET registered exam centre campuses</b>			

### DESCRIPTION

Human Resource Management is the function within an organisation that focuses on recruitment of, management of, and providing direction for the people who work in the organisation. Human Resource Management is also a strategic and comprehensive approach to managing people and the workplace culture and environment. Effective Human Resource Management enables employees to contribute effectively and productively to the overall company direction and the accomplishment of the organisation's goals and objectives.

### CAREER FIELDS

With this qualification, successful learners could pursue a career as a:

- Payroll Assistant
- Junior Human Resource Administrator
- Training and development officer
- Junior employment relations Officer/ Junior recruitment officer
- Induction Officer (new staff liaison)

### PROGRAMME OUTLINE

#### National N4

- |   |    |
|---|----|
| 1. Entrepreneurship and Business Management | N4 |
| 2. Personnel Management                     | N4 |
| 3. Management Communication                 | N4 |
| 4. Computer Practice                        | N4 |

#### National N5

- |  |    |
|--|----|
| 1. Entrepreneurship and Business Management or Computer Practice | N5 |
| 2. Personnel Management  | N5 |
| 3. Personal Training   | N5 |
| 4. Labour Relations  | N5 |

#### National N6

- |  |    |
|--|----|
| 1. Entrepreneurship and Business Management or Computer Practice | N6 |
| 2. Personnel Management  | N6 |
| 3. Entrepreneurship and Business Management                      | N6 |
| 4. Labour Relations  | N6 |



## FACT SHEET

## FIELD OF STUDY: BUSINESS STUDIES

PROGRAMME TITLE	LEVEL	SAQA ID	NQF
<b>National 'N' Diploma Human Resource Management</b>	<b>Intro N4</b>		
	<b>N4</b>	<b>66873</b>	<b>5</b>
	<b>N5</b>	<b>66953</b>	<b>5</b>
	<b>N6</b>	<b>66997</b>	<b>5</b>
<b>*Only offered at DHET registered exam centre campuses</b>			

### TYPE OF PROGRAMME

- Full Time : Minimum 2 Years
- In-Service Training: 18 Months

### ADMISSION REQUIREMENTS (Introduction N4-N4)

National Senior Certificate / Grade 12/ N3 Certificate/ NCV Level 4 Certificate/ ABET Level 4 Certificate.

Registering for this course and successfully completing N4 and N5 will allow students to obtain credits for articulation to most Universities of Technology (UOTs) with a proviso that you obtain at least 50% in each subject.

### LEARNER MATERIAL

All textbooks and other required manuals are excluded from the tuition fees. A list of textbooks will be provided by your campus academic department.

### PRICING

Enquire at the Hatfield City College campus for a current programme pricelist.

### ADDITIONAL COSTS

There are additional costs such, a drawing board and some Engineering accessories e.g. drawing instruments, etc.

### EXAMINATION AUTHORITY

- All examinations are National Examinations, set and administered by the Department of Higher Education and Training.

### CERTIFICATION

- Certificates and Diploma are issued by the Department of Higher Education and Training.
- All qualifications are nationally recognised by industry and universities.

Upon successful completion of this programme, learners will receive a:

- National Certificate at each level N4, N5, N6
- National N Diploma in Human Resource Management (on completion of N4-N6 and 18 months in-service training)

### ARTICULATION

A candidate who has successfully completed the N4, N5 and N6 Certificates, may pursue the following path in order to obtain the National N Diploma, as per Report 191 by the DHET. The candidate must have:

- A minimum of 12 advanced instructional offerings, with at least a pass in three instructional offerings in each of the following levels: N4, N5 and N6, but with a maximum of five N4 instructional offerings.
- 2 instructional offerings at N6 level must be relevant to the candidate's vocation.
- The candidate must obtain work experience of two years in industry that has as its main function the practical execution of the 2 instructional offerings mentioned above.
- At the end of this period, the candidate is required to produce documentary proof to the DHET (letter from employer, stating KPAs and date of employment period) of applicable experience.
- Candidate must present the N4, N5 and N6 certificate, together with above letter from employer, to the DHET to apply for the National N Diploma.



## FACT SHEET

## FIELD OF STUDY: BUSINESS STUDIES

PROGRAMME TITLE	LEVEL	SAQA ID	NQF
<b>National 'N' Diploma Human Resource Management</b>	<b>Intro N4</b>		
	<b>N4</b>	<b>66873</b>	<b>5</b>
	<b>N5</b>	<b>66953</b>	<b>5</b>
	<b>N6</b>	<b>66997</b>	<b>5</b>
<b>*Only offered at DHET registered exam centre campuses</b>			

### FURTHER STUDIES

Please enquire at the nearest Hatfield City College campus for the prospectus containing post-certificate studies.

### DISCLAIMER

*The information contained in this fact sheet is accurate at the time of printing. However, factors beyond Hatfield City College control (such as environmental, regulatory or technical changes) may cause the contents of this fact sheet or of the programme to change. In the event of any such change, Hatfield City College will formally notify current learners. All possible measures will be taken to minimise inconvenience to learners.*

Name of Learner: I....., hereby acknowledge that I understand the information stated in this document and fully comprehend the specifics explained above pertaining to this qualification.

Signature of Learner: .....

Signature of Learner: .....

Name of Legal Guardian: .....  
(if applicable)

Name of Legal Guardian: .....  
(if applicable)

Name of Sales Consultant: .....

Name of Sales Consultant: .....

Name of Head of Department: .....

Name of Head of Department: .....

Date: .....

Date: .....

\* Please note the original signed copy should be kept on the learner record file.