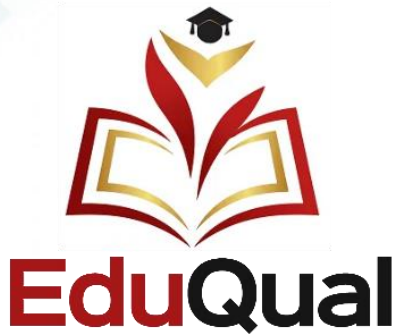
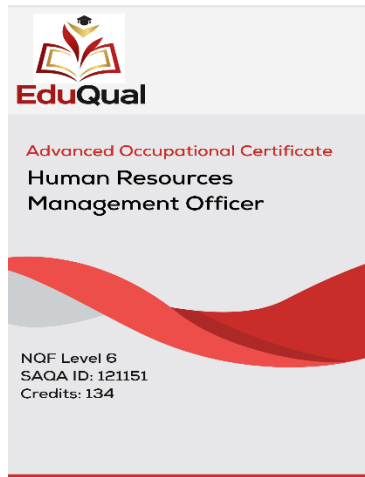


Define Your Future

Become A Human Resources Management Officer



Advanced Occupational Certificate:
Human Resources Management Officer
NQF Level 6
SAQA ID: 121151
Credits: 134



- ✓ **Affordable**
- ✓ **Manageable**
- ✓ **Convenient**
- ✓ **Accredited**

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The purpose of this qualification is to prepare a learner to function as a Human Resource Management (HRM) Officer.

A Human Resource Management (HRM) Officer contributes towards organisational success by facilitating the professional and ethical execution of Human Resources practices, including Human Resources and Workforce Planning, Staff Attraction and Procurement, Employee Maintenance and Development, Employment Relations Management, and the effective delivery of all related Human Resource Management Services. Competent learners will demonstrate the following key attributes: patience and tenacity, fairness and compliance, objectivity and empathy, results focus and client-centric service orientation.

A qualified learner will be able to:

- Facilitate and guide the development and implementation of dynamic HR architecture aligned to organisational strategic intent and the agreed employment value proposition.
- Implement and coordinate appropriate talent management and workforce plans and tactics.
- Implement strategically aligned and integrated Learning and Development (L&D) and organisational growth strategies and plans.
- Implement strategically aligned employment relations practices and initiatives.
- Maintain, monitor, and deliver HRM services.

Knowledge Modules:

- Creating and Implementing Organisational Architecture for Organisational success and sustainability, NQF Level 6, 8 Credits
- Making Talent Management and workforce plans work
- Operationalising Learning and Development (L&D) and Organisational Growth Strategies
- Implementing Employment Relations Strategies
- Delivering Human Resource Management Services

Practical Skill Modules:

- Implementing fit-for-purpose HR Architecture
- Facilitating effective Talent Management.
- Implement Learning and Development and Organisational Growth initiatives
- Operationalise Employment Relations strategies and plans
- Deliver HRM Services

This qualification also requires the following Work Experience Modules:

- Organisational and Work design and implementation processes
- Talent Management Processes
- Learning and Development and Organisational Growth Processes
- Employment Relations Facilitation Processes
- HRM Service Delivery Processes

Entry Requirements: Higher Occupational Certificate: Human Resource Management Administrator NQF 5

Duration: Up to 24 Months

Students are required to complete the following:

- **5 Knowledge assignments (theory)**
- **5 Practical assignments (practical activities)**
- **Workplace hours (equal to +- 6 months)**
- **1 Final Integrated Summative Assignment (FISA)**