



## CAREER INFORMATION 2021

### HIGHER CERTIFICATE IN HUMAN RESOURCES

### DIPLOMA IN MANAGEMENT SCIENCES: HUMAN RESOURCES



01 JAN - 31 DEC 2021



## Diploma in Management Sciences: Human Resources Management

### NQF 6

### SAQA ID: 94830

**Location:** ML Sultan Campus (Durban-Mariam Bee: Ground Floor) and Riverside Campus (Pietermaritzburg)

### Description of the Programme

The function of a Human Resources Manager varies according to the size and type of company for which he/she works, but essentially, he/she plans and executes policies relating to all phases of personnel activity. As labour costs represent the single greatest cost in any organization it is, important that every effort be made to make the best use of every employee and ensure optimum productivity through correct selection, training and promotion. It is the Human Resources Manager's function to provide his/her employer with a highly trained, well-motivated worker and to ensure that the employee has the best use made of his/her talents and potential.

The activities of the Human Resources Officer/Manager may include some or all of the following:

- Recruiting, selecting and placement of new staff.
- inducting and training staff
- communicating between management and the workers
- devising remuneration scales and policy
- promotion of better staff relations
- keeping records of employees
- job analysis and evaluation
- handling grievances and industrial relations
- advising senior management on labour policies
- improving motivation and morale

In performing the above functions, the Human Resources Manager provides a specialized service to assist other management team members to make the most effective use of the human resources in an organization.

### Personal Qualities Required

The Human Resources Manager should be a self-organised person who is sensitive to the needs of others and who has the ability to communicate and interrelate with them while viewing their problems objectively. Integrity, patience, sound human relations, good reasoning abilities and leadership qualities are important. He/she must show initiative and be decisive in thought and action.

### Duration

Three years full-time or part-time

### Career Opportunities

The personnel field is a rapidly developing field in South Africa. It is recognized that a well- trained and highly motivated labour force is becoming increasing in order to improve productivity. Entrants to Human Resources Management are usually known as Personnel Officers and become managers after gaining experience. They may remain in the general personnel field or specialize in specific aspects of personnel management, training or industrial relations.

This diploma will be useful to people who operationalise some aspects of the core processes and practices at a basic level across the four role clusters in human resources management and practices:

- Strategic planning for human resources management practices
- Acquisition, development and utilisation of people
- Establishment and improvement of labour and employee relations
- Compensation and administration related to human resources management and practices.

Holders of the qualification will be able to operationalise some aspects of the core human resources management processes at a basic level and ingrate them into an organisation's business processes.

## Explanation of Points Scale

SYMBOL	SENIOR CERTIFICATE	
	HIGHER GRADE	STANDARD GRADE
A	8	6
B	7	5
C	6	4
D	5	3
E	4	2
F	3	1

  

%	NSC LEVEL	POINTS
90-100	7	8
80-89%	7	7
70-79%	6	6
60-69%	5	5
50-59%	4	4
40-49%	3	3
30-39%	2	2
20-29%	1	1

## Entry Requirements (Diploma in Management Sciences: Human Resources Management)

NATIONAL SENIOR CERTIFICATE (NSC) (01 January 2009)		SENIOR CERTIFICATE (SC) (PRE 2009)	NATIONAL CERTIFICATE (VOCATIONAL) (NCV)	
NSC Diploma Entry. A minimum of 25 points excluding Life Orientation will be considered.		A Senior Certificate or equivalent qualification	National Certificate Vocational (NCV) (Level 4)	
<b>Compulsory Subjects</b>	<b>NSC Rating Code</b>	Applicants with 20 or more points will be considered	<b>Compulsory Subjects</b>	<b>Mark</b>
English (home) <b>OR</b>	3		English	50%
English (1st additional)	4		Two fundamental subjects	50%
Mathematics <b>OR</b>	3		Three compulsory vocational subjects	60%
Mathematics Literacy	4			
And two 20 credit subjects (not more than 1 language)	3			

### Selection Criteria for this Programme

Applicants must meet the minimum requirements mentioned above. NSC, SC and NCV applications received via the Central Applications Office (CAO) will be ranked from highest to lowest points. Based on these rankings, those learners with the highest points will be offered a firm place; the learners who have applied with their Grade 12 June/Trial results may be offered a conditional place subject to them meeting the requirements mentioned in above. Preference will be given to learners from designated groups.

**NB:** If the number of applications exceeds the number of places available, the department reserves the right to apply a ranking system to select students.

**OR**

### Admission Requirement Based Upon Work Experience, Age and Maturity

A person may, subject to such requirements as the Senate may determine, be admitted to the Institution even if such a person is not in a possession of a National Senior Certificate, Senior Certificate or an equivalent certificate, provided that:

- The person shall have reached the age of 23 in the first year of registration and shall have at least:
  - three years' appropriate work experience; and/or
  - capacity for the proposed instructional programme, which shall be assessed at the discretion of the respective Head of Department by a Senate approved admission assessment comprising of a DUT Standardised Assessment Test for Access and Placement (SATAP), Academic Literacies (AI) & English for Academic Purposes (EAP) and/or an appropriate subject or programme specific written assessment designed and marked by the relevant Department; and
- The relevant Faculty Board shall be satisfied that the person is standard of communication skills, ability to study successfully and/or work experience are such that the person, in the opinion of the relevant Faculty Board, should be able to complete the proposed instructional programme successfully. If required, the communication skills and study skills should be tested; and
- The person's application for admission in terms of work experience, age and maturity is approved prior to registration.
 

**Applicants intending to gain admission through work experience, age and maturity must submit their applications at least four months before commencement of the academic year inclusive of the date of scheduling writing a requisite eligibility assessment.**

### Tuition Fees

To assist you with your planning, the 2020 fees have been indicated.

**Please Note:** DUT cannot be held liable for the fees in this brochure as the 2021 fees are not yet final.

**Please Note:** There would be a single registration for semester 1 and semester 2 at the beginning of each academic year.

## First Year Curriculum

Name of Module	Module Code	HEQSF Level	SAQA Credits	2020 Fees
<b>Semester One</b>				
Cornerstone	CSTN101	5	12	R2 530.00
Environmental Sustainability	EUST101	5	8	R1 940.00
Introduction to Business Law	IBNL101	5	16	R3 890.00
Introduction to Business	IBSI101	5	16	R3 890.00
Quantitative approaches to Management	QAPM101	5	8	R1 950.00
<b>Total</b>				<b>R14 200.00</b>
<b>Semester Two</b>				
Time & Stress Management	TASMI01	5	8	R1 950.00
Law for Life	LWLF101	5	8	R1 950.00
Business Communication & Info Literacy	BCIF101	5	16	R3 890.00
Financial Literacy	FNLT101	5	12	R2 850.00
Academic Literacy & Practice	ALWR101	5	16	R3 890.00
<b>Total</b>				<b>R14 530.00</b>
<b>Total Credits for Semester 1 &amp; 2</b>			<b>120</b>	

## Second Year Curriculum

<b>Semester Three</b>				
Business Management I	BMNG101	6	16	R2980.00
Management of Training I	MTRN101	6	16	R2 980.00
Personnel Management I	PNLM101	6	16	R2 980.00
Intro to Technology	ITLG101	6	12	R2 850.00
<b>Total</b>				<b>R11 790.00</b>
<b>Semester Four</b>				
Personnel Management II	PNLM201	6	16	R2 980.00
Labour Relations I	LBRR101	6	12	R2 980.00
Business Management II	BMNG201	6	16	R2 980.00
Project Management	PRMM101	6	16	R2 980.00
Work Preparedness	WKPR101	6	8	R1 950.00
<b>Total</b>				<b>R13 870.00</b>
<b>Total Credits for Semester 3 &amp; 4</b>			<b>128</b>	

## Third Year Curriculum

<b>Semester Five</b>				
Business Management III	BMNG301	6	16	R3 280.00
Management of Training II	MTRN201	6	16	R3 280.00
Personnel Management III	PNLM301	6	16	R3 280.00
Labour Relations II	LBRR201	6	16	R3 280.00
<b>Total</b>				<b>R13 120.00</b>
<b>Semester Six</b>				
Applied project management	APPM101	6	16	R3 280.00
Workplace practice	WKPP101	6	12	R3 280.00
Human resources management presentation	HRMP101	6	16	R3 280.00
Talent portfolio management	TPFM101	6	16	R3 280.00
<b>Total</b>				<b>R13 120.00</b>
<b>Total Credits for Semester 5 &amp; 6</b>			<b>124</b>	

## Higher Certificate in Human Resources

### NQF 5

SAQA ID: 110043

**Location:** ML Sultan Campus (Durban-Mariam Bee: Ground Floor) and Riverside Site, Midlands Campus (Pietermaritzburg)

### Description of the Programme

The programme is designed to enhance the employability of students by equipping them with basic human resources knowledge and skills, which will enable them to occupy entry-level / junior or support positions in both the private and the public sectors. Upon completion of the programme, students will be able to articulate into cognate NQF 6 programmes, more especially, the Diploma in Management Sciences, with specialisation in Human Resources.

### Career Opportunities

The programme will enable them to occupy entry-level / junior or support positions in both the private and the public sectors.

### Duration

One year full-time

## Entry Requirement (Higher Certificate in Human Resources)

NATIONAL SENIOR CERTIFICATE (NSC) (01 January 2009)		SENIOR CERTIFICATE (SC) (PRE 2009)			NATIONAL CERTIFICATE VOCATIONAL (NCV)	
NSC Higher Certificate Entry. A minimum of 20 points excluding Life Orientation will be considered.		A Senior Certificate or Equivalent Qualification. A minimum of 20 points will be considered			National Certificate Vocational (NCV) (Level 4)	
Compulsory Subjects	NSC Rating Code	Compulsory Subjects	HG	SG	Compulsory Subjects	Mark
English	3	English	E	D	English/Communication	50%

**NB:** If the number of applications exceeds the number of places available, the department reserves the right to apply a ranking system to select students.

## Tuition Fees

To assist you with your planning, the 2020 fees have been indicated.

**Please Note:** DUT cannot be held liable for the fees in this brochure, as the 2021 fees are not yet final.

**Please Note:** There would be a single registration for semester 1 and semester 2 at the beginning of each academic year.

## First Year Curriculum

Name of Module	Module Code	HEQSF Level	SAQA Credits	2020 Fees
<b>Semester One</b>				
Business Communication & Information Literacy	BUCI101	5	16	R3 890.00
Financial Literacy	FNLT101	5	16	R2 850.00
Introduction to Technology	ITLG101	5	12	R2 850.00
Cornerstone	CSTN101	5	16	R2 530.00
<b>Total</b>				<b>R12 120.00</b>
<b>Semester Two</b>				
Introduction to Human Resources Management	INHR101	5	12	R3 100.00
Fundamentals of Organisational Behaviour	INOF101	5	16	R3 100.00
Introduction to Labour Relations	INLR101	5	16	R3 100.00
Introduction to Training & Development	INTD101	5	16	R3 100.00
<b>Total</b>				<b>R12 400.00</b>
<b>Total Credits for Semester 1 &amp; 2</b>			<b>120</b>	

## Application

Applicants who wish to enrol for the programme/s must apply through the CAO system by no later than 30 November of the previous year.

## Application Forms

Contact the **Central Applications Office (C.A.O.)**

### Address letters to:

Central Applications Office, Private Bag X06

Dalbridge, 4014

Tel: (031) 268 4444

Fax: (031) 268 4422

**OR**

Apply online: <http://www.cao.ac.za>

## C.A.O. Codes

DBN: Diploma: DU-D-HR3 (Full-time)

DBN: Diploma: DU-D-HRY (Part-time)

DBN: Higher Cert.: DU-D-HRH (Full-time)

PMB: Diploma: DU-P-HR3 (Full-time)

PMB: Higher Cert.: DU-P-HRF (Full-time)

**Closing Date for Applications: 30 November 2020**

### **For Further Information**

Contact the Department of Human Resources Management  
Durban University of Technology  
ML Sultan Campus (Durban-Mariam Bee: Ground Floor)  
P O Box 1334 Durban, 4000  
Tel: (031) 373 6787

### **OR**

Contact the Department of Human Resources Management  
Durban University of Technology  
Riverside Site, Midlands Campus (Pietermaritzburg)  
P O Box 101112, Scottsville, 3209  
Tel: (033) 845 8851

### **Financial Aid**

For Financial Aid application for a DUT programme please apply online at [www.nsfas.org.za](http://www.nsfas.org.za) or call the NSFAS call centre on 0860 067 327.

Please note that completing a form does not guarantee Financial Aid. For further assistance, please consult the Department of Financial Aid and Scholarships on telephone number (031) 373 2931/2557/2054.

*This leaflet is for information purposes only and is not binding on the Durban University of Technology.*