



# 2017 HANDBOOK HUMAN RESOURCE MANAGEMENT



# **HANDBOOK FOR 2017**

## **FACULTY OF MANAGEMENT SCIENCES**

### **DEPARTMENT of HUMAN RESOURCES MANAGEMENT**

#### **DEPARTMENTAL MISSION**

To serve the needs of Human Resources Management student by enabling quality teaching, learning, research and community engagement by providing quality teaching that incorporates integrated workplace learning.

#### **What is a University of Technology?**

A university of technology is characterized by being research informed rather than research driven where the focus is on strategic and applied research that can be translated into professional practice. Furthermore, research output is commercialized thus providing a source of income for the institution. Learning programmes, in which the emphasis on technological capability is as important as cognitive skills, are developed around graduate profiles as defined by industry and the professions.

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## IMPORTANT NOTICE

The departmental rules in this handbook must be read in conjunction with the University of Technology's General Rules contained in the current General Handbook for Students.

## NOTE TO ALL REGISTERED STUDENTS

Your registration is in accordance with all current rules of the Institution. If, for whatever reason, you do not register consecutively for every year/semester of your programme, your existing registration contract with the Institution will cease. Your re-registration anytime thereafter will be at the discretion of the Institution and, if permitted, will be in accordance with the rules applicable at that time.

## **I. CONTACT DETAILS**

All departmental queries to:

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Location of Department:

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Ground floor,

ML Sultan Campus

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Faculty officer:

R. Pankhurst

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Location of Executive Dean's office: A-Block, 1st Floor, ML Sultan Campus

## **2. STAFFING                      Name and Qualification**

<b>Head of Department</b>	Dr M. Lourens (PhD in Management Sciences: Human Resource Management (DUT); M Tech: HRM (TN); MPhil: LPC (RAU); NHD: Post School Education (MLST); B Tech: LRM (TSA); B Tech: T&D (TSA); B Tech: Quality (TSA))
<b>Associate Director:</b>	Mrs K. Young (MComm: Ind Psyc (UP))
<b>Senior Lecturers:</b>	Ms A. Rajlal (MA: Ind Psyc UDW))
<b>Lecturers:</b>	Dr C. Smith (D Tech: Business Administration (DUT)) Mr B. Daweti (M Tech: HRM (DUT)) Mr M.L. Sibisi (B Tech: HRM (MLST)) Mr G.K. Khumalo (MComm: IR (UKZN)) Mrs M. Mathews (Hons: Soc Sc (UKZN))
<b>Part Time:</b>	Mrs P. Eyono (MComm: HRM (UKZN))

### **3. PROGRAMMES OFFERED BY THE DEPARTMENT**

Programmes are offered in this Department which, upon successful completion, lead to the award of the following qualifications:

#### **Qualification**

Diploma in Management Sciences (Human Resources Management)  
National Diploma: Human Resources Management (Phasing out in 2016)  
Bachelor of Technology in Human Resources Management  
Master of Philosophy in Human Resources Management  
Doctor of Philosophy in Human Resources Management

The following programme are being phased out and there will be no new first year in take in 2016:

ND: Human Resources Management.

The B.Tech Human Resource Management will be phasing out and the Advanced Diploma and Post Graduate Diploma is to be introduced in 2019.

### **4. PROGRAMME INFORMATION**

The department offers the Diploma: Human Resource Management, the Diploma: Management Sciences (Human Resources Management) and the B Tech: Human Resources Management on a full time and part time basis.

The M. Phil and PhD are offered on a part-time basis.

The full-time instructional programmes are offered to students between 08:00 and 16:50 daily. For those who are employed, a part-time lecture programme is arranged between the hours of 17:00 and 20:00. The programme content, final examinations and diploma issued are the same for both groups. The full-time students, being generally younger, lacking extended practical experience, and having more time available, are given a more detailed lecture programme and more personal attention. The more mature students who attend the evening school frequently have the advantage of practical experience in the areas in which they are studying. This partly overcomes the pressure of work and the limited lecture and study times available to them. These part-time students must perform much of the work themselves, and as a result are encouraged to acquire their diploma over a longer time-period than the full time students.

The Diploma in Management Sciences (Human Resources Management) has been developed to produce competent graduates who are grounded in the fundamental theory and principles that underlie the practice and growth in this field. This 360 credit diploma is at a NQF level 6 and is aligned with the qualification description as per the HEQF. In keeping with the institution's aims of creating, maintaining and developing its relationships with commerce, government and industry, this diploma seeks to further strengthen the link between the institution and the world of work. The learning environment is flexible in both its mode of delivery and its methodologies, with a combination of formal face-to-face classes, technology based and independent learning contributing to the learners' experience

#### 4.1 DIPLOMA: MANAGEMENT SCIENCES (HUMAN RESOURCES MANAGEMENT)

See General Rules G21B

See General Rules G7

##### 4.1.1 ENTRANCE REQUIREMENTS FOR THE NEW QUALIFICATIONS ARE AS FOLLOWS:

Applicants wishing to enrol for the Diploma in Management Science (Human Resource Management) at the Durban University of Technology is required to have current matric National Senior Certificate (NSC)/NQF4 equivalent qualification, with a minimum of 25 points excluding Life Orientation.

##### Explanation of Points scale:

Symbol	Senior Certificate	
	Higher Grade(HG)	Standard Grade (SG)
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
0-29%	1	1

The following admission rating system will be used in selecting students:

NSC Requirements	NSC Rating Code	Senior Certificate requirements
Compulsory Subjects		Applicants with 20 points or more holding a senior certificate or equivalent qualification will be considered.
English (home) OR English (1 <sup>st</sup> additional)	3 4	
Mathematics OR Mathematics Literacy	3 4	
And two (2) 20 credit subjects (not more than one language)	3	

**Or**

A National Certificate (Vocational) Level 4 issued by the Council for General and Further Education and Training with a) at least 50% in three fundamental subjects, including English; and b) at least 60% in three compulsory vocational subjects

**Or**

An access pathway for mature students (older than 23 years with a minimum of 3 years work experience in a related field) will be provided. Learners may also be granted access to the qualification through DUT's Recognition of Prior Learning (RPL) process.

#### **4.1.2 SELECTION CRITERIA FOR THIS PROGRAMME**

Applicants must meet the minimum requirements mentioned in 4.1 above. NSC and NCV applications received via the Central Applications Office (CAO) will be scored and 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 11 and / or Midyear Grade 12 results may be offered a conditional place subject to them meeting the requirements in 4.1 above. Preference will be given to learners from designated groups.

#### **4.1.3 REGISTRATION**

4.1.3.1 Subjects offered in the Diploma in Management Sciences (Human Resources Management) is semesterised. Registration for the Diploma in Management Sciences (Human Resources Management) takes place during January. Admission to the first year of study is in January. See General Rules G3, G4, G5, G6 and G7.

4.1.3.2 The last date for acceptance of late enrolments or transfers from other departments will be four weeks from the commencement of lectures.

4.1.3.3 Applications by students wishing to transfer from other institutions/courses will be considered on an individual basis and may be accepted into the first year of the Diploma in Management Sciences (Human Resources Management).

#### **4.1.4 CHANGING FROM OLD PROGRAMME TO NEW PROGRAMME**

The ND: Human Resources Management will be phased out and students who have not completed the outstanding subjects in terms of the phase out plan, will be required to either transfer to the new qualification, or must complete the outstanding subjects at another institution and may apply for exemption, subject to the provision of the general rules. Students transferring from the incomplete ND: Human Resources Management to the Diploma in Management Sciences (Human Resources Management) may, on application, be granted credit for subjects passed towards the new qualification.



#### **4.1.5 EXEMPTIONS AND TRANSFERS**

Students will be able to carry credits from the ND: Human Resources Management to the new qualification within a four year period. See General Rules G8 and G9.

#### **4.1.6 WORK DONE DURING THE YEAR**

- 4.1.6.1 Year marks/course marks shall be determined in accordance with the requirements as indicated in the learner guides. For details of assessment refer to the learner guide pertaining to each subject. Failure to meet these requirements will disqualify a student from writing the final examination in the subject concerned.
- 4.1.6.2 Notwithstanding Rule G12 a year/semester mark obtained for any subject is valid only for the main examination in the year/semester in which a student is registered plus the supplementary examination in that subject if granted to the student in terms of Rule G13.
- 4.1.6.3 Students must verify course marks before the final examinations are written. A 40% course mark/DP is needed to gain entry into the exam.

#### **4.1.7 STUDENT CONDUCT**

See General Handbook Rules SR1 to SR12

#### **4.1.8 EXPERIENTIAL LEARNING**

Refer to Rule G28.

In order to qualify for the diploma, all full-time students who are bona fide final year students (i.e. students who will complete their diploma programme at the end of the third year) will be required to undertake a period of 6 months experiential learning in an approved industrial/commercial organisation.

Details are available in the Departmental Experiential Learning Policy document.

The student is required to complete an official logbook detailing duties performed and be subject to an end-of-training evaluation by the immediate supervisor.

Although the Institution undertakes to assist the student/candidate in obtaining suitable experiential learning placement, the onus is on the student/candidate to find an “employer”.

The employer must be accredited by the Durban University of Technology for the purposes of experiential learning. An experiential learning agreement creates a separate contract between the “employer” and the student/candidate.

#### 4.1.9 PROGRAMME STRUCTURE

Code	Subjects	Assessment method	Semester	NQF level	Pre-Req	Major Subject
<b>Year I</b>						
	DUT Cornerstone 101	C	1	5		
	Environmental Sustainability	C	1	5		
	Introduction to Business Law	C	1	5		
	Introduction to Business	C	1	5		
	Quantitative Approaches to Management Sciences	C	1	5		
	Time & Stress Management	C	2	5		
	Law for Life	C	2	5		
	Academic Literacy	C	2	5		
	Business Communication & Information Literacy	C	2	5		
	Financial Literacy	C	2	5		

C = Continuous Assessment

E = Final Examination

Code	Subjects	Assessment method	Semester	NQF level	Pre-Req	Major Subject
<b>Year 2</b>						
	Introduction to Technology	C	3	6		
	Personnel Management I	E	3	6		X
	Business Management I	E	3	6		X
	Management of Training I	E	3	6		
	Labour Relations I	E	3	6		
	Personnel Management 2	E	4	6	Personnel Management I	X
	Business Management 2	E	4	6	Business Management I	X
	Project Management	C	4	6		
	Work Preparedness	C	4	6		
<b>Year 3</b>						
	Personnel Management 3	E	5	6	Personnel Management 3	X
	Business management 3	E	5	6	Business Management 2	X
	Management of Training 2	E	5	6	Management of Training I	
	Industrial Relations 2	E	5	6	Industrial Relations I	
	Workplace Practice	C	6	6		
	Human Resource management Presentation	C	6	6	BM3 and PM3	
	Talent Portfolio Management	C	6	6	MOT2 and IR2	
	Applied Project Management	C	6	6	Project Management	

C = Continuous Assessment

E = Final Examination

#### **4.1.10. PROGRESSION RULES INCLUDING PASS REQUIREMENTS**

See General Rule G14, G15, G16 and G21B.

- 4.1.10.1 The final pass mark for all subjects is 50%.
- 4.1.10.2 Barring timetable and credit constraints, students who have failed any modules in a previous semester are required to register for the failed modules first before any new modules are added.
- 4.1.10.3 Students may not register for more than 0,5 HEMIS credits in a semester – the HEMIS credits to be determined by the online and/or manual registration process. Information on HEMIS credits is also available from the academic department.
- 4.1.10.4 Where a module has a pre-requisite module, students are required to pass the pre-requisite module first.

#### **4.1.11 EXCLUSION RULES**

- 4.1.11.1 Notwithstanding DUT General Rules relating to unsatisfactory students (G17, G21, G22 and G23), any student who does not pass a minimum of 40% of the modules for which they were registered in a year will be prevented from re-registering for the qualification. Students will have the right to appeal against their exclusion.
- 4.1.11.2 Students who have been excluded from any other programme and who are wanting to register for programmes offered in this department will be considered on an individual basis.

#### **4.1.12 SUBJECT CONTENT / SYLLABI**

The syllabus for each subject indicated in the instructional programme above is published at the end of the handbook in alphabetical order.

#### **4.2 NATIONAL DIPLOMA: HUMAN RESOURCES MANAGEMENT (NMHRMI)**

This qualification is phasing out with effect from 01 January 2016.

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 and 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 integrate them into an organisation's business processes.

#### **4.2.1 REGISTRATION**

1. All courses offered are annual and registration takes place during January. See General Rules G3, G4, G5 and G6.
2. The last date for acceptance of late enrolments or transfers from other departments will be four weeks from the commencement of lectures.

#### **4.2.2 EXEMPTIONS**

See General Rules G8.

#### **4.2.3 WORK DONE DURING THE YEAR**

1. Year marks/course marks shall be determined in accordance with the requirements as indicated in the learner guides. For details of assessment refer to the learner guide pertaining to each subject. Failure to meet these requirements will disqualify a student from writing the final examination in the subject concerned.
2. Notwithstanding Rule G15 a year/semester mark obtained for any subject is valid only for the main examination in the year/semester in which a student is registered plus the supplementary examination in that subject if granted to the student in terms of Rule G16.
3. Learners will be required to arrive timeously at lectures. Learners who arrive late will only be admitted at the lecturer's discretion on presentation of a valid reason.
4. If a student is absent from a test / formal assessment a medical certificate must be provided within seven working days from the date that the assessment was conducted. The department reserves the right to verify any medical certificate.
5. All students that were absent for a formal assessment and have submitted a medical certificate to the Department, will be permitted to write a make-up test. A make-up test replaces a single test that has been missed in the course of the year, and may not be used to replace an assignment mark. If the student is absent for the make-up test, a zero will be allocated.
6. Students must verify course marks before the final examinations are written. A 40% course mark/DP is needed to gain entry into the exam.

#### **4.2.4 STUDENT CODE OF CONDUCT**

See General Handbook Rules SR1 to SR12

#### **4.2.5 AWARDING OF DIPLOMAS**

Students must apply for diplomas on the prescribed form, obtainable from Student Administration.

#### **4.2.6 EXPERIENTIAL LEARNING**

Refer to Rule G28.

In order to qualify for the diploma, all full-time students who are bona fide final year students (i.e. students who will complete their diploma programme at the end of the third year) will be required to undertake a period of experiential learning in an approved industrial/commercial organisation.

Details are available in the Departmental Experiential Learning Policy document. The student is required to complete an official logbook detailing duties performed and be subject to an end-of-training evaluation by the immediate supervisor. Although the Institution undertakes to assist the student/candidate in obtaining suitable experiential learning placement, the onus is on the student/candidate to find an "employer". The employer must be accredited by the Durban University of Technology for the purposes of experiential learning. An experiential learning agreement creates a separate contract between the "employer" and the student/candidate.

#### **4.2.7 PROGRAMME STRUCTURE**

1. The instructional programme shall consist of five (5 ) Level One, five (5) Level Two, and four (4) Level Three subjects.
2. All lectures for this diploma will be conducted on a full-time (3 years) & part-time (4 years) basis.
3. Full time lectures will comprise of three periods per week.
4. Part time lectures will comprise of two periods per week.

## NATIONAL DIPLOMA: HUMAN RESOURCES MANAGEMENT

Code	Subjects	*C/O	Semester/ Year	Assessment Method	NQF Level	Pre- Req.	Co- Req.
PMGT101	Personnel Management I	C	Year	Exam	5	None	None
BMGT101	Business Management I	C	Year	Exam	5	None	None
ACPP101	Accounting for Personnel Practitioners	C	Year	Exam	5	None	None
ENGL101	English	C	Year	Continuous Assessment	5	None	None
EUCM101	End-User Computing	C	Semester	Continuous Assessment	5	None	None
PMGT201	Personnel Management 2	C	Year	Exam	6	Personnel Management I	None
BMGT201	Business Management 2	C	Year	Exam	6	Business Management I	None
IREL101	Industrial Relations I	C	Year	Exam	6	Personnel Management I and Business Management I	None
LLAW101	Labour Law	C	Year	Exam	6	None	None
MTRG101	Management of Training I	C	Year	Exam	6	None	None
PSMN301	Personnel Management 3	C	Year	Exam	6	Personnel Management 2	None
BMGT301	Business Management 3	C	Year	Exam	6	Business Management 2	None
MTRG201	Management of Training 2	C	Year	Exam	6	Management of Training I	None
IREL201	Industrial Relations 2	C	Year	Exam	6	Industrial Relations I	None

### 4.2.8 ASSESSMENT PLAN

As contained in the General Rules.

### 4.2.9 RE-REGISTRATION RULES

#### I. PASS REQUIREMENTS

See General Rule GI4/GI6/GI7.

## **2. PROMOTION TO A HIGHER LEVEL**

### **1. First year of study**

Full-time students who are enrolled for the first year of study for a National Diploma or Certificate must pass a minimum of **THREE** subjects (of which at least **ONE** must be a major subject) in order to be re-admitted for further studies.

### **2. Re-admission for other years of study**

All students must pass a minimum of **TWO** subjects per annum in order to be re-admitted but must still meet the maximum time allowed rule.

### **3. Appeals**

Students may apply with motivation to the Head of Department in writing, to be re-considered for re-admission. The Head of Department will make a recommendation to the Faculty Board for a decision.

### **4. Maximum number of subjects allowed per year**

A student shall be admitted to no more than five subjects in each of his first and second years.

### **5. Prerequisites**

Personnel Management I and Business Management I are prerequisites for Industrial Relations I.

### **6. Continuous evaluation subjects**

For 100% year mark subjects/continuous evaluation subjects: The final mark for the subject comprises a 100% year mark, obtained from work completed during the year/semester. There is no examination for the subject. This work is retained by the department for a period of three (3) years as proof of performance. Details are in each subject learner guide. If the final mark is a fail (less than 50%) the learner will be required to re-register for that subject.

## **4.3 BTECH: HUMAN RESOURCES MANAGEMENT (BTHRMI)**

This qualification is phasing out with effect from 2019.

The B Tech: HRM will be useful to people who seek advanced knowledge, skills and aptitudes in the core processes and practices across the four role clusters in human resources management and practices:

Strategic planning for human resources management and 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.



#### **4.3.1 ADMISSION REQUIREMENTS**

See Rules G7 and G25.

Either a National Diploma (Human Resources Management) or an appropriate equivalent M+3 qualification is required. All applications for entry must be approved by the Faculty of Management of Sciences, which reserves the right to approve or reject applications.

#### **4.3.2 REGISTRATION**

1. All courses offered are annual and registration takes place during January. See General Rules G3, G4, G5 and G6.
2. The last date for acceptance of late enrolments or transfers from other departments will be four weeks from the commencement of lectures.

#### **4.3.3 EXEMPTIONS**

See General Rules G8.

#### **4.3.4 WORK DONE DURING THE YEAR**

1. Year marks/course marks shall be determined in accordance with the requirements as indicated in the learner guides. For details of assessment refer to the learner guide pertaining to each subject. Failure to meet these requirements will disqualify a student from writing the final examination in the subject concerned.
2. Notwithstanding Rule G15 a year/semester mark obtained for any subject is valid only for the main examination in the year/semester in which a student is registered plus the supplementary examination in that subject if granted to the student in terms of Rule G16.
3. Learners will be required to arrive timeously at lectures. Learners who arrive late will only be admitted at the lecturer's discretion on presentation of a valid reason.
4. If a student is absent from a test / formal assessment a medical certificate must be provided within seven working days from the date that the assessment was conducted. The department reserves the right to verify any medical certificate.
5. All students that were absent for a formal assessment and have submitted a medical certificate to the Department, will be permitted to write a make-up test. A make-up test replaces a single test that has been missed in the course of the year, and may not be used to replace an assignment mark. If the student is absent for the make-up test, a zero will be allocated.
6. Students must verify course marks before the final examinations are written. A 40% course mark/DP is needed to gain entry into the exam.

#### 4.3.5 STUDENT CODE OF CONDUCT

See General Handbook Rules SR1 to SR12

#### 4.3.6 AWARDING OF DEGREES

Students must apply for diplomas on the prescribed form, obtainable from Student Administration.

#### 4.3.7 PROGRAMME STRUCTURE

1. The instructional programme shall consist of six subjects.
2. All lectures for this BTech will be conducted on a full-time (1-year) & part-time (2 years) basis.
3. Full time lectures will comprise of three periods per week.
4. Part time lectures will comprise of two periods per week.

### B TECH: HUMAN RESOURCES MANAGEMENT

Code	Subjects	*C/O	Semester/ Year	Assessment Method	NQF Level	Pre- Req.	Co- Req.
OBEH402	Organisational Behaviour 4	C	Year	Exam	7	None	None
AMTR401	Advanced Management of Training 4	C	Year	Exam	7	Management of Training 2	None
AINR 401	Advanced Industrial Relations 4	C	Year	Exam	7	Industrial Relations 2	None
APMT 401	Advanced Personnel Management 4	C	Year	Exam	7	Personnel Management 3	None
ASMG 401	Advanced Strategic Management 4	C	Year	Exam	7	None	None
RMTG101	Research Methodology	C	Year	Continuous Assessment	6	None	None

#### 4.3.8 ASSESSMENT PLAN

As contained in the General Rules.

#### 4.3.9 RE-REGISTRATION RULES

1. See General Rule GI4/GI6/GI7.
2. **Continuous evaluation subjects**

For 100% year mark subjects/continuous evaluation subjects: The final mark for the subject comprises a 100% year mark, obtained from work completed during the year/semester. There is no examination for the subject. This work is retained by the department for a period of three (3) years as proof of performance. Details are in each subject learner guide. If the final mark is a fail (less than 50%) the learner will be required to re-register for that subject.

#### **4.4 MPhil: Management Sciences (HUMAN RESOURCES MANAGEMENT)**

The MPhil provides the student to explore research opportunities in a specialised area of human resources management.

##### **4.4.1 ADMISSION REQUIREMENTS**

In addition to General Rules G32 through G35, the following rules also apply to the MPhil: Management Sciences (Human Resources Management)

Either a four-year Bachelor's Degree in Technology: Human Resources Management or an approved Honours degree or equivalent, for which conferment of status has been granted. All students will be subject to a selection interview prior to being accepted for the Master's Degree.

##### **4.4.2 INSTRUCTIONAL PROGRAMME**

The instructional programme will be a comprehensive research project culminating in a dissertation.

#### **4.5 DPhil: Management Sciences (HUMAN RESOURCES MANAGEMENT)**

For further information, please contact the Head of Department. Students must have completed with their degree in Masters in Human Resources Management to do the Doctorate Degree in Human Resources Management.

## 5. SUBJECT CONTENT

NB: Students to read this section in conjunction with the relevant learner guides.

### SYLLABI

**Note 1** Unless otherwise indicated all Year/Course marks will comprise 40% of the final examination mark. The examination shall comprise 60% of the final mark.

**Note 2** Unless otherwise indicated all courses are of one semester duration.

## Diploma in Management Sciences (Operations Management – Module Content)

### *DUT Cornerstone 101*

The module will start with the analysis of a current issue (one critical event or development will be analysed; the event in focus will be selected on the basis of its connections to the theme of journeys and its relevance to the issues of ethics, diversity and critical citizenry). The topics will include such topics as the following, not necessarily in this sequence:

Our journeys: moving into higher education

Journeys from self to community (including forms of community engagement and service)

Journeys of migration, discovery and coercion (including movement of labour)

### ***Environmental Sustainability***

1. Ecological studies
  - Ecosystems
  - Biodiversity
  - Conservation
  - Hydrological cycle
2. Climatology
  - Global warming and climate change
  - Effects on biodiversity
  - Strategies to curb facilitated climate change
3. Environmental health
  - What is environmental health?
  - Pollution
  - Environmental risk and society
  - Sustainable development
4. Environmental sociology
  - Traditional environmental knowledge
  - Poverty, abuse and crime
  - Resource management
  - Poverty, abuse and crime

## ***Law for Life***

1. Life scenario: Motor vehicle accident:
  - Criminal law- purpose, procedure, parties, bail, sentences
  - Civil law-purpose, procedure, parties, outcomes
  - Law of insurance-purpose, concept of risk, the contract of insurance, the parties, the premium, the insurable interest and the doctrine of subrogation
  - Road Accident Fund- effect on the common law, purpose of the fund, application, forms
2. Life scenario: A man wishes to get married, he already has one wife.
  - Different types of marital regime in South Africa
  - civil unions
  - customary unions
  - same sex life partnerships
3. Life scenario: A man dies leaving three wives and eight children.
  - The law of testate and intestate succession.
  - The requirements for a valid will.
  - Drafting a valid will

## ***Introduction to Business***

### **Business Environment**

- The nature of the business environment?
- External, market and internal environments and their inter-relationship.
- Environmental analysis

### **Business Management**

- The nature of business management.
- Management concepts: Planning, organising, leading and controlling.
- Decision-making process
- Careers in Business Management

### **Marketing Management**

- What is Marketing Management?
- The 4P's (Product, Price, Promotion and Place)
- Careers in Marketing Management

### **Retail Management**

- What is Retail Management?
- Functions of Retailing
- Retail mix
- Role of retail in the supply chain
- Careers in Retail Management

### **Human Resources Management**

- What is Human Resources Management & Personnel Management?
- Careers in Human Resources Management

## Public Relations Management

- What is Public Relations Management?
- Functions of Public Relations
- Careers in Public Relations Management

## Operations Management

- What is Operations Management?
- Concepts of efficiency, factories, products, layouts and quality.
- Careers in Operations Management

## **Quantitative Approaches to Management Sciences**

- Basic Number Calculations
- Working with Fractions
- Working with Decimals
- Decimal Fractions
- Working with percentages
- Using a calculator
- Ratios
- Powers and Roots
- Algebra
- Graphical representations – straight line graph
- Tables and Charts
- Statistics

## **Time and Stress Management**

- Introduction to Stress and Stress Management
- Building Stress Management Skills
- Understanding Time Management
- Overcoming Barriers to Effective Time Management
- Purpose of Planning
- Personal Goal Setting

## **Introduction to Business law**

- Basic framework of the South African legal system.
- General principles of the law of contract.
- The principles of consumer law in South Africa.
- Brief overview of the Basic Conditions of Employment Act 75 OF 1977.
- Brief overview of social security at work: Unemployment Insurance Act 63 of 2000, Compensation for Occupational Injuries and Diseases Act 130 of 1993.

Specialisation specific:

- Legislation relating to packaging in South Africa.
- Intellectual property law.
- The law relating to electronic payment systems.
- Dismissals and unfair labour practice. The Labour Relations Act 66 of 1995.
- Censorship
- Freedom of expression

### ***Business Communication and Information Literacy***

Group roles, functions and behaviour, and reflection on own and others' performance. Format and conventions for: various types of business letters; emails; reports; meetings documentation. Exercises for practice of the aforementioned. Functions and patterns of meetings and roles and functions of office bearers.

Accessing and searching electronic catalogues and databases for specific items; evaluating items so found. Use of at least one referencing system.

### ***Financial Literacy***

- Savings and budgeting
- Debt Reduction and Asset Building (bank statement and bank recon) (interest rate, compound and simple)
- Building a good credit rating
- Consumer Protection (link with law)
- Wages and taxation (basic categories, direct and indirect, vat, individual tax)
- Investment Planning
- Retirement (Building a pension fund / provident fund)

### ***Academic Literacy***

Students will be introduced to the concept of academic literacies and the link between reading literature and literacy. Also academic research and the writing of assignments will be discussed. The problems associated with referencing and plagiarism will be addressed. Distribution of novel and learner guides will take place. Text reading targets for the structured completion of students' own reading of the novel will be set.

Students will discuss in groups selected passages from novel with respect to register, culture and purpose. Oral feedback session.

Students will identify parts of sentence construction and compare direct and indirect speech.

Students will complete a short written quiz to assess their progress in the reading of the novel. (online exercises)

Analysis of paragraphs. Students will identify topic sentences and other functionalities. Group work discussions and critical thinking on themes related to gender relations and language.

Students will write a short (15 lines) paragraph each related to group discussions on gender. Formative assessment and feedback to be given.

Students to read aloud in class from the novel!

Research Report Writing Workshop. Developing the basics of the academic research

writing process.

Further developed by online exercises.

Proof-reading and correction exercises. Focus on punctuation and accuracy.

Writing and re-writing exercises. Focus on expression and clarity.

Group discussions and worksheet on multilingualism and translation in texts. Focus on glossary and dictionary use.

On-line self-assessments of students' progress with the prescribed novel.

Students will complete a short written quiz to assess their progress in the reading of the novel.

Textual analysis: Students will analyse selected passages from the novel and in groups complete worksheet on transculturation/intercultural communication.

Summary writing: purposes and strategies.

Summary writing exercises.

Summary writing: selecting relevant information.

Summary writing exercises.

Self-reflection:

How has reading the novel helped develop my academic literacy/literacies?

What role does culture play in the modern lifestyle of both work and leisure?

Submission of short written piece based on this reflection.

### ***Introduction to Technology***

- Overview of computer terminology
- Overview of the Ethics of Information Technology.
- Access to the internet, upload and downloading files
- Overview of Ms Word
- Overview of a presentation package such as Powerpoint

### ***Work Preparedness***

- Techniques for identifying personal strengths and weaknesses
- Career planning and goal setting
- Employment barriers and overcoming them
- Sources of career and job opportunity information
- Job search techniques
- Styles, types and applications of the CV (resume)
- The written CV
- Researching prospective employers
- Preparation for interviews
- Interviewing techniques
- Dress and hygiene practices
- Ethical behaviour and punctuality



## **ACCOUNTING FOR PERSONNEL PRACTITIONERS**

1. The **examination** shall consist of one 3-hour paper.
2. Theory as laid down by the Department of Education
  1. Introduction to Accounting
  2. Processing of Accounting Data
  3. Control and recording of cash
  4. Completion of the accounting cycle
  5. Cost determination of certain assets
  6. Generally accepted accounting practice
  7. Control Accounts
  8. Correction of errors (elementary)
  9. Departmental Accounts
  10. Manufacturing Concerns (elementary)
  11. Account systems and internal control
  12. Elementary statement of source and application of funds
  13. Clubs and non-profit organisations (elementary)
  14. Analysis and interpretation of financial statements (elementary)
  15. Partnerships

**Practical** work shall consist of tutorial and self-study assignments of all sections of the syllabus.

## **ADVANCED INDUSTRIAL RELATIONS IV**

1. The **examination** shall consist of one-3 hour paper.
2. **Theory**
  1. General introduction
  2. Remuneration plans
  3. Collective bargaining
  4. Conflict resolution
  5. Advanced labour law
  6. Labour documentation
  7. Recent developments in labour relations

## **ADVANCED MANAGEMENT OF TRAINING IV**

1. The **examination** shall consist of one-4 hour open book paper.

The course mark for this subject shall be 60% of total marks and the final examination shall comprise 40% of the final Examination mark.
2. **Theory**
  1. Training and development legislation in South Africa.
  2. Strategic Human Resources Development
  3. Conducting a Management Development Needs analysis
  4. Organisation development & training
  5. Develop a Workplace Skills Plan
  6. Management Development Strategies
  7. Quality Assurance Systems for Management Development
  8. Report writing on Management Development

9. Managing the Training and Development function.
10. Marketing the Training and Development Function.

#### **ADVANCED PERSONNEL MANAGEMENT IV**

1. The **examination** shall consist of two-3 hour papers.
2. **Theory**
  1. Selection
  2. Compensation
  3. Human resource information systems
  4. Personnel Management in special sectors
  5. Ergonomics
  6. Evaluation of the personnel function
  7. Performance management

#### **ADVANCED STRATEGIC MANAGEMENT IV**

1. The **examination** shall consist of two 3-hour papers of which paper I is open-book
2. **Theory**
  1. Introduction to strategic management
  2. The strategic planning process
  3. Strategy implementation
  4. Human resource management strategies
  5. Business ethics corporate social responsibility

#### **BUSINESS MANAGEMENT I**

1. The **examination** shall consist of one 3-hour theory paper.
2. **Theory**
  1. Introduction to the scope and function of Business Economics
  2. Introduction and survey of the economics structure, with special reference to the role of the entrepreneur and of marketing structures
  3. Functions and forms of enterprise
  4. Office administration, clerical etc. services and procedures
  5. The function of and types of insurance
  6. The major functions of management with additional reference to, inter alia, management styles formal and informal organisation, internal organisation
  7. Introduction to the role of money and banking.

#### **BUSINESS MANAGEMENT II**

1. The **examination** shall consist of one 3-hour theory paper.
2. **Theory**
  1. Review of aspects of work performed in the first year
  2. In-depth review of the factors influencing the economic development of RSA, including state and growth points, etc
  3. Factors influencing optimal organisation size; the economics and diseconomics of scale.

4. Factory location structure, organisation and layout. The different production systems. Production planning and control. Quality control, stock purchasing and inventory control systems; work study.
5. The financial function of management including, inter alia, capital requirements, forms of long and short term financing. The capital and money markets, and the stock exchange. Budgets, budgeting control, liquidity, solvability and profitability.
6. External relations of the firm with, inter alia, clients, public authorities, wholesalers.

### **BUSINESS MANAGEMENT III**

1. The **examination** shall consist of two 3-hour theory papers.
2. **Theory**
  1. Review of the functions of the enterprise.
  2. The management function: the task and functions of management, planning, organising, leading, co-ordination and control.
  3. The personnel function including, inter alia, recruitment, training, transfer, promotion and remuneration systems. Motivation and morale.
  4. Procurement: purchasing aims and policy.
  5. Marketing the task and problems of marketing, development of market strategies, decisions concerning product, price and distribution; advertising and sales promotion. Review of the marketing structures of RSA, e.g., marketing of minerals, agricultural products, their respective, Price fixing, distribution channels etc.
  6. Money and banking: central and commercial banking and other financial institutions. Money and changes in its value through inflation, deflation; the equation of exchange.
  7. Public finance: the sources, principles and purposes of taxation.
  8. International trade: its advantages and disadvantages. Theories of absolute and comparative advantage, balance of payments, balance of trade.

### **END USER COMPUTING**

1. This subject consists of two (2) modules and students are evaluated by continuous assessment  
The course mark for this subject shall be 100% of total marks.
2. **Theory** as laid down by the Department of Education
  1. Introduction of computers
  2. Hardware
  3. Software concepts
  4. Operating systems
  5. Information systems concepts
  6. Social impact of computers on society
  7. Future developments

### 3. **Practical**

Practical work shall consist of tutorial and self-study assignments in all sections of the work. "Hands-on" experience will constitute 20% of the work.

## **ENGLISH**

1. Students are evaluated by continuous assessment.  
The course mark for this subject shall be 100% of total marks.
2. **Theory**
  1. Systems of communication in organisations: models, processes and networks.
  2. Internal and external communication in business.
  3. Barriers to communication and case studies.
  4. Advertising: objectives, promotion factors and media selection.
  5. Emphasis is placed on the acquisition of practical skills relevant to administration and on a critical approach to communication, with special reference to the correct use of language, tone, style and register.
3. **Practical**

Tutorials and self-study assignments are set on all aspects of the syllabus. This includes:

  - The drafting of routine and special reports;
  - The interpretation of statistical information;
  - Business letters, memoranda and other written forms;
  - Documentation and procedure at meetings;
  - Comprehension and summarising;
  - Oral use of language.

## **INDUSTRIAL RELATIONS I**

1. The **examination** shall comprise one 3-hour paper.
2. **Theory**
  1. Introduction including the industrial perspective and development of unions. Contemporary trends in trade unions; the role of the State the development of employer organisations.
  2. Relationship between management and unions. The role of Personnel Management in industrial relations; industrial relations in a social perspective.
  3. Introduction to the principles of labour economics. Historical overview, introduction to economic theory. Functions of, and problems related to, the labour market, labour policy, etc.

## **INDUSTRIAL RELATIONS II**

1. The **examination** shall comprise one 3-hour paper.
2. **Theory**
  1. Aspects of worker representation, at various levels.
  2. Aspects of collective bargaining, including nature, scope and procedural agreements.
  3. Negotiation: principles, approaches, agreements etc.
  4. Settlement of disputes
  5. Future industrial relations trends.

## **LABOUR LAW**

1. The **examination** shall comprise one 3-hour paper.
2. **Theory**
  1. The Common Law Contract of Service
  2. The Manpower Training Act
  3. The Labour Relations Act
  4. The Wage Act
  5. The Basic Conditions of Employment Act
  6. Machinery and Occupational Safety Act
  7. The Workmen's Compensation Act
  8. The Unemployment Insurance Act
  9. The Black Transport Services Act
  10. The Guidance and Placement Act

## **MANAGEMENT OF TRAINING I**

1. The **examination** shall comprise one 3-hour paper.
2. **Theory**
  1. Historical development of training and underlying philosophy
  2. Education system in South Africa
  3. Importance of industrial training
  4. The learning process
  5. The task of the training manager
  6. Training systems and instruction techniques
  7. Steps during the training process
  8. The organisation and control of training
  9. Selection of training personnel
  10. Training and development legislation in South Africa
  11. Presentation Skills
  12. Outcome-based education and training.

## **MANAGEMENT OF TRAINING II**

1. The **examination** shall comprise one 3-hour paper.  
The course mark for this subject shall be 60% of total marks and the final examination shall comprise 40% of the final Examination mark
2. **Theory**
  1. Train the Trainer
  2. Programme Development
  3. Implementation of training programmes
  4. Evaluation of training programmes
  5. Marketing of Training Services
  6. Training application.

## **ORGANISATIONAL BEHAVIOUR IV**

1. The **examination** shall consist of one 3-hour paper.
2. **Theory**
  1. Introduction to organisational behaviour.

2. Application of research methods in organisational behaviour.
3. The managing of individual, group and organisational effectiveness and co-operation.
4. The diagnostic approach to organisational behaviour.
5. Organisational design.
6. The organisation as a social system.
7. Work life.
8. Human relations in the workplace.
9. Practical application of leadership behaviour and motivational behaviour for effectiveness and organisational development.
10. Skills training.

## **PERSONNEL MANAGEMENT I**

1. The **examination** shall comprise one 3-hour paper.
2. **Theory**
  1. Introduction to human resources management:  
Individual behaviour, including individual differences, human abilities, perception, learning, memory, personality, frustration, conflict, stress, alcoholism, drug dependency.
  2. Social processes, including attitudes, role theory conformity groups, social perceptions.

## **PERSONNEL MANAGEMENT II**

1. The **examination** shall comprise one 3-hour paper.
2. **Theory**  
Introduction to organisation theory, manpower planning, job analysis, etc., recruitment, selection and induction. Performance appraisal, compensation, maintenance and safety management.

## **PERSONNEL MANAGEMENT III**

1. The **examination** shall comprise two 3-hour papers.
2. **Theory**
  1. Labour turnover and absenteeism, and personnel movements.
  2. Introduction to organisation behaviour, including job satisfaction, motivation, organisation behaviour modification, leadership, and communication.
  3. Decision making, the informal organisation, conflict organisation change and development.

## **RESEARCH METHODOLOGY**

1. Students are evaluated by continuous assessment.  
The course mark for this subject shall be 100% of total marks.
2. **Theory**
  1. Tools of research
  2. Problem development
  3. Review of related literature
  4. Research design
  5. Reporting of results
  6. Working with a Supervisor