



# **NATIONAL N CERTIFICATE**

## **HUMAN RESOURCE MANAGEMENT N4**

### **INTRODUCTION**

Human Resources Management deals with formal systems in the management of people within the organization. The areas related to attracting and maintaining an effective workforce includes: human resources planning, job analysis, recruitment and selection, performance appraisal, training and development, reward systems and labour relations.

### **ENTRY REQUIREMENT**

1. National Senior Certificate with a pass in English
2. A senior certificate or its equivalency

### **DURATION**

6 Months.

### **EXAMINATION / ASSESSMENTS**

The learner is externally assessed by Department of Higher Education and Training at the end of each semester in the modules that the learner registered in that particular semester. To qualify for this assessment, the learner has to obtain 40% in the Internal Continuous Assessments (Tests and assignments) conducted internally during the course of the semester.

### **CERTIFICATION**

A National Certificate in Human Resource Management N4 will be issued on successful passing of all required N4 modules. This certificate is issued by the Department of Higher Education and Training (DHET) as the assessment body in coordination with the Quality Council for Trades and Occupations (QCTO) as the quality assurance body.

## COURSE OUTLINE / N4 MODULES

Subject Code	Subject Name	Credits	Field
1. 04110424	Personnel Management N4	0.125	3
2. 04090304	Entrepreneurship and Business Management N4	0.125	3
3. 05140364	Management Communication N4	0.125	4
4. 06030204	Computer Practice N4	0.125	10

### CAREER OPTIONS

1. Clerk in the Human Resource Department
2. Recruitment officer
3. Screening and placement officer
4. Labour relations officer

### REGISTRATION REQUIREMENTS

1. Applicant Certified ID / Passport copies
2. Parent / guardian / next of keen ID copies
3. 2 ID sized passport photographs
4. Proof of address
5. Certified metric or high school certificates

### THE QUALIFICATION FEES STRUCTURE

*Registration fee is R1000.00 and Nonrefundable.*

*(Registration and Deposit only applies to new students)*

SUBJECTS	4 SUBJECTS	3 SUBJECTS	2 SUBJECTS	1 SUBJECT
<b>ADMISSION</b>	R 1200.00	R 900.00	R 600.00	R 300.00
<b>MONTHLY INSTALLMENT</b>	R 1000 * 5 = R 5000	R 800 * 5 = R 4000	R 600 * 5 = R 3000	R 400 * 5 = R 2000
<b>TOTAL FEES</b>	<b>R 7200.00</b>	<b>R 5900.00</b>	<b>R 4600.00</b>	<b>R 3300.00</b>

## College banking details

**Bank Name:** Standard Bank SA

**Account holder:** Fredstone City College Pty Ltd

**Account Number:** 10117596939

**Branch code:** 018105

**Ref:** Learner / Applicant full names