



NATIONAL N CERTIFICATE

HUMAN RESOURCE MANAGEMENT N5

INTRODUCTION

This course builds on the knowledge and skills that you gained in the previous level, and further prepares you for the workplace by introducing you to various aspects of labour relations. It also equips you with more of the knowledge and skills that you need to work in the field with labour managerial responsibilities.

The National Certificate: Human Resource Management qualification is primarily aimed at giving the learner technical, theoretical knowledge and practical knowledge, the workplace knowledge and the skills required in the in the vocation.

ENTRY REQUIREMENT

National N Certificate: Human Resource Management N4

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 N5 will be issued on successful passing of all required N5 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 / N5 MODULES

| Subject Code | Subject Name | Credits | Field |
|--------------|-------------------------|---------|-------|
| 1. 04110455 | Labour Relations N5 | 0.125 | 8 |
| 2. 04110445 | Personnel Training N5 | 0.125 | 3 |
| 3. 04110435 | Personnel Management N5 | 0.125 | 3 |
| 4. 06030165 | Computer Practice N5 | 0.125 | 10 |

CAREER OPTIONS

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

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 Educare N4 Certificate

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 |
|----------------------------|---------------------|--------------------|--------------------|--------------------|
| ADMISSION | R 1200.00 | R 900.00 | R 600.00 | R 300.00 |
| MONTHLY INSTALLMENT | R 1000 * 5 = R 5000 | R 800 * 5 = R 4000 | R 600 * 5 = R 3000 | R 400 * 5 = R 2000 |
| TOTAL FEES | R 7200.00 | R 5900.00 | R 4600.00 | R 3300.00 |

College banking details

Bank Name: Standard Bank SA

Account holder: Kean Central College Pty Ltd

Account Number: 10117596939

Branch code: 018105

Ref: Learner / Applicant full names