



# **NATIONAL N CERTIFICATE**

## **HUMAN RESOURCE MANAGEMENT N6**

### **INTRODUCTION**

This course builds on what you learned in the previous levels, and further prepares you for a career in Human Resource Management. Once you have completed this level, you can do 18 months of practical in-service training at a registered organization to acquire the practical skills and the workplace knowledge as a requirement for the issuing of the National N Diploma by the Department of Higher Education and Training.

### **ENTRY REQUIREMENT**

National Certificate: Human Resource Management N5

### **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 N6 will be issued on successful passing of all required N6 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.

### **DIPLOMA ISSUING**

A National N Diploma will be issued by the Department of Higher Education and Training after the 18 Months of in-service training on provision of all the required training evidence. This process will be managed by the college and it will take approximately 3 Months after the application date.

## COURSE OUTLINE / N6 MODULES

Subject Code	Subject Name	Credits	Field
1. 04110486	Labour Relations N6	0.125	8
2. 04110466	Personnel Management N6	0.125	3
3. 04110476	Personnel Training N6	0.125	3
4. 06030196	Computer Practice N6	0.125	10

*In order to qualify for a diploma in Human Resource Management, a candidate must pass Computer Practice N4*

### 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 N5 Certificate & Results Statement

### 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
<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:** Kean Central College Pty Ltd

**Account Number:** 10117596939

**Branch code:** 018105

**Ref:** Learner / Applicant full names