

(Proposed NQF 5)



NORTH-WEST UNIVERSITY
YUNIBESITI YA BOKONE-BOPHIRIMA
NOORDWES-UNIVERSITEIT



Short Learning Programme in **HUMAN RESOURCE MANAGEMENT** (Proposed NQF 5, Credit points 12)

SHORT LEARNING PROGRAMME IN HUMAN RESOURCE MANAGEMENT

These programmes are rated at a proposed NQF level 5 with twelve (12) credit points. An assessment certificate can be earned, subject to successful completion of the assignment in the specified period stipulated at the event (14 weeks). If a participant chooses not to complete the assessed assignment, he/she will receive a certificate of attendance only.

WHO SHOULD ATTEND?

TARGET GROUP

All Practitioners, Public Service Officials of National, Local, Provincial Government and Parastatals Including:

- Customer Service Managers
- Communication Managers
- HR Managers
- Performance Managers
- Strategic Planning Managers
- Customer Managers
- Risk Managers
- Internal Auditors
- Supply Chain Managers
- Project Managers
- IT and ICT Managers
- Financial Managers
- Municipal Managers
- Municipal Divisional Managers
- Hospital Managers
- Trade Union Officials
- Shop Stewards
- Supervisory Managers
- Entrepreneurs
- Case study officers
- Branch Managers

LANGUAGE

The programme is presented in English and Afrikaans on request.

ABOUT YOUR PRESENTER

Prof CJ Botha CHRP. BCom, BCom Hons, MCom, PhD (NWU) and ADLL (UJ)

Your course leader in Human Resource Management will be Prof CJ Botha CHRP, a senior lecturer with the NWU School of Business & Governance. He is a fully-registered Chartered Practitioner in the fields of Labour Relations and Human Resources and will guide you in your studies in a practical and useful manner. With his vast practical experience of more than 20 years, he is more than equipped for excellent training in this field of study. Guest presenters will be used from time to time, but you will be notified well in advance of such an event.

The importance of sound Human Relations within the Human Resource environment can never be over emphasised. The goals of any organisation or business are realised and reached through the hearts and minds of its people. This programme was developed with this as its philosophy and underlying building blocks.

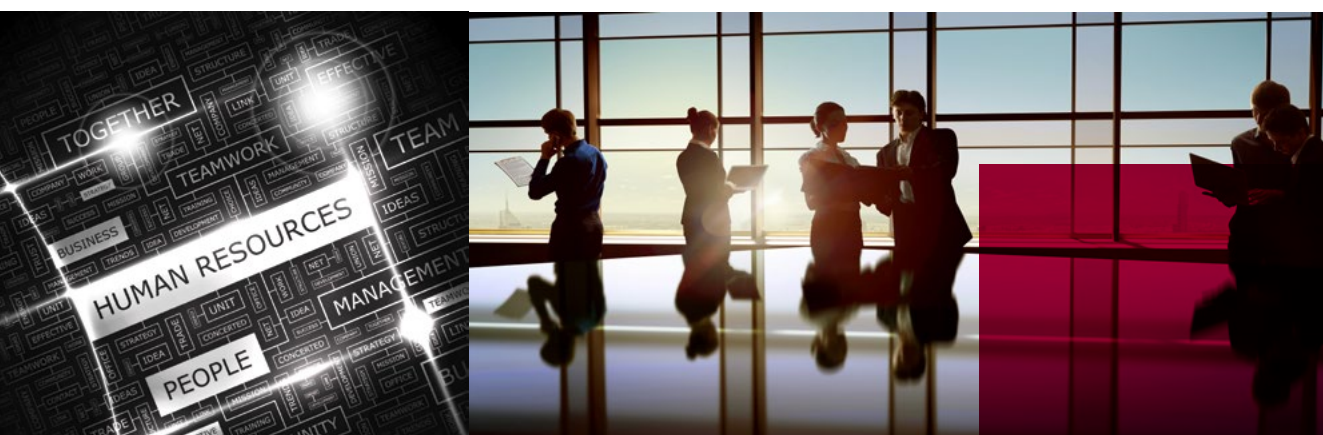
PLEASE TAKE NOTE!

Great care was taken in the preparation and selection of your study material and therefore the NWU School of Business & Governance sincerely hopes that you will not only enjoy this course in Human Resource Management, but will also find it helpful in your world of work. Especially the choice of handbook can provide you with a reference on your table and should be used whenever encountering a HR problem.

LEARNING OUTCOMES

SPECIFIC PROGRAMME OUTCOMES AND THE ASSOCIATED ASSESSMENT CRITERIA

Module	Learning Outcome	Assessment Criteria
Module 1: The environment for human resources	After studying this module the learner should be able to: <ul style="list-style-type: none">Define and explain what people practices are comprehensivelyExplain current issues and challenges	The assessor will know that the learner has achieved this outcome if the learner is able to: <ul style="list-style-type: none">Discuss challenges in HR
Module 2: Finding and Placing qualified workers	After studying this module the learner should be able to: <ul style="list-style-type: none">Position the workplace strategicallyDiscuss job design and job analysis	The assessor will know that the learner has achieved this outcome if the learner is able to: <ul style="list-style-type: none">Complete a strategic positioning of the organisation
Module 3: Recruitment and selection	After studying this module the learner should be able to: <ul style="list-style-type: none">Discuss the recruitment processExplain recruitment methods	The assessor will know that the learner has achieved this outcome if the learner is able to: <ul style="list-style-type: none">Discuss recruitment methods for your organisation
Module 4: Employee orientation and motivation and retention	After studying this module the learner should be able to: <ul style="list-style-type: none">Define probation and orientationExplain motivationDiscuss retention in HR	The assessor will know that the learner has achieved this outcome if the learner is able to: <ul style="list-style-type: none">Discuss a retention strategy for your organisation
Module 5: Internal staffing	After studying this module the learner should be able to: <ul style="list-style-type: none">Design an internal staffing programFactors influencing your decisions	The assessor will know that the learner has achieved this outcome if the learner is able to: <ul style="list-style-type: none">Participate in designing an internal staffing programme
Module 6: Career management	After studying this module the learner should be able to: <ul style="list-style-type: none">Explain career managementExplain successful career managementExplain the “ceiling” employee	The assessor will know that the learner has achieved this outcome if the learner is able to: <ul style="list-style-type: none">Participate in a role-play on career management



Short Learning Programme in HUMAN RESOURCE MANAGEMENT APPLICATION FORM

Applications must be accompanied by:

- The prescribed fees
- Two clear recent passport-size photographs
- A letter from the participant's employer in which:
 - the employer certifies that the participant meets the requirements; and
 - the employer grants permission for the participant to participate in the programme



NB! latest version of
**ADOBE ACROBAT
READER** before
attempting to complete
the form.

Application for admission to the Short Learning Programme in Human Resource Management

- Strictly confidential
- Please complete in type or print-hand

A. Personal information

Initials and surname	<input type="text"/>	Title	<input type="text"/>
Names	<input type="text"/>	Nickname	<input type="text"/>
ID no.	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	Date of birth	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Home address	<input type="text"/>		
	<input type="text"/>	Postal code	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
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Nationality	<input type="text"/>		
E-mail	<input type="text"/>		
Postal address (if different from home address)	<input type="text"/>		
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Work address	<input type="text"/>		
	<input type="text"/>	Postal code	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Tel no. (W) Area code	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	No.	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Fax no. Area code	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	No.	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>

B. Post-school activities

Complete in reverse order (starting with the most recent) all tertiary academic work, including qualifications (compulsory for evaluation purpose).

University/College/Technikon	Period (Year)	
	From	To

Name of Degree/Diploma/Certificate	Study completed	
	Yes	No

C. Employment Record

Please record your most recent positions of employment, starting with your present position.

Name of Company	Industry	Title or Position	Date	
			From	To

Controlling Company _____

Subsidiary/Section _____

Nature of Business _____

Title Position _____

Number of Employees _____

Number of Years in Position _____

The NWU School of Business & Governance places great emphasis on the condition that participants should be able to work in a small study group. This enables them to learn from each other. To facilitate this process, you are requested to supply a short description of your present obligations and responsibilities in your organisation.

D. Payment Options (Please request an invoice before making a payment)

Payment enclosed (Please mark appropriate box) ☐ Cheque ☐ Postal order ☐ Transfer ☐ RealPay

Account details

ABSA Bank
Account No. 670 642 313
Branch Code 632005
Ref: Invoice Number

Cheques should be made out to:

North-West University
(No cash please)

Please fax proof of payment to:

Fax No. 086 760 9447
Attention: Shemene Kok

Entity responsible for payment

Self ☐ Company ☐

If self and are unable to pay full study fees immediately, please complete the RealPay debit order option form. (Available on request)

If company, please provide the following details for invoicing purposes:

Registered Company Name _____

Company Vat Reg. No.

Company Address Details:

Postal Code

Contact Credentials of Creditors Department

Contact Name _____

Tel No. Area Code No.

E. Submit

Please post your completed application form to:

Admin Officer: Short Learning Programme in Human Resources Management
NWU School of Business & Governance
Private Bag X6001, NWU
Internal Box No. 296
Potchefstroom, 2520

Signature of Candidate

Date

Submit by email

Reset form

North-West University; Private Bag X6001, Potchefstroom, 2520
E-mail: pbsinfo@nwu.ac.za

Shemene Kok
Tel: 018 285 2327

<http://commerce.nwu.ac.za/business-school/>

