

HIGHER CERTIFICATE IN HUMAN RESOURCE DEVELOPMENT (NQF Level 5)

WHAT ARE THE QUALIFICATION OBJECTIVES?

The development of skills within and for the workplace remains a key priority within South Africa, as supported by legislation, national policies and strategies. People who have knowledge and skills within their area of expertise, but lack the required skills in relation to Human Resource Development carry much of the current and needed skills development out. Many of the skills development objectives, nationally and within organisations, are met through the efforts of Human Resource Development practitioners of which this qualification addresses the key foundational competencies needed of such a practitioner.

The aim of this qualification is to enable learners to understand traditional and contemporary human resource development practices in order to offer support services to the business and develop a basic understanding of a broad-based, sustainable human resource value chain. In addition, learners will be introduced to technology and its integration with practice. To this end, they will be exposed to relevant knowledge on human resource development and human resource management underpinned by current legislation.

This qualification introduces new paradigms in human resource development and practices from an administrative and support perspective. It also serves as a foundational qualification in a defined learning pathway in the field of human resource development.

CURRICULUM

The qualification includes six modules.

Human Resource Development A (30 credits)

The purpose of this module is to introduce the students to the field of HRD. The focus is on the history, origins, approaches and various HRD models used in learning and development.

People practices in the workplace (15 credits)

The purpose of this module is to equip students with the foundations of business, people management practices and the role of that HRD plays in the workplace, society and the economy.

Skills development legislation and HRD reporting (15 credits)

The purpose of this module is for students to acquire knowledge of the skills development landscape and relevant legislation in order to provide the appropriate support, data and information related to skills development activities and reporting.

Human Resource Development B (30 credits)

The purpose of this module is to expose students to national and international HRD best practices, trends and drivers within the context of people development and organisational imperatives.

Human Resource Development administration (15 credits)

The purpose of this module is to provide students with the knowledge and skills to administer and coordinate training administration aligned to processes of the learning and development cycle.

Personal mastery in the workplace (15 credits)

The purpose of this module is to provide students with insight into an awareness of leader as self to create and maintain healthy and productive relationships with others in an organisation.

WHAT ARE THE ADMISSION REQUIREMENTS?

Prospective students should be in possession of a Grade 12 certificate with access to Higher Certificate studies, or any SAQA FETC certificate at NQF level 4. One year's work experience preferable within Training and Development or Human Resources. A good working knowledge of English as well as computer literacy and Internet access is compulsory. Since only a limited number of students can be accommodated annually, applicants will be subjected to a selection process.

DURATION

We offer the programme on a **limited contact basis** over a period of one year. Class attendance (a mix of contact and online) is compulsory.

HOW WILL YOU BE TRAINED?

Together with limited facilitated contact time, the use of technology (for example Internet, email, Ulink etc.) is a critical component of the tuition model and is employed to deliver study material, self-assessment measures and opportunities for interactive discussions.

Please note: Access to the Internet, or opportunities to gain access to the Internet, are prerequisites for enrolment in the qualification.

HOW WILL YOU BE ASSESSED?

The assessment approach for each module is one of continuous assessment. Three summative assessment tasks per module are given that may be equally weighted. These may include projects, assignments, tests, presentations etc. A final pass mark of 50% is required for each module.

IS THE PROGRAMME LINKED TO AN NQF LEVEL OR CREDITS?

The programme is a full qualification, SAQA accredited (NQF level 5) with 120 credits.

FORMAL LEARNING PATHWAY

Students who successfully complete the Higher Certificate in HRD can apply for the Diploma in Human Resource Development (NQF level 6).

APPLICATION DETAILS

Online applications open on the 1 April and close on the 30 November.

To apply, click on either of the links below:

- For FIRST TIME (new) applicants to the UJ: https://registration.uj.ac.za/pls/prodi41/wuj012pkg.wuj012_startup
- For RETURNING students: https://registration.uj.ac.za/pls/prodi41/w99pkg.mi_login

When applying use the token **IPPMCEP** in CAPS. Email your documents to ujappdocs@listsrv.uj.ac.za and copy agnesma@uj.ac.za with only your student number in the subject line.

After selection you will be informed of the registration procedure. Registration will take place in January of the following year.

Please note: NO NSFAS funding is available for this qualification.

WHO CAN BE CONTACTED?

Agnes Maloka

Tel: 011 559 1346

Email: agnesma@uj.ac.za

**The Future
Reimagined**

