

# HIGHER CERTIFICATE IN HUMAN RESOURCE MANAGEMENT

- Gain work-ready and degree-ready skills.
- Formalise your existing skillset with an entry-level qualification.
- Meaningfully contribute to the development and effectiveness of individuals and organisations.

Our Higher Certificate in Human Resource Management is in response to the industry's need for more practitioners. The qualification provides strong foundational theories, industry-oriented content and practical skills that can be applied to the modern workplace. The aim of the Higher Certificate is to develop change agents who are responsive to employee and employer needs, are equipped to provide administrative support to the Human Resource Management division plus drive the support and development of employees and individuals within organisations.

As a graduate, you will be well suited for employment in a range of public and private sector enterprises including a variety of NPOs, NGOs and corporate companies where support is needed for the Human Resource function.

CPT | DUR | JHB | PTA | ONLINE

[www.sacap.edu.za](http://www.sacap.edu.za) [admissions@sacap.edu.za](mailto:admissions@sacap.edu.za) 0860 77 11 11



By understanding people and the value of human resources and human capital, one can build highly effective and efficient organisations.

## Course Details



STUDY OPTIONS:  
**Online**



DURATION:  
**1 year full-time**



MODULES:  
**9**



SAQA REGISTRATION:  
**SAQA ID 118461, NQF 5**



FACULTY:  
**Management & Leadership**

## Admission Requirements:

A National Senior Certificate or National Certificate (Vocational) with a minimum of 45% in English, or equivalent school-leaving qualification, or a Senior Certificate (pre-2008) with a minimum overall D-aggregate (50%) with a minimum of 45% in English, or equivalent school-leaving certificate.

Or, Mature students 24 years of age and older who do not meet the above requirements should provide a portfolio of evidence demonstrating formal, informal, and non-formal knowledge, training, work experience, and/or learning equivalent to a National Senior Certificate (NQF level 4) to support admission into the programme on the basis of Recognition of Prior Learning (RPL).

## BENEFITS AT A GLANCE

This foundational Higher Certificate is a good choice if you want:

- To learn more about Human Resource Management.
- The knowledge and skills to provide administrative support to Human Resource services in the industry.
- To gain the ability to conduct various related human resource functions in the workplace.
- Understand diversity and effective communication in a dynamic, multi-cultural South African context.
- Understand the impact of Organisational Behaviour in a business environment.

## LEARN MORE

Contact an admissions officer on [admissions@sacap.edu.za](mailto:admissions@sacap.edu.za), call 0860 77 11 11 or visit [www.sacap.edu.za](http://www.sacap.edu.za)

Endorsed by:



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**SACAP**  
The South African  
College of Applied Psychology

Registration from the South African Qualifications Authority (SAQA) at NQF level 5. Accreditation by the Council on Higher Education (CHE). Registered with the Department of Higher Education and Training as a Private Higher Education Institution under the Higher Education Act, 1997. Registration Certificate Number: 2005/HE07/001. Company Registration number: 2003/019020/07  
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