

# HIGHER CERTIFICATE IN HUMAN RESOURCE MANAGEMENT

- Broad overview of HRM discipline.
- Skills-based vocational qualification at NQF 5 level.
- An alternative entry point into higher education.
- Endorsed by SABPP.

SACAP's online Higher Certificate equips you with comprehensive knowledge and skills encompassing Human Resource functions and principles, Occupational Health and Safety Management and Project Management.

As a graduate, you will be able to apply the knowledge you gain in real-world work settings and have the option to become a registered HR Technician through the South African Board of People Practices (SABPP). You will also be eligible to apply for entry-level HR positions or you can apply for admission to SACAP's Bachelor of Applied Social Science programme, with the choice of majoring in Psychology and Business Management or Psychology and Human Resource Management. Alternatively, you can explore any other Diploma or Bachelor's Degree programmes in Human Resource Management or Industrial-organisational Psychology.


CPT | DUR | JHB | PTA | ONLINE

[www.sacap.edu.za](http://www.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

 **DURATION:**  
1 year full-time,  
2 year's part-time

 **MODULES:**  
9 modules

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

 **ACCREDITATION:**  
Endorsed by the South African Board for People Practices (SABPP) and aligned with the SABPP HR competency framework in design

 **FACULTY:**  
Management & Leadership

## Admission Requirements:

- A National Senior Certificate with a minimum of 45% in English as certified by the Council for General and Further Education and Training (Umalusi). OR
- A National Certificate (Vocational) Level 4 with a minimum of 45% in English issued by the Council for General and Further Education and Training (Umalusi). OR
- A Senior Certificate (pre-2008) with a minimum overall D-aggregate (50%) with a minimum of 45% in English, or an equivalent school leaving certificate. OR
- Applicants 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.
- Are an aspiring HR professional.
- Are an employer or supervisor wanting to understand HR best practices and labour rights.
- Are a trade union rep or work in Social Work/Psychology and want to understand Industrial Relations and HR-related issues.

## THE SKILLS YOU WILL GAIN

An introductory understanding of:

- Foundational Human Resource methodologies, theories, models and practices.
- How to conduct various related HR functions in the workplace.
- Diversity and effective communication in a dynamic, multicultural South African context.

## LEARN MORE

Call 0860 77 11 11 or visit [www.sacap.edu.za](http://www.sacap.edu.za)

Endorsed by:



 @sacapedu



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. Accredited by the British Accreditation Council. **Head Office:** Cape Town Campus, 1st floor Sunclare Building, 21 Dreyer Street Claremont, Cape Town, 7708, South Africa. Tel: 021 671 7692 **Durban Campus,** 5th Floor 199-203 Peter Mokaba Road, Morningside, Durban, 4001, South Africa. Tel: 031 944 4909 **Johannesburg Campus,** 22 Westbrooke Avenue c/o Katherine Street, Strathavon, Sandton, 2031, South Africa. Tel: 011 447 4939 **Pretoria Campus,** 1st Floor, North Block, Brookfield Office Park, 261 Middel Street, Nieuw Muckleneuk, Brooklyn, Pretoria 0181, South Africa. Tel: 012 941 8550

