



CAREERS
BUSINESS INSTITUTE

www.cb institute.co.za

Advanced Certificate: Human Resource Management Officer (NQF 6)



Careers Business Institute has been empowering the community since its inception in 1991. We provide a comprehensive range of Management, Office Administration, Financial and IT courses that have been designed to help you launch your successful career. The Careers Training Group has campuses in Umhlanga Ridge and at the Chatsworth Centre in Kwazulu Natal

Microsoft
CERTIFIED
Partner

sage
Pastel
Business Partner
Authorised
Training Centre

QCTO
Quality Council for Trades & Occupations

Advanced Certificate: Human Resource Management Officer (NQF 6)

What is Human Resource Management?

Human resource management (HRM) is the process of employing, training, compensating and developing policies surrounding employees, as well as developing strategies to retain staff. In the past, HRM meant processing payroll, sending birthday gifts to employees, arranging company outings, and making sure forms were filled out correctly— Today things are very different. Jack Welch, former CEO of General Electric, sums up the new role of HRM: “Get out of the parties and birthdays and enrollment forms... Remember, HR is important in good times, HR is defined in hard times”



Not every Manager has the title of HR manager however this doesn't mean managers won't perform all or at least some of an organizations HRM tasks. For example, Managers deal with compensation, motivation, and retention of employees—making these aspects not only part of HRM but also part of management. As a result, this course is equally important to someone who wants to take the first steps to be an HR manager and to someone who will manage a business.

The Human Resources Solution by Quality Council for Trades & Occupations (QCTO)

The QCTO is responsible for overseeing the development, implementation and maintenance of occupational qualifications within the South African National Qualifications Framework (NQF).



As an integral part of South Africa's education and training system, the QCTO is responsible for ensuring that the skills development programmes meet the required standards and are in line with South Africa's economic and social goals. By setting and maintaining high standards, the QCTO contributes to the overall improvement of skill development and workforce quality.

Is a Human Resource Management Career for me?

HR practitioners are enterprising individuals, natural leaders who thrive at influencing and persuading others. They tend to be social, meaning that they thrive in situations where they can interact with, persuade, or help people.

If you are one or both of these archetypes, you may be well suited to be a human resource officer.

Advanced Certificate: Human Resource Management Officer (NQF 6)

Advanced Certificate: Human Resource Management Officer at Careers Business Institute

The Advanced Certificate: Human Resource Management Officer (NQF 6) is designed to equip learners with the essential skills and knowledge required for a successful career in the Human Resources and Management industry. A Human Resource Management (HRM) Officer contributes towards organizational success by facilitating the professional and ethical execution of Human Resources practices, including Human Resources and Workforce Planning, Staff Attraction and Procurement, Employee Maintenance and Development, Employment Relations Management, and the effective delivery of all related Human Resource Management Services.



Competent learners will demonstrate the following key attributes: patience and tenacity, fairness and compliance, objectivity and empathy, results focus and client-centric service orientation. The HRM Officer delivers various HRM services such as employee recruitment, selection, performance management, learning

and development and employee relations management.

I'm a Certified Human Resource Officer, What now?

Certified HR Officers have a wide range of Career Opportunities available. We have listed some of the more widely available careers for certified HR Officers;

- Talent Acquisition Specialist
- Training & Development Officer
- Employee Relations Manager
- HR Strategy Consultant



Students have the option of specialization through HR programs offered at Careers Business Institute. Are you looking to become a Human Resource Manager or Labour Relations Specialist? Join the Advanced Diploma in HR (NQF 7) to have access to higher level HR employment opportunities. Contact a Careers Business Institute Campus to find more about these courses and their requirements!

Advanced Certificate: Human Resource Management Officer (NQF 6)

Course Breakdown: Knowledge Modules

- Creating and Implementing Organizational Architecture for Organizational success and sustainability
- Making Talent Management and workforce plans work
- Operationalizing Learning and Development (L&D) and Organizational Growth Strategies
- Implementing Employment Relations Strategies
- Delivering Human Resource Management Services
- HRM Record Keeping

Course Breakdown: Practical Modules

- Implementing fit-for-purpose HR Architecture
- Facilitating effective Talent Management
- Implement Learning and Development and Organizational Growth initiatives
- Operationalize Employment Relations strategies and plans
- Deliver HRM Services

Course Breakdown: Work Experience Modules

- Organizational and Work design and implementation processes
- Talent Management Processes

- Learning and Development and Organizational Growth Processes
- Employment Relations Facilitation Processes
- HRM Service Delivery Processes



Minimum Requirements & Details

Minimum Requirements: Human Resource Management Administrator Certificate (NQF 5)

Full - Time: 18 months (Part time also available)

SAQA ID: 121151 Credits: 134

Assessment method: External Integrated Summative Assessment (EISA), an integral and critical component of the QCTO's quality assurance system.

Includes FREE Learning Materials – No hidden costs!

Course Fees

Careers Business Institute has developed easy payment options for all courses. Please enquire for a full fee schedule!