



CAREERS
BUSINESS INSTITUTE

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Advanced Diploma: Human Resource Management Advisor (NQF 7)



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

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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 advisor.

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Advanced Diploma: Human Resource Management Advisor at Careers Business Institute

The Advanced Diploma: Human Resource Management Advisor (NQF 7) 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) Advisor works in a range of public and private sector organizations as a strategic partner to the organization. A HRM Advisor proactively contributes to organizational success by providing professional advice and support relating to the attraction, procurement, maintenance, development, and separation of Human Resource Assets (Human Capital). The HRM Advisor must ensure optimum compliance with legislative requirements, national and international professional practice standards, collective agreements, and leading practices within the HRM discipline.



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 Advisor, What now?

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

- Human Resource Manager
- Human Resource Specialist
- Human Resource Business Partner
- Talent Management Specialist



Careers Business Institute assists full time CBI Graduates with Work Placements. Students also have the option to use this qualification to study other programs offered at Careers Business Institute. Are you looking to upskill yourself in the field of Business Management or Information Technology? Contact a Careers Business Institute Campus to find more about our full course listing and their requirements!

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Course Breakdown: Knowledge Modules

- Strategic Role of HRM
- Strategic Talent Management and Workforce Planning
- Strategic Role of Learning and Development (L&D) and Organizational Growth
- Strategic Employment Relations Management
- Strategic View on HRM Service Delivery

Course Breakdown: Practical Modules

- Design, Develop and Implement HRM Strategies
- Facilitate the Design and Implementation of Talent Management and Workforce Plans and Initiatives
- Oversee the Design and Integration of L&D and Organizational Growth Strategies, Plans and Interventions
- Guide and Advise on the Creation and Maintenance of World-Class Employment Relations in the Organization
- Oversee and Advise on the Delivery of Needs Driven HRM Services

Course Breakdown: Work Experience Modules

- Organizational and HRM Strategic Planning and Strategy Implementation Processes

- Strategic Talent Management Processes
- Strategic Learning and Development and Organizational Growth Processes
- Organizational Employment Relations Management Processes
- HRM Service Delivery Processes



Minimum Requirements & Details

Minimum Requirements: Advanced Certificate in Human Resource Management Officer (NQF 6)

Full - Time: 12 months (Part time also available)

SAQA ID: 121152 Credits: 178

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!