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# Human Resource Management Administrator Certificate (NQF 5)



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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**QCTO**  
Quality Council for Trades & Occupations

## Human Resource Management Administrator Certificate (NQF 5)

### 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 resources administrator.



## Human Resource Management Administrator Certificate (NQF 5)

### Human Resource Management Administrator Certificate at Careers Business Institute

The Human Resource Management Administrator Certificate (NQF 5) is designed to equip learners with the essential skills and knowledge required for a successful career in the Human Resources and Management industry. This qualification focuses on developing competencies in staff administration, hiring procedures and providing effective internal communications. This qualification establishes a standardized platform for the delivery of these essential services.



Participants will gain practical experience and theoretical knowledge necessary for HRM Service delivery, Administration of staff procurement, and HRM record keeping. This qualification is ideal for those looking to start their career in Human resources or pursue further studies in related fields. Careers Business Institute have been producing professional graduates for over 30 years, being Nationally & Internationally accredited has assisted our alumni in finding employment sooner!

### I'm a Certified Human Resource Administrator, What now?

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

- Junior HRM Officer
- Junior Recruitment Specialist
- Learning & Development Officer
- Conduct Freelance HR Services (Junior Consultancy)



Students have the option of specialization through HR programs offered at Careers Business Institute. Are you looking to become a Human Resource Manager or a Recruitment Specialist? Join the Advanced Certificate in HR (NQF 6) and move onto 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!

## Human Resource Management Administrator Certificate (NQF 5)

### Course Breakdown: Knowledge Modules

- Introduction to Organizations and Human Resource Management
- Data Management and Interpretation
- Administration of Staff Procurement
- Professional Administration for HRM Service Delivery
- HRM Record Keeping



### Course Breakdown: Practical Modules

- Collect and Process HRM Data
- Coordinate and Provide Administrative Services for a Full Range of HRM Processes
- Coordinate HRM Communication to Enhance Employment Relations.
- Compile, Maintain and ensure the Safeguarding of all HRM Records

### Course Breakdown: Work Experience Modules

- HRM Data Collection and Data Management Processes
- Administrative Processes for Full Range of HRM Services and Processes
- Organizational Communication Processes
- Processes for Compiling, Maintaining, and Securing HRM Records

### Minimum Requirements & Details

Minimum Requirements: Grade 12 (English) or any NQF 4 Qualification

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

SAQA ID: 121150

Credits: 120

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!