



# Advanced Occupational Certificate: HRM Officer

SAQA ID: 121151, NQF 6, 134 Credits, Accredited with QCTO

Duration: 1 Year

## Knowledge Modules:

- Creating and Implementing Organisational Architecture for organisational success and sustainability
- Making Talent Management and workforce plans work
- Operationalising L&D and Organisational Growth Strategies
- Implementing Employment Relations Strategies
- Delivering Human Resource Management Services

## Practical Modules:

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

## Workplace Module:

- Organisational and Work design and implementation processes
- Talent Management Processes
- Learning and Development and Organisational Growth Processes
- Employment Relations Facilitation Processes
- HRM Service Delivery Processes

**Compulsory National EISA Exam** (External Integrated Summative Assessment) The EISA conducted through the relevant QCTO Assessment Quality partner is required for the issuing of this qualification. The EISA will focus on the exit level outcomes and associated assessment criteria. The learner will write the national exam at an accredited assessment centre.

## Workplace Support:

To ensure the success of the workplace modules, we kindly request that your organisation designate a workplace mentor for the learner. This mentor will play a crucial role in overseeing the learner's progress and validating their practical experience logbook.

- Capacity to provide experiential L&D opportunities to the learner in all the areas listed within the scope of this qualification.
- Experiential L&D opportunities can be available in a specific workplace.
- Subject matter expert to provide support and guidance to the learner through formal employment relations.
- Subject matter expertise is evident from professional designation, or experiential competence or prior qualifications.
- Workplace MOU to be completed by the employer



**Date: 5 – 7 March 2025 (Block 1)**

**Duration: 1 Year**

**Venue: Online**

**Time: 09:00 - 16:00**

**Price: R36 992,00 Excl. VAT**

*Price is fully inclusive of all learning material (shared electronically), Assessments and EISA Exam fees.*

**All online courses are subject to minimum delegate numbers.**

The purpose of this qualification is to prepare a learner to function as a Human Resource Management Officer.

A Human Resource Management (HRM) Officer contributes towards organisational 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 is an essential role player in organisations that delivers various HRM services such as employee recruitment, selection, performance management, learning and development and employee relations management. As the HRM landscape evolves due to technological advancements, changing demographics, and globalisation, the role of HRM practitioners has become increasingly important. They must professionally deliver the required services within an increasingly complex environment. To meet the demands of the industry, there is a critical need to standardise the HRM Officer role. This qualification will provide a standardised knowledge, skills, and competencies to serve that purpose. Furthermore, this qualification will have broader social benefits, such as promoting diversity and inclusion in the workplace and supporting the development of ethical and socially responsible HRM practices. It will also provide individuals with recognised and portable credentials that enable them to work in HRM roles across different industries and geographies, increasing their employability and contributing to developing a globally competitive workforce.

## WHO SHOULD ATTEND

- Individuals interested in pursuing a career in HRM or those who are currently working in HRM roles and wish to formalise their skills and knowledge, including individuals who have completed post-secondary education in a related field but have not yet obtained a formal HRM qualification. The qualification may also appeal to individuals currently working in HRM roles but still need a formal qualification.

## MINIMUM ENTRY REQUIREMENTS

- Higher Occupational Certificate Human Resource Management Administrator or equivalent NQF Level 5 qualification.