



# Higher Occupational Certificate: HRM Administrator

SAQA ID: 121150, NQF 5, 120 Credits, Accredited with QCTO

Duration: 1 Year

## Knowledge Modules:

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

## 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

## Workplace Module:

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

**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: 19-21 February 2025 (Block 1)**

**Duration: 1 Year**

**Venue: Online**

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

**Price: R34 660,00 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 Administrator.

Human Resource Management (HRM) plays a crucial role in ensuring that organisations attract, retain, and develop talent to achieve their strategic goals. The administrative function is essential to support this function in organisations. The administrative role is becoming more important as the HRM landscape evolves due to technological advancements, changing demographics, and globalisation. In this realignment, the qualification has been elevated from a purely clerical role into a full administrative one. This is essential to meet the demands of complex and evolving organisations.

HRM Administrators are essential in organisations in South Africa for several reasons. Firstly, the HRM administrators ensure that organisations comply with the various labour laws and regulations in South Africa. These laws cover areas such as minimum wages, working conditions, and employee rights; failure to comply with these laws can result in legal action against the organisation, which can be costly in terms of fines and reputational damage. Secondly, HRM Administrators aid the organisation in attracting, recruiting, and selecting the best persons for the organisation.

Thirdly the HRM Administrator plays a pivotal role in the internal communication processes in organisations. Effective internal communication is essential for harmonious employment relations in organisations. This qualification establishes a standardised platform for the delivery of these essential services.

Given the importance of this role, having a formal occupational qualification provides several benefits, including ensuring that HRM Administrators possess the necessary skills and knowledge to perform their duties effectively, enhancing their credibility and professionalism, and ensuring compliance with legal and regulatory requirements.

## WHO SHOULD ATTEND

- Individuals interested in pursuing a career in HRM or those currently working in HRM roles who wish to formalise their skills and knowledge. This may include individuals who have completed secondary education and are looking to enter the workforce and those who have completed post-secondary education in a related field but have yet to obtain a formal HRM qualification.

## MINIMUM ENTRY REQUIREMENTS

- An NQF Level 4 qualification with English Communication.

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