



EDUTEL

ONE YEAR

FURTHER EDUCATION AND TRAINING CERTIFICATE:
HUMAN RESOURCES MANAGEMENT
AND PRACTICES, NQF 4 (140 CREDITS)

Please contact us for more information:



Johannesburg:

**ABSA Building, 1st Floor, Cnr Ontdekkers Road and
Crane Avenue, Horison, Roodepoort
(011) 760-4251/2**



Cape Town:

**1st Floor, Nobel Park, Old Paarl Road, Bellville
(021) 945-4830**



Durban:

**Mansion House, 5th Floor, 12 Joe Slovo Street, Durban
(031) 305-2850**



For training in Africa:

+27 82 413 2762



E-mail:

edutel@iafrica.com



WEBSITE:

www.edutel.co.za

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<http://www.linkedin.com/company/edutel>



Duration

One year

Course fee

You can enquire with us. Contact Jenny at 011 760-4251.

Course fees can be paid by:

- Bank debit order
- Credit card
- Cash

Banking details:

Edutel Services Company, ABSA, Account no: 4060043254

How do I register:

Complete an Edutel application form and a debit order, attach your most recent salary advice (not older than 2 months) and a copy of your ID. If you are not employed by the government, also attach a copy of your latest bank statement reflecting your salary deposit.

Other courses:

- National Certificate: Occupationally-Directed Education, Training and Development Practitioner NQF 5
- National Diploma: Occupationally-Directed Education, Training and Development Practitioner NQF 5
- National Diploma: Human Resources Management and Practices NQF 5
- Assessor Training
- Moderator Training
- Skills Development Facilitator Training

If you have colleagues who are also interested and you want us to contact them, please complete this coupon and mail it to us.

Name:

Address:

.....

..... Code:

Tel: (.....)

Fax: (.....)

Email:

Please mail to:
Edutel
FETC: Human Resources
P.O. Box 23009
Helderkruijn
1733





Meet Edutel

1. We are accredited by the Services SETA, Decision 1290
2. Member of APPETD
3. Programme approval by SABPP

Our Mission

Our mission is to add value to our customers' businesses by being their most preferred training provider, offering them quality assured training interventions that lead to achieving national qualifications or credits, effectively addressing skills gaps, adding value and achieving all this through exceptional customer satisfaction and long-term relationships.

When can I start?

When you are ready. Learners enrol throughout the year.

Will I attend any classes?

Classes will be arranged in line with Edutel's rollout plan and learners will be informed of dates and venues.

Assessment

Learners will complete a knowledge questionnaire and compile a Portfolio of Evidence (POE) on each unit standard which must be handed in as agreed on the assessment plan at registration. An integrated assessment approach will be followed.

Do I have to buy any extra books?

No, all material will be provided.

Can I register with SABPP?

Yes, you may as a student member and once you have obtained the qualification, as an Associate member.
Tel. SABPP: (011) 045-5400.

Assessment Plan and Rollout Plan

Learners will receive a blank rollout plan to complete dates that suit them on which to submit portfolios of evidence.

Purpose of the Qualification:

This qualification will be useful to people who support and participate in human resources management and practices. People credited with this qualification are able to:

- Collect, collate and distribute information related to people management in line with a given plan;
- Provide advice on or refer to appropriate person in response to queries on organisation procedures related to people management.
- Demonstrate basic understanding of people dynamics and impact in the workplace;
- Demonstrate basic understanding of the functioning of business and the role and contribution of individuals within organisations;
- Support the implementation of processes and systems related to human resources management and practices in all of the following role clusters:
 - ◊ Strategic planning for human resources management and practices, people and work;
 - ◊ Acquisition, development and utilisation of people;
 - ◊ Compensation and administration relating to human resources management and practices.

Entrance Requirements

- Communication and Mathematical competence at NQF 3.
- Computer Literacy at NQF 3.

International Comparability

This qualification and the component unit standards have been compared with similar qualifications from the following countries:

- New Zealand
- Scotland
- Australia

In addition, the abilities described in the unit standards have also been compared with the findings of the research commissioned by the World Federation of Personnel Management Associations (WFPMS) as contained in the report by Chris Brewster, Elaine Farndale and Jos van Ommeren, HR Competencies and Professional Standards (Cranfield University, June 2000).

In general this qualification and its component unit standards compare well with their international counterparts. The only major differences are in formatting and scope of coverage or focus. The qualification found to be the most comparable to this one in Scottish Vocational Qualification (SVQ) no. G478 Personnel Support Level 3. The differences in the NVQ and NQF level structure makes different equation difficult.



Skills Programme 1: Personal language and your studies
(Based on the unit standards: 8973 and 8979)

Skills Programme 2: Developing oral communication and information processing skills
(Based on the unit standards: 8968, 8974 and 8969)

Skills Programme 3: Managing recruitment, selection and performance of employees
(Based on the unit standards: 10978, 10980 and 11473)

Skills Programme 4: Developing written communication skills
(Based on the unit standards: 8970, 8976, 12153 and 8975)

Skills Programme 5: Performing business calculations
(Based on the unit standard 9016)

Skills Programme 6: Understanding and managing the business unit
(Based on the unit standards: 117495 and 9973)

Skills Programme 7: Maintaining effective employment relations
(Based on the unit standards: 10170, 14551 and 12135)

Skills Programme 8: Employment Equity in the business unit
(Based on the unit standard: 10983)

Skills Programme 9: Managing training and development in organisations
(Based on the unit standards: 117877, 12544, 117870 and 117865)

Skills Programme 10: Maintaining employee wellness in the organisation
(Based on the unit standard: 114941)

Skills Programme 11: Quantitative analysis techniques for business
(Based on the unit standards: 9015 and 7468)

Additional elective unit standards:
Unit standards: 13934 and 10038

At the end of the programme you will write a final summative assessment conducted by SABPP