



EDUTEL

TWO YEAR
NATIONAL DIPLOMA:
HUMAN RESOURCES MANAGEMENT
AND PRACTICES, NQF 5 (249 CREDITS)
DISTANCE LEARNING



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.facebook.com/edutelholdings>



<http://www.twitter.com/edutelholdings>



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

Duration

Distance Learning (2 years) - you will register and pay per year.

Course Fees

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

Course fees can be paid by:

- Bank debit order
- Credit card
- Cash

Note: Contact classes can be arranged at an additional cost pending number of learners in a region.

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
- 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

ND: Human Resources

P.O. Box 23009

Helderkruijn

EDUTEL

SERVICES COMPANY

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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?

Edutel will consider holiday classes, if numbers justify it, in a specific region.

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 in 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 diploma will be useful to people who operationalise some aspects of the core processes and practices at a basic level across the four role clusters in human resources management and practices.

- Strategic planning for human resources management and practices;
- Acquisition, development and utilisation of people;
- Establishment and improvement of labour and employee relations;
- Compensation and administration related to human resources management and practices.

Holders of the qualification will be able to operationalise some aspects of the core human resources management processes at a basic level and integrate them into an organisation's business processes.

Holding this qualification could serve as a requirement for professional registration at associate level.

Entrance Requirements

- Communication and Mathematical competence at NQF 4.
- Learners who don't comply with the Mathematical requirements will start with a short bridging course.

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.

Diploma: Year 1

Skills Programme 1: Best practices and productivity within the team, department or division
(Based on the unit standards: 15215, 10044, 114886, 114882, 114885 and 114879).

Skills Programme 2: Budgeting for the HR office
(Based on the unit standard: 110528)

Skills Programme 3: Legislation and the HR Manager
(Based on the unit standards: 114274, 114273, 11909 and 12139)

Skills Programme 4: Managing a project team
(Based on the unit standards: 10148, 15220 and 15230)

Skills Programme 5: Facilitating employee training and development
(Based on the unit standards: 12433, 114924, 115753, 115791 and 117871)

Skills Programme 6: Advising the SMME
(Based on the unit standard: 115830)

Diploma: Year 2

Skills Programme 7: Skills development facilitation
(Based on the unit standards: 12138, 15217, 15221, 252041, 15228, 15232 and 114925)

Skills Programme 8: Managing employee issues
(Based on the unit standards: 7848, 11907, 11911, 12140, 15214 and 116927)

Skills Programme 9: Disciplinary issues
(Based on the unit standards: 15229, 10985 and 11286)

Skills Programme 10: HR information systems
(Based on the unit standards: 7882, 10171 and 11906)

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