



FACULTY OF COMMERCE

**SKILLS CERTIFICATE:
HUMAN RESOURCE MANAGEMENT**

This IIE-endorsed certificate familiarises you with the principles of HR, and equips you with the skills you need to perform the essential functions of HR Management.

Studying this course may be a good option if:

- You are currently working in HR, and you want to improve, enhance, or update your skills.
- You are employed in a different role, and you want to make a career transition to HR.
- You have just completed Matric, and you are considering a career in HR.

Course code:

CER4016-14

Accreditation status:

- This is a non-credit-bearing Short Learning Programme endorsed by The Independent Institute of Education (IIE).

Duration:

8-12 months

Entry requirements:

- None

Topics covered:

- The Foundation and Challenges of Human Resource Management
- Managing Diversity and Regulatory Challenges
- Strategic HR Planning and Research
- Job Design and Job Analysis
- Recruitment and Selection
- Employee Onboarding, Motivation and Retention
- Internal Staffing and Career Management Issues
- Performance Management and Appraisal
- Training and Development
- Managing Compensation and Benefits
- Health and Safety
- The Union-Management Relationship, Employee Discipline and Dismissal
- Competency-based HR Management / Human Resource Management and Leadership

Assessments:

- Students are required to complete 2 assignments.
- There are no exams for this course.

Type of certificate awarded:

Upon completion of this course, students will be awarded a Waterfall School of Business Skills Certificate: **Human Resource Management** from Waterfall School of Business.

CONTACT DETAILS

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