

HIGHER OCCUPATIONAL CERTIFICATE: HUMAN RESOURCE MANAGEMENT ADMINISTRATOR

Course Code: OHRMA010 | NQF Level 5 |
120 Credits | 12 Months

Start your journey toward becoming a qualified Human Resource Management Administrator today.





QUALIFICATION OVERVIEW

CAREER OPPORTUNITIES:

- Human Resource Administrator
- Human Resource Assistant
- Recruitment Administrator
- Payroll Administrator

ABOUT THE QUALIFICATION

This qualification prepares learners to function as Human Resource Management Administrators.

A Human Resource Management Administrator contributes to organisational success by supporting the effective and efficient operation of the Human Resources function within an organisation. This includes providing ethical and professional HR administrative services such as:

- Workforce planning support.
- Staff attraction and recruitment administration.
- Employee maintenance and development.
- Employment relations administration.
- HR communication and coordination services.

UPON COMPLETION OF THIS COURSE, LEARNERS SHOULD BE ABLE TO:

- Collect and process Human Resource Management data for decision-making
- Provide administrative support across HRM functions
- Monitor and maintain communication processes with stakeholders
- Support employment relations within organisations
- Compile, maintain, and safeguard HR records
- Coordinate HR administrative processes effectively



ACCREDITATION & ENTRY REQUIREMENTS

ACCREDITATION

- Quality Council for Trades and Occupations (QCTO)
- Development Partner: Services SETA
- SAQA ID: 121150
- NQF Level 5
- 120 Credits

DURATION

- 12 Months

ENTRY REQUIREMENTS

- NQF Level 4 with English Communication

KNOWLEDGE MODULES (42 CREDITS)

KM-01

- Introduction to Organisations and Human Resource Management
- NQF Level 5 | 4 Credits

KM-02

- Data Management and Interpretation
- NQF Level 5 | 12 Credits

KM-03

- Administration of Staff Procurement
- NQF Level 5 | 16 Credits

KM-04

- Professional Administration for

- HRM Service Delivery
- NQF Level 5 | 6 Credits

KM-05

- HRM Record Keeping
- NQF Level 5 | 4 Credits

Visual Direction

- HR training sessions
- Recruitment administration
- Data management systems
- Professional office environments



PRACTICAL MODULES (42 CREDITS)

PM-01

- Collect and Process HRM Data
- NQF Level 5 | 12 Credits

PM-02

- Co-ordinate and Provide Administrative Services for a Full Range of HRM Processes
- NQF Level 5 | 8 Credits

PM-03

- Coordinate HRM Communication to Enhance Employment Relations
- NQF Level 5 | 8 Credits

PM-04

- Compile, Maintain and Ensure the Safeguarding of all HRM Records
- NQF Level 5 | 10 Credits

WORK EXPERIENCE MODULES (36 CREDITS)

WM-01

- HRM Data Collection and Data Management Processes
- NQF Level 5 | 8 Credits

WM-02

- Administrative Processes for a Full Range of HRM Services and Processes
- NQF Level 5 | 8 Credits

WM-03

- Organisational Communication Processes
- NQF Level 5 | 8 Credits

WM-04

- Processes for Compiling, Maintaining, and Securing HRM Records
- NQF Level 5 | 8 Credits

Workplace Exposure

- HR administrative functions
- Data management processes
- Employee communication
- Recruitment support
- Records management systems





ASSESSMENT STRUCTURE

Students are required to complete:

- 5 Formative Assessments per Knowledge Module
- 5 Controlled Summative Assessments per Knowledge Module
- 4 Practical Skills Assessments per Practical Module
- 4 Workplace Assessments per Work Experience Module
- 1 External Integrated Summative Assessment (EISA)

EISA REQUIREMENTS

External Integrated Summative Assessment (EISA)

The EISA is administered by the QCTO.

Eligibility Requirements

To qualify for the EISA, learners must submit:

- A completed and signed Statement of Work Experience.
- Proof of successful completion of:
 - Knowledge Modules
 - Practical Skill Modules

Purpose of EISA

The EISA evaluates:

- Practical workplace competence.
- HR administrative knowledge.
- Professional readiness.
- Applied workplace skills



CERTIFICATION

Upon successful completion, learners will receive:

Higher Occupational Certificate: Human Resource Management Administrator

Why Choose This Qualification?

- Industry-aligned curriculum
- Practical workplace exposure
- Nationally recognised qualification
- Strong HR career opportunities
- Accredited by QCTO

CONTACT DETAILS:



067 234 0252



010 070 5365



info@wsb.edu.za



The Vineyard Cnr Devon Valley &
Adam Tas Road Stellenbosch, 7600



08:00 – 16:30, Monday - Friday

