Higher Occupational Certificate

Human Resource Management Administrator

Qualification Details

SAQA QUALIFICATION ID	121150
QUALIFICATION TYPE	HigherOccupational Certificate
QUALIFICATION TITLE	Human Resource Management Administrator
NQF LEVEL	5
DURATION	12 Months
MINIMUM CREDITS	120

Entry Requirements

To enroll in this qualification, a learner must possess one of the following:
A Grade 12 National Senior Certificate (NSC) or National Certificate (Vocational) (NCV) at NQF Level 4. An equivalent NQF Level 4 qualification, demonstrating proven proficiency in Communication and Mathematical Literacy.

Purpose of the Qualification

The primary purpose of this qualification is to actively support the effective and efficient operation of the Human Resource Function within an organisation by providing ethical and professional HRM administrative services. This critical support includes processing data for workforce planning, staff procurement, employee maintenance and development, and employment relations management.

A qualified learner will be able to:

- **Collect and process** Human Resources data to create appropriate information that is available for decision-making.
- **Provide** administrative services for the full range of HRM functions (e.g., recruitment, performance management, L&D).
- **Monitor, support, and** maintain communication and administrative processes with relevant stakeholders to optimise employment relations in the organisation.
- **Compile,** maintain, and safeguard all HRM records.

Curriculum and Module Breakdown

The qualification consists of three compulsory components aligned with QCTO standards to ensure comprehensive skills development and the benefits of a structured learnership:

1. Knowledge Component
2. Practical Skills Component
3. Work Experience Component

Knowledge Modules (42 Credits)

These modules focus on building the informed base of theory, concepts, and principles underpinning HRM administration.

- **KM-01:** Introduction to Organisations and Human Resource Management
- **KM-02:** Data management and interpretation
- **KM-03:** Administration of Staff Procurement
- **KM-04:** Professional Administration for HRM Service Delivery
- **KM-05:** HRM Record Keeping

Practical Skill Modules (42 Credits)

These modules provide the opportunity for learners to practice the specific occupational skills required for the role.

- **PM-01:** Collect and Process HRM data
- **PM-02:** Coordinate and provide administrative services for a full range of HRM processes
- **PM-03:** Coordinate HRM communication to enhance Employment Relations
- **PM-04:** Compile, maintain and ensure the safeguarding of all HRM records

Work Experience Modules (36 Credits)

These modules ensure that learners apply their skills within a real-world environment, gaining exposure to typical workplace systems, policies, procedures, and practices.

- **WM-01:** HRM Data Collection and data management processes
- **WM-02:** Administrative processes for a full range of HRM services and processes
- **WM-03:** Organisational Communication Processes
- **WM-04:** Processes for compiling, maintaining, and securing employee records

EISA Eligibility

Before attempting the EISA, a learner must provide a Statement of Results from a skills development provider, confirming successful completion of:
- all knowledge modules
- all practical modules
- all work experience modules

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