

# FACULTY OF MANAGEMENT SCIENCES

## DEPARTMENT OF HUMAN RESOURCE MANAGEMENT

### COURSES OFFERED:

- **Human Resource Management:** (Diploma, Advanced Diploma, Postgraduate Diploma, Master of Management; Phd in Management of Human Resource Management)
- **Management:** (Advanced Diploma, Postgraduate Diploma, Master of Management; PhD in Management of Business Administration)
- **Labour Relations:** (Master of Management ONLY)
- **Human Resource Development:** (Postgraduate Diploma and Master of Management ONLY)

### Diploma Course: Human Resource Management (HRM)

### Entry Requirements:

#### 1. National Senior Certificate/ National Certificate Vocational

Subjects	Human Resources Management	<b>Age exemption:</b>
NSC/NCV(4) Endorsement	<b>Eligibility for Diploma</b>	Applicants of mature age (23 with grade 12 or 45 with incomplete schooling) who do not meet the entry requirements in 1, 2, 3 or 4 must submit a certificate of complete or conditional exemption from the DoHET.
Compulsory Subjects	Level	
English	4	
Mathematics	3 or	
Mathematics Literacy	4	
One other subject	4	
Remaining 3 Subjects (min. 3 per subject)	9	

#### 2. Senior Certificate

A minimum rating of E (40-49%) for HG and D (50-59%) for SG subjects. English and Mathematics are compulsory. A total of 24 on the Swedish scale is required.

#### 3. N6

A completed N6 in a management related field. Exemption may be awarded for some equivalent diploma subjects.

#### 4. NASCA

A completed National Senior Certificate for Adults with a minimum rating of 4 (50-59%) per subject except for English and Quantitative Literacy which should be rated a 5 (60-69%)

## 5. International qualifications

All international qualifications will be evaluated by the International Office based on the Swedish scale.

## 6. Transfers

Applications from students to transfer from other institutions will be dealt with in terms of the Recognition of Prior Learning and Continuation of Studies policies of VUT.

# Diploma: HRM (NQF 6)

Six semesters / three years full-time or eight semesters / four years part-time class attendance at the University.

## What are the functions of a Human Resources Practitioner?

Policy initiation and formulation, advising line managers on HR policy, liaison and negotiation with trade unions and seeing to the needs and welfare of both the organisation and the employees. Manpower planning, recruitment, selection, compensation administration, development and presentation of training courses and the maintenance of employee records. Monitoring the performance of line and other staff departments to ensure that they conform to established HR policy, procedures and practices.

## Career Opportunities

Human Resource Management offers a challenging and exciting career, as organisations in both the private and public sectors are experiencing an increasing need for people in this field.

**Entry level** : Job Analyst, Recruitment Officer, HR Trainee and Assistant HR Practitioner

**Middle level** : Managers in charge of the various functional branches of HR management

**Senior level** : Executive Level position in Skills Development, Human Resources and overall managing directions in private and public organisations.

## Curriculum

Semester 1	Semester 2
<ul style="list-style-type: none"><li>• Workplace Psychology</li><li>• Business Management 1 (Module 1)</li><li>• Labour Law I (Module 1)</li><li>• Applied Communication Skills I (Module 1)</li><li>• Economics (Module 1)</li><li>• ICT Skills</li></ul>	<ul style="list-style-type: none"><li>• Sociological Aspects</li><li>• Business Management 1 (Module 2)</li><li>• Labour Law I (Module 2)</li><li>• Applied Communication Skills I (Module 2)</li><li>• Economics (Module 2)</li></ul>

Semester 3	Semester 4
<ul style="list-style-type: none"> <li>• Fundamentals of Human Resource Management</li> <li>• Business Management 2 (Module 1)</li> <li>• Introduction to Human Resource Development</li> <li>• Introduction to Employment Relations</li> <li>• Descriptive Statistics</li> </ul>	<ul style="list-style-type: none"> <li>• Workforce Planning</li> <li>• Business Management 2 (Module 2)</li> <li>• Education Training and Development Practices</li> <li>• Employment Relations Practices</li> <li>• Accounting Aspects</li> </ul>
Semester 5	Semester 6
<ul style="list-style-type: none"> <li>• Talent Management</li> <li>• Applied Communication Skills 2 (Module 1)</li> <li>• Education Training and Development Management</li> <li>• Macro Employment Relations Management</li> <li>• Entrepreneurship</li> </ul>	<ul style="list-style-type: none"> <li>• Compensation Management</li> <li>• Applied Communication Skills 2 (Module 2)</li> <li>• Human Resource Development Interventions</li> <li>• Micro Employment Relations Management</li> <li>• Human Resource Practice</li> </ul>

## Assessment

Formative, summative and continuous assessment used in all qualifications.

## Advanced Diploma: HRM (NQF 7)

### Entry Requirements:

Relevant Diploma or equivalent qualification or SAQA approved qualification on NQF level 6 with at least 360 credits of theory. An average of 60%. Duration: **Two semesters / One year full-time or four semesters / Two years part-time class attendance at the University.**

### Curriculum for Advanced Diploma: HRM

Semester 1	Semester 2
<ul style="list-style-type: none"> <li>• Advanced Human Resource Management 4 (Module 1)</li> <li>• Advanced Human Resource Development 4 (Module 1)</li> <li>• Advanced Labour Relations 4 (Module 1)</li> <li>• Advanced Business Management 4 (Module 1)</li> <li>• Research Methodology (Module 1)</li> </ul>	<ul style="list-style-type: none"> <li>• Advanced Human Resource Management 4 (Module 2)</li> <li>• Advanced Human Resource Development 4 (Module 2)</li> <li>• Advanced Labour Relations 4 (Module 2)</li> <li>• Advanced Business Management 4 (Module 2)</li> <li>• Research Methodology (Module 2)</li> </ul>

## Postgraduate Diploma: HRM (NQF 8)

(Available from 2021)

### Entry Requirements:

Relevant Advanced Diploma or equivalent qualification or SAQA approved qualification on NQF level 7 with at least 120 credits of theory. An average of 60%.

### Curriculum for Postgraduate Diploma: HRM

Semester 1	Semester 2
<ul style="list-style-type: none"><li>• Human Resource Development (Module 1)</li><li>• Labour Relations (Module 1)</li><li>• Strategic Human Resource Management (Module 1)</li><li>• Organisational Behaviour (Module 1)</li><li>• Project Management (Module 1)</li><li>• Research Methodology (Module 1)</li></ul>	<ul style="list-style-type: none"><li>• Human Resource Development (Module 2)</li><li>• Labour Relations (Module 2)</li><li>• Strategic Human Resource Management (Module )</li><li>• Organisational Behaviour (Module 2)</li><li>• Project Management (Module 2)</li><li>• Research Methodology (Module 2)</li></ul>

## Master of Management: HRM (NQF 9)

### Entry Requirements:

A relevant Post Graduate Diploma (NQF 8, 120 credits) or a four-year relevant degree approved by SAQA (NQF 8, 120 credits). Average pass percentage of 65% with a minimum of 65% for Research Methodology. Successful completion of Faculty selection criteria.

### Curriculum

Research by Dissertation. Minimum period of 1 year and maximum 4 years.

## PhD: Management of Human Resource Management (NQF 10)

### Entry Requirements:

Relevant Master's degree or an equivalent qualification (NQF 9) approved by SAQA. Research Methodology course completed. Proof of previous research experience. Successful completion of the Faculty selection criteria.

### Curriculum

Research by Thesis. Minimum period of 2 years and maximum 6 years.

## Advanced Diploma: Management (NQF 7)

### Entry Requirements:

Relevant Diploma or equivalent qualification with Management as a major component (at least to second year level) or SAQA approved qualification on NQF level 6 with at least 360 credits of theory and with Management as a major component (at least to second year level). An average of 60%. Duration: Two semesters / One year full-time or four semesters / Two years part-time class attendance at the University.

### Curriculum for Advanced Diploma in Management

Semester 1	Semester 2
<ul style="list-style-type: none"><li>• Management Theory 4 (Module 1)</li><li>• Human Resource Practice 4</li><li>• Research Methodology (Module 1)</li><li>• Economics for Managers</li><li>• Supply Chain Management</li></ul>	<ul style="list-style-type: none"><li>• Management Theory 4 (Module 2)</li><li>• Employment Relations Management 4</li><li>• Research Methodology (Module 2)</li><li>• Accounting for Managers</li><li>• Marketing Management</li></ul>

### Assessment

Formative, summative and continuous assessments.

## Postgraduate Diploma: MANAGEMENT (NQF 8)

(Available from 2021)

### Entry Requirements:

Relevant Advanced Diploma or equivalent qualification with Management as a major component or SAQA approved qualification on NQF level 7 with at least 120 credits of theory and with Management as a major component. An average of 60%.

### Curriculum for Postgraduate Diploma in Management

Semester 1	Semester 2
<ul style="list-style-type: none"><li>• Strategic Management (Module 1)</li><li>• Financial Management (Module 1)</li><li>• Project Management (Module 1)</li><li>• Organisational Behaviour (Module 1)</li><li>• Research Project (Module 1)</li></ul>	<ul style="list-style-type: none"><li>• Strategic Management (Module 2)</li><li>• Financial Management (Module 2)</li><li>• Project Management (Module 2)</li><li>• Organisational Behaviour (Module 2)</li><li>• Research Project (Module 2)</li></ul>

## Master of Management (NQF 9)

### Entry Requirements:

A relevant Post Graduate Diploma (NQF 8, 120 credits) or a four-year relevant degree approved by SAQA (NQF 8, 120 credits). Average pass percentage of 65% with a minimum of 65% for Research Methodology. Successful completion of Faculty selection criteria.

### Curriculum

Research by Dissertation. Minimum period of 1 year and maximum 4 years.

## PhD in Management (NQF 10)

### Entry Requirements:

Relevant Master's degree or an equivalent qualification (NQF 9) approved by SAQA. Research Methodology course completed. Proof of previous research experience. Successful completion of the Faculty selection criteria.

### Curriculum

Research by Thesis. Minimum period of 2 years and maximum 6 years.

## Master of Management in Labour Relations (NQF 9)

After completing the Postgraduate Diploma in Labour Relations, students can articulate to the Master of Management in Business Administration.

## Postgraduate Diploma: HUMAN RESOURCE DEVELOPMENT (HRD) - NQF 8

(Available from 2021)

### Entry Requirements:

Relevant Advanced Diploma or equivalent qualification or SAQA approved qualification on NQF level 7 with at least 120 credits of theory. An average of 60%.

## Curriculum for Postgraduate Diploma in HRD

Semester 1	Semester 2
<ul style="list-style-type: none"><li>• Human Resource Development (Module 1)</li><li>• Human Resource Development Strategy (Module 1)</li><li>• Organisational Development (Module 1)</li><li>• Organisational Behaviour (Module 1)</li><li>• Project Management (Module 1)</li><li>• Research Methodology (Module 1)</li></ul>	<ul style="list-style-type: none"><li>• Human Resource Development (Module 2)</li><li>• Human Resource Development Strategy (Module 2)</li><li>• Organisational Development (Module 2)</li><li>• Organisational Behaviour (Module 2)</li><li>• Project Management (Module 2)</li><li>• Research Methodology (Module 2)</li></ul>

## Articulation Options

### Master of Management in Human Resource Development (NQF 9)

After completing the Postgraduate Diploma in Human Resource Development, students can articulate to the Master of Management in Business Administration.

#### Enquiries:

Enquiries may be addressed to:

HoD: Human Resource Management

Faculty of Management Sciences

Vaal University of Technology

Private Bag X021

VANDERBIJLPARK, 1900

Tel : +27 16 950 6872

Fax : +27 86 614 1322

E-Mail : [rochelle@vut.ac.za](mailto:rochelle@vut.ac.za)

Website: [www.vut.ac.za](http://www.vut.ac.za)