

HET 2019 FACT SHEET

FACULTY OF MANAGEMENT STUDIES

DIPLOMA: HUMAN RESOURCE MANAGEMENT

FT OR PT

Programme Title	SAQA ID	NQF	Credits
Diploma in Human Resource Management	58379	Level 5	245

1. Type of programme

- Full-time or part-time
- Contact

2. Description

The purpose of the Diploma in Human Resource Management is to provide students with the knowledge and practical skills required to perform effectively in the corporate arena. The Diploma in Human Resources Management will provide you with comprehensive knowledge and skills in HR management processes. Holding this qualification could serve as a requirement for professional level registration at a student or associate level.

3. Admission requirements

- A Grade 12 Certificate with admission to Diploma studies
- An achievement rating of 3 (40% - 49%) in 4 recognised 20 credit bearing subjects
- Mathematics or Mathematical Literacy with a minimum achievement rating of 2
- English at Grade 12/NQF level 4 or equivalent
- Age Exemption (23 years or older)
- Mature age applicants, 45 years and older without a school leaving qualification, may apply for conditional exemption
- Foreign Students whose first language is not English, may be required to provide proof of proficiency in English prior to admission to the programme

4. Duration

The programme duration is 2 years full-time or 4 years part-time and tuition is face to face. ICESA tuition is scheduled per campus. Programmes are offered during the week on a full-time or part-time basis. Part-time tuition is scheduled as per the stipulated planner.

5. Textbooks and Study Guides

All lists of prescribed textbooks will be provided by your nearest ICESA City Campus. Students will receive an electronic version of the academic guides (e-guides) for this programme. All textbooks and printed versions of the e-guides are excluded from the tuition fees.

6. Pricing

Enquire at your nearest ICESA CITY CAMPUS for a current programme pricelist.

7. Additional costs

Students must make provision for additional items such as textbooks, educational field trips where necessary, stationery, supplementary examinations and research costs.

8. Syllabus

* Indicates subjects that need to be completed in the sequence stipulated, i.e. it is a pre-requisite to first complete 1st Year, before registering for 2nd Year.

SC Initial	Student Initial

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YEAR 1:

Subjects:	Credits
Human Resource Management I*	20
Business Communication	20
Strategic Management	15
Business Management	15
Industrial Psychology I*	25
Training Management I*	25
Total Credits	120

YEAR 2:

Subjects:	Credits
Human Resource Management II*	25
Training Management II*	25
Industrial Psychology II*	25
Accounting	10
Industrial Relations	10
End User Computing	10
Experiential Learning	20
Total Credits	125

9. Career fields

Students can be employed in the following career fields:

- Human Resources Consultant
- Human Resources Practitioner
- IR Officer

10. Certification

On successful completion of the programme, you will receive an ICESA Diploma in Human Resource Management.

11. Further studies

Students may pursue further studies at an accredited institution of Higher Education. Admission to further your studies at a different institution remains the prerogative of each institution and its academic council.

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Disclaimer

The information contained in this fact sheet is accurate at the time of printing. However, factors beyond the control of ICESA (such as environmental, regulatory or technical changes) may cause the contents of this fact sheet or of the programme to change. In the event of any such change, ICESA will notify current students. All possible measures will be taken to minimise inconvenience to students.

Student Acknowledgment

I _____, hereby acknowledge that I understand the information stated in this document and fully comprehend the specifics explained above pertaining to this qualification.

Signature of Student: _____

Name of Parent/Guardian: _____

Signature of Parent/Guardian: _____

Name of Sales Consultant: _____

Signature of Sales Consultant: _____

Date: _____

- Please note that the original signed copy must be kept on the student record file

SC Initial	Student Initial