This programme offers three different levels of Human Resources Management courses - a short course, a proficiency course and an advanced course. You will learn about the Employment Act, how human resource principles and practices are applied in business, and the process of talent recruitment.
Why study at College SA?

Why study non-accredited courses?

Student Support

Business Management Human Resource Management Study Path

Business Management Human Resource Management: Short Course

Business Management Human Resource Management: Proficiency Course

Business Management Human Resource Management: Advanced Course
WHY STUDY AT COLLEGE SA?

We are a private distance learning college, registered with the Department of Higher Education and Training (DHET) and accredited by a number of regulatory bodies.

You can choose from a wide range of accredited and non-accredited courses.

With us, you can further your education even if you don’t have a Matric certificate.

You can enrol for a course at any time of the year.

We are a distance learning college, meaning you can study from home.

Our Educational Planners will support you throughout your studies.

You can pay for your studies in easy-to-pay monthly instalments.

You save when you choose our monthly instalment option; our instalments are interest free.
They are more affordable than accredited courses.

They are still valuable to employers as they can refine your skills.

The assessment level is lower as there are no exams.

They give you the opportunity to up your skills in a short period of time (accredited courses can take years to complete).

WHY CHOOSE A HUMAN RESOURCE MANAGEMENT COURSE WITH COLLEGE SA?

College SA has put together a range of courses that address the need for affordable skills development. These courses, made up from a range of provided material as well as some of our own proprietary material, have been developed specifically for distance learners to help them gain skills. Although these courses are non-accredited, they are extremely valuable for many students since the information is relevant, up to date and will help you improve your job performance in your chosen field. These courses are typically more affordable than accredited courses, do not require formal exams to pass, and are often structured in such a way that you can level up your skills as you go along. They are perfect for self-development and will allow you to demonstrate to employers/potential employers your willingness to learn and improve yourself, thereby increasing your ability to find a job or get a better job.
Our study material has been designed specifically for students who study via distance learning. It is comprehensive and easy to understand. We give you all the material that you need to study a course. Therefore, you will never have to buy additional study material since it is always included in the cost. What’s more, we even courier it to you!

We want you to pass, get a better job, and further your career. That is why we have dedicated Educational Planners who will help you in making an informed study choice and guide you through the application process. They assist you with any administrative queries or direct you to the relevant person, should you have specific study queries.

We have full-time tutors who are available to help you understand the study material. Our tutors are trained and many are part-time students themselves. Since these tutors have also studied via distance learning, they know what you are going through and can provide you with the help and support you need to pass.

We have a brand-new online classroom where our students are automatically enrolled once they have registered for a course. The Online Classroom is a space to ask questions and discuss course work with fellow students and tutors. This online community makes passing your course so much easier and gives you the academic and emotional support you will need to complete your studies.
HUMAN RESOURCE MANAGEMENT

STUDY PATH

This course is part of a set of courses that allow you to level up your skills. You start with your studies at Foundation Level 1 and each time you pass a course, you have the opportunity to start studying the next one. The further you study, the more skills you acquire.

**HUMAN RESOURCE MANAGEMENT**

**01 SHORT COURSE**
- Business Communication
- Management Principles
- Human Resources Management Essentials

**02 PROFICIENCY COURSE**
- Business Law & Administrative Practice
- Financial Management Basics
- Entrepreneurship

**03 ADVANCED COURSE**
- Financial Management Advanced
- Business Law & Accounting Control
- Economics
- Human Resources Strategy
- Human Resources Training N5
- South African Employment Relations (HR Practice)
COURSE OVERVIEW
Human resource management involves more than just recruiting new employees—human resource managers are also responsible for motivating and training staff, and conducting performance appraisals. The Business Management (Human Resources Management): Short Course will not secure you a career as an HR manager, but it will give you a better understanding of what role human resources plays in a company. You will learn the basics of human resource management and how to operate in a position of leadership. If you would like to learn more about human resource management and would like to pursue a career in this field, we suggest you study the Business Management (Human Resources Management): Proficiency Course.

WHAT WILL YOU LEARN?
If you are considering studying human resources management, this short course will give you a better understanding of what a job in HR involves. You will learn the fundamentals of human resources management, management basics and business communication.

ACCREDITATION & AWARD
• Status: Non-accredited course
• Type & Reward: College SA Provider Programme Short Course—certificate confirming course completion
• Provided by: College SA
• Minimum Credits: N/A

ENTRY REQUIREMENTS
• Grade 10
• Learners must be at least 16 years of age
• The ability to read and write in English
WHAT'S INCLUDED IN THE COURSE FEES?

- Textbooks and study material.
- Courier fee.

COURSE STARTING DATES

With College SA, you can start studying whenever you want: there are no specific course starting dates since we offer distance learning. Please speak to our Educational Planners about your enrolment and study options.

ASSESSMENT INFORMATION

You will need to submit a Portfolio of Evidence or completed assignments which will be used to determine your competency. Once you have successfully completed the Portfolio of Evidence or assignments, you will receive a certificate confirming completion of the course.

WHAT ARE SUBJECTS?

Subjects are the particular fields of study that are covered in a course. The subjects on the next page make up this course and will need to be completed in order for you to complete this course.

COURSE COST

Course fee: R6 430
Non-refundable registration fee: R950

At College SA, we offer you 3 different payment options to suit your financial needs:

Upfront payment option:
If you pay upfront for the entire course you will receive a 10% discount on the course fee.

Instalment payment option:
Pay the entire course off in instalments. Speak to our Educational Planners for more information.

Subject payment option:
Only choose the subjects that you want to study at this moment in time and pay for those in monthly instalments. Speak to our Educational Planners for more information.
YOU CAN CHOOSE HOW MANY SUBJECTS YOU WANT TO STUDY

Most students do not have the finances or the time to study all the required subjects at once. College SA offers you the ability to choose how many subjects you can study comfortably at once. We also offer the option to pay for your subjects in instalments. Please contact our Educational Planners for more information.

MANAGEMENT PRINCIPLES

In order to be efficient in a management position, you require certain managerial skills. In this module, we explore the principles of management, key managerial functions, how to be a leader, contemporary issues in management, case-study methods, project management and the project management cycle.

HUMAN RESOURCES MANAGEMENT ESSENTIALS

You will learn about human resource management as a function within an organisation. Learn about workforce planning and job analysis, the process of recruitment, and the role of motivation in a business. Learn how to analyse the role of training and development in a business.

BUSINESS COMMUNICATION

This module explores the basic principles of communication, interpersonal relationships and social reaction. We will also look at communication in business and the media, the importance of communication, advertising fundamentals, meeting procedures, correspondence and oral communication.
COURSE OVERVIEW

Managing and motivating employees to perform for the benefit of the business can be very challenging - this is why organisations require the services of trained human resource managers. Our Business Management (Human Resources Management): Proficiency Course will give you a better understanding of contract law. You will learn to manage employee contracts, and you will learn about income statements, financial statements and budgeting. You will also learn about entrepreneurship and the functional management skills involved in entrepreneurship. This course allows you to level up - by studying our Business Management (Human Resource Management): Advanced Course, you will not only improve your knowledge and skills, but also increase your employability.

WHAT WILL YOU LEARN?

This proficiency certificate is suitable for people interested in a career in human resources management. You will learn about human resources management, general management, communication in the workplace, financial management, entrepreneurship, business law and administrative practice.

ACCREDITATION & AWARD

• Status: Non-accredited course
• Type & Award: College SA Provider Programme - certificate confirming course completion
• Provided by: College SA
• Minimum Credits: N/A

ENTRY REQUIREMENTS

• Business Management (Human Resources Management): Short Course
WHAT'S INCLUDED IN THE COURSE FEES?
- Textbooks and study material.
- Courier fee.

COURSE STARTING DATES
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Course fee: R6 420
Non-refundable registration fee: R950

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**MERCANTILE LAW**

In business, a basic knowledge of the legalities that underlie the world of commerce is important. This module introduces you to the South African legal system and takes a closer look at contract law: requirements for a legal contract, breach of contract, remedies for breach of contract and the termination of a contract.

**FINANCIAL MANAGEMENT BASICS**

This module is designed to give you a basic understanding of accounting and the processes involved. You will learn about the accounting cycle, income statements, balance sheets, financial statements and budgeting.

**ENTREPRENEURSHIP**

In this module, you will learn about the differences between an entrepreneur, a small business manager and an intrapreneur. This course will teach you about the factors that are key to success in entrepreneurship, and it will explain the characteristics of entrepreneurship and important functional management skills that entrepreneurship entails. You will also be introduced to basic business concepts, the business environment and feasible small business ideas.
COURSE OVERVIEW

Human resource managers play an important role in the success of an organisation. They are the individuals who create, manage, and create positive work experiences for the employees. In order to pursue a career in human resource management, you need to acquire extensive knowledge of all the functions of this department. This Business Management (Human Resource Management): Advanced Course will equip you with the skills needed to work with all the different employees within a company. You will learn the fundamentals of employee relations and labour regulations as stipulated by the South African government. You will also be taught the correct procedures for employing new staff, motivating staff, and managing a company’s payroll budgets. This course will equip you with the necessary skills to apply for human resource management positions in various industries.

WHAT WILL YOU LEARN?

Completing this course will allow you to work in a human resources management position. You will learn about business law and administrative practices, business communication, entrepreneurship, financial management, human resources, economics, accounting control and labour relations.

ACCREDITATION & AWARD

• Status: Non-accredited course
• Type & reward: College SA Provider Programme - certificate confirming course completion
• Provided by: College SA
• Minimum Credits: N/A

ENTRY REQUIREMENTS

• Business Management (Human Resource Management): Proficiency Course
WHAT’S INCLUDED IN THE COURSE FEES?

- Textbooks and study material.
- Courier fee.

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COURSE COST

Course fee: R13 060
Non-refundable registration fee: R950

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HUMAN RESOURCES STRATEGY

This module will prepare you for a role in human resources. You will learn how to facilitate a healthy human resources department, source and place the right candidate for the job, assess and help develop staff, keep and compensate staff, and deal with labour relations issues.

FINANCIAL MANAGEMENT ADVANCED

Learn to manage a company’s finances efficiently and effectively in order to accomplish their objectives. This module covers cash management, analysis of financial statements, and inventory and depreciation, which involves adjustment for fixed assets.

ECONOMICS

Economics describes the aspects that determine the production, distribution and consumption of goods and services. In this module, you will learn what economics is all about: economic systems, production, income and spending in a mixed economy, supply and demand, prices and action, elasticity and the theory of demand, the utility approach, and the indifference approach.

SOUTH AFRICAN EMPLOYMENT RELATIONS (HR PRACTICE)

Labour relations involve the managing of unionised employment situations in the workplace. In this module, you will learn the fundamentals of employment relations, role-players and stakeholders in employment relations, the development of employment relations in South Africa, core legislation impacting employment relationships, labour legislation in South Africa, collective bargaining, conflict and negotiation, industrial action and handling strikes, and organisational-level perspectives on strategies, policies, procedures, processes and practices.

BUSINESS LAW AND ACCOUNTING CONTROL

This module takes a closer look at the laws of business. It also covers accounting systems, internal control concepts, stock control, analytical reviews, liquidation, and executors’ accounts. You will also learn how to manage your personal finances.

HUMAN RESOURCES TRAINING N5

This module will introduce you to the fundamentals of employment relations, core labour legislation, the Basic Conditions of Employment Act 75 of 1997, and other labour legislation in South Africa. Understand the nature of collective bargaining, negotiations, and conflicts. Learn about industrial action and handling strikes.

College SA reserves the right to change pricing and course content without prior notice. The latest information will always be available on our website collegesa.edu.za. Please confirm the course costs and content with our Educational Planners prior to registration.
CONTACT US

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E-MAIL: STARTSTUDYING@COLLEGESA.CO.ZA

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