

PROGRAMME TITLE	NQF	SAQA ID	Credits
Certificate: Commerce: Human Resources Development	5	21038	120

DESCRIPTION

The primary purpose of the qualification is to provide qualifying learners with the appropriate knowledge, skills and attitudes to effectively pursue a career in training management and human resource development.

CAREER FIELDS

Students can pursue a career in the following fields:
Assistance to the Training Manager

PROGRAMME OUTLINE**1st Year 1st Semester Subjects**

Human Resource Development 1
Small Business Management
Small Business Marketing
Finance for Small Business
Microsoft Office Suite
Introduction to Windows
Introduction to Ms Word
Introduction to Ms Excel
Introduction to Ms PowerPoint

1st Year 2nd Semester Subjects

Economics
Business Communications
Management I
Information Systems and Technology - (Concepts of Management Computing)
Principles of Law

TYPE OF PROGRAMME

- Full Time: 1 Year
- Part-time: 2 Years

ADMISSION REQUIREMENTS

- A matric entrance - Grade 12
- IBS Higher Diploma or equivalent
- Two years business experience

LEARNER MATERIAL

All textbooks and other required manuals are included from the tuition fees. A list of textbooks will be provided by your campus academic department.

PRICING

Enquire at the Berea Technical College campus for a current programme pricelist.

ADDITIONAL COSTS

Students must make provision for additional items such as textbooks, stationery, supplementary examinations, research costs and printing of study guides etc.

EXAMINATION AUTHORITY

- All Examinations are set by Berea Technical College.



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CERTIFICATION

On successful completion of the programme, the student will receive a Berea Technical College Certificate in Commerce Human Resource Development

ARTICULATION

Articulation possibilities exist with:

Other Certificates in Commerce

Other Diplomas in Commerce and

Other Higher Diplomas in Commerce.

The qualifications toward which the graduate may proceed are other managerial qualifications that are not specific to this particular context. Diversification into other specialised areas such as:

- Human Resources Management
- Labour Relations
- Human Resources Development
- Marketing Management
- Public Relations
- Cost and Management Accounting and
- Financial Accounting

FURTHER STUDIES

Please enquire at the nearest Berea Technical College campus for the prospectus containing post-certificate studies.

DISCLAIMER

The information contained in this fact sheet is accurate at the time of printing. However, factors beyond Berea Technical College control (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, Berea Technical College will formally notify current learners. All possible measures will be taken to minimise inconvenience to learners.

Name of Learner: 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 Learner:

Name of Legal Guardian:
(if applicable)

Signature:

Name of Sales Consultant:

Signature:

Name of Head of Department:

Signature:

Date:

* Please note the original signed copy should be kept on the learner record file.



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