

Human Resource Management Administrator

Prepares learners to provide ethical, professional HRM administrative services that support the full HR function.



**AMALGA
TRAINING**

SAQA ID

121150

NQF LEVEL

5

MINIMUM CREDITS

120

DURATION

12 Months

▼ 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.

▼ Entry Requirements

A learner must hold **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.

▼ A qualified learner will be able to:

Data and records **01**

Collect and process Human Resources data into information available for decision-making, and compile, maintain and safeguard all HRM records.

Administration and relations **02**

Provide administrative services for the full range of HRM functions and maintain the communication with stakeholders that optimises employment relations.

COMPLETION PATHWAY ► ALL THREE COMPONENTS, THEN THE EXTERNAL ASSESSMENT

1 COMPONENT

Knowledge

42 Credits

Underpinning knowledge for the role.

2 COMPONENT

Practical Skills

42 Credits

Practise the occupational skills.

3 COMPONENT

Work Experience

36 Credits

Real workplace exposure and practice.

★ FINAL

EISA

External Assessment

Externally assessed once all modules are done.

Three compulsory components

Three compulsory components aligned with QCTO standards. All three must be completed before a learner may attempt the External Integrated Summative Assessment (EISA).

120

TOTAL CREDITS

Knowledge Modules

42 CREDITS

Theory and principles of HRM administration.

KM-01 Introduction to Organisations and HRM

KM-02 Data management and interpretation

KM-03 Administration of Staff Procurement

KM-04 Professional HRM Service Delivery

KM-05 HRM Record Keeping

Practical Skill Modules

42 CREDITS

Supervised practice of the occupational skills.

PM-01 Collect and process HRM data

PM-02 Provide administrative services for HRM processes

PM-03 Coordinate HRM communication for employment relations

PM-04 Compile, maintain and safeguard HRM records

Work Experience Modules

36 CREDITS

Applied practice in a real HR workplace.

WM-01 HRM data collection and management processes

WM-02 Administrative processes for HRM services

WM-03 Organisational communication processes

WM-04 Compiling, maintaining and securing employee records

EISA Eligibility

Before attempting the External Integrated Summative Assessment, a learner must provide a Statement of Results from a skills development provider confirming successful completion of:

- ✓ All knowledge modules
- ✓ All practical skill modules
- ✓ All work experience modules