

Occupational Certificate: Human Resource Management Administrator

NQF Level 05

120 Credits

SAQA: 121150



ACCREDITED ASSESSMENT CENTRE

4264 Magaqane Sreet,
Pimville Zone 4,
Soweto

Integrated Assessment Focus Area 1

Apply detailed knowledge of the theory that underpins the creation and implementation of workforce architecture to facilitate and guide the development and implementation of dynamic HR architecture in organisations aligned to organisational strategic intent.

Associated Assessment Criteria 1

1. Structured work profiles and employee specifications are established to align with strategic goals.
2. Organisational structures are designed for long-term operational sustainability.
3. Workforce planning, policies, and growth initiatives are scheduled and implemented effectively.
4. Labour requirements are assessed and costed in line with strategic objectives and professional HRM standards.

Integrated Assessment Focus Area 3

Use professional HRM methods and procedures to implement strategically aligned and integrated Learning and Development (L&D) and organisational growth strategies and plans.

Integrated Assessment Focus Area 2

Use Professional HRM method and procedures to implement and coordinate agreed talent management and organisational growth strategies and plans.

Associated Assessment Criteria 2

1. Talent management problems are analysed and resolved within the parameters of professional standards, legal requirements, and organisational strategic imperatives.
2. The creation of organisational talent management strategies is supported, and oversight is provided for the implementation of these strategies and plans.
3. Staff recruitment, selection and placement processes are facilitated and guided in line with professional practices, regulatory requirements, and organisational policies.

Associated Assessment Criteria 3

1. Learning and Development Plans are established, implemented, and integrated with oversight.
2. Employee performance management processes ensure fairness and consistency.
3. Rewards and recognition processes are facilitated fairly and consistently.

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Associated Assessment Criteria 3

4. Career management processes support equitable implementation.
5. Wellness initiatives prioritize confidentiality and well-being.
6. Organisational development processes are coordinated for efficiency and effectiveness.

Integrated Assessment Focus Area 5

Maintain, monitor, and ensure the delivery of quality solution based HRM services by making decisions and acting appropriately within a range of complex organisational and environmental situations

Associated Assessment Criteria 5

1. HRM information and information management systems are effectively utilised and securely maintained.
2. HRM client needs are identified and positively responded to.
3. HRM service-related problems are proactively identified and collaboratively solved.
4. Compliance with all HRM policies procedures and regulatory requirements are continually monitored and improved.
5. Ethical conduct regarding all HRM practices is continuously modelled and maintained.

Integrated Assessment Focus Area 4

Use problem identification techniques to implement strategically aligned employment relations practices and initiatives to ensure harmonious and productive employment relations.

Associated Assessment Criteria 4

1. Workplace disciplinary and grievance procedures are coordinated and implemented in a legally compliant and fair manner.
2. Relationships with organised labour and built, maintained, and fostered to underpin a productive and harmonious workplace climate.
3. HRM crisis situations are timeously identified and appropriately managed to mitigate all risks to employees, the organisation, and the community.