Higher Occupational Certificate:

Human Resource Administration

Advance Your Career with Labournet's New HR Qualification

Labournet

Purpose. People. Platform.

Unlock Your Potential in HR! High-quality, industry-relevant training designed for success.

- Gain practical skills for real-world HR challenges
- Learn from industry experts
- Career support & networking opportunities

Higher Occupational Certificate: **Human Resource Administration**	
SAQA ID:	**121150**
No of Credits:	**120**
NQF Level:	**5**
Duration:	**1 year**
Admission Requirements: **Matric / Equivalent qualification**	

Why Choose Labournet?

- Industry leaders in HR consulting and training
- Practical, workplace-focused learning approach
- Expert facilitators with real-world HR experience
- Ongoing support and guidance

Who Should Enrol?

Aspiring HR Professionals
HR Practitioners seeking advancement
Business Owners & Managers
Anyone interested in HR Management

Application Checklist

- ✓ Certified Copy of your ID
- ✓ Certified Highest Qualification
- ✓ Current Curriculum Vitae

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Completing the HR Qualification

Learners will need to complete 3 modules:

KNOWLEDGE MODULE — 42 CREDITS

PRACTICAL MODULE — 42 CREDITS

WORK EXPERIENCE MODULE — 36 CREDITS

Workplace Component Requirement:

- Completion of this qualification requires a mandatory workplace component.
- Candidates must have access to a relevant workplace to fulfil the required hours for the final External Integrated Summative Assessment (EISA).
- A minimum of three months of workplace experience is essential.
- For those not employed at the time of enrolment, Labournet will provide a Work Integrated Learning/Industrial Exposure letter to facilitate the completion of the Work Experience Module.

A qualified learner will be able to:

- Manage HR data for informed decision-making
- Provide administrative support
- Maintain communication and administrative processes to enhance employment relations
- Ensure HR records are compiled, maintained, and safeguarded.

KNOWLEDGE MODULES

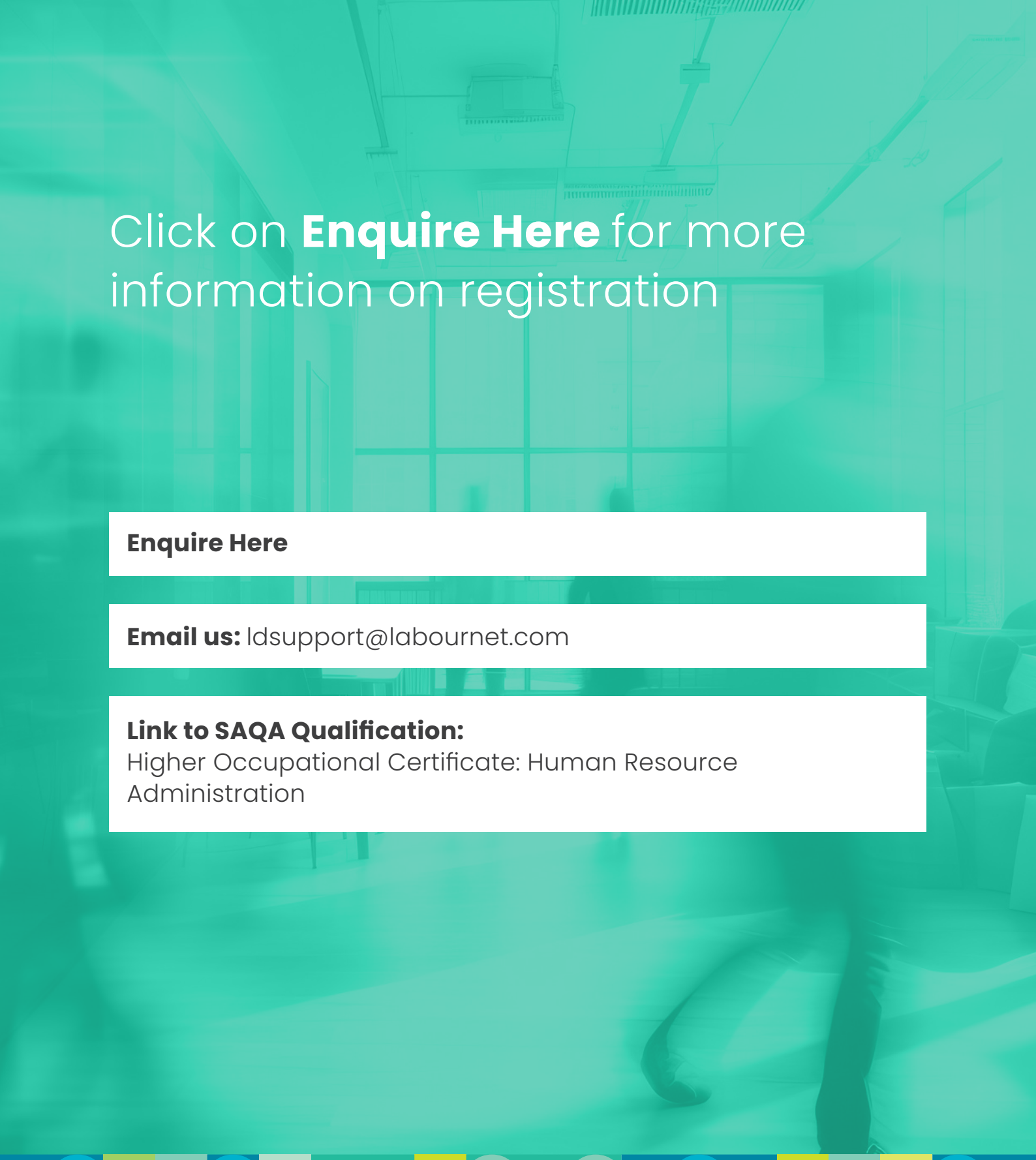
- Introduction to Organisations and Human Resource Management
- Data Management and Interpretation
- Administration of Staff Procurement
- Professional Administration for HRM Service Delivery
- HRM Record Keeping

PRACTICAL MODULES

- Collect and Process HRM Data
- Coordinate and Provide Administrative Services for a Full Range of HRM Processes
- Coordinate HRM Communication to Enhance Employment Relations
- Compile, Maintain and ensure the Safeguarding of all HRM Records

WORK EXPERIENCE MODULES

- HRM Data Collection and Data Management Processes
- Administrative Processes for Full Range of HRM Services and Processes
- Organisational Communication Processes
- Processes for Compiling, Maintaining, and Securing HRM Records



Click on **Enquire Here** for more information on registration

Enquire Here

Email us: ldsupport@labournet.com

Link to SAQA Qualification:
Higher Occupational Certificate: Human Resource Administration

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