

Higher Occupational Certificate: Human Resource Administration

Build HR Administration
Capability and Confidence



Training to equip you with Workplace-Ready HR Admin Skills

Course: Higher Occupational Certificate: Human Resource Administration

SAQA ID: 121150

No of Credits: 120

NQF Level: 5

Duration: 1 year

Admission requirements: Matric/equivalent qualification

Participants will:

- Gain practical skills for real-world HR challenges
- Learn from industry experts
- Get career support
- Enjoy networking opportunities

Practical Skills for Aspiring HR Administrators

Your Pathway to HR Administrative Excellence

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?

- Individuals starting a career in HR management
- HR administrators seeking a formal, recognised qualification
- Employees performing HR duties without structured training
- Learners aiming to progress into HR administration or similar roles

Application Checklist

Certified copy of your ID



Certified copy of highest qualification



Current Curriculum Vitae



Completing the Qualification

Your Gateway to Administrative Excellence

Learners will need to complete three modules:

Knowledge module: 42 credits	Practical module: 42 credits	Work experience module: 36 credits
– Introduction to organisations and Human Resource Management (HRM) – Data management and interpretation – Administration of staff procurement – Professional administration for HRM service delivery – HRM record keeping	– 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	– 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

From Theory to Practice

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.

Unlock the Full Potential of Your HR Administration Capabilities

Advance Your Future

Qualified learners 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



Contact us

Email us

Find out more about
the SAQA qualification