

## COURSE OVERVIEW

# FUNDAMENTALS OF HUMAN RESOURCE MANAGEMENT

Here is a quick overview of your course plus useful information about navigating the online platform.

Your semester starts once you have completed your onboarding.



***Tomorrow belongs to people who prepare for it today.*** - AFRICAN PROVERB



## PROGRAMME OVERVIEW

Be equipped with the fundamental Human Resource Management capabilities to maximise performance and growth in your organisation. You will first unpack the HR environment, including legislation, and then discuss pertinent topics such as recruitment, selection, motivation, performance management, compensation, labour legislation, disciplinary issues, and fair and lawful termination of employment.

## WHAT YOU WILL LEARN

Your course contains 4 substantive modules/units. See an overview below:

- Describe the fundamentals of the human resource management environment.
- Describe the HR functions relevant in the finding and placing of suitable candidates.
- Discuss the legislation regulating human resource management.
- Explain the orientation/induction of employees.
- Evaluate the management of compensation and benefits within an organisation.
- Explain performance management principles and processes.
- Evaluate the various forms of termination.

## ASSESSMENT INFO

You must submit and pass formative assessments that are compulsory for each unit, and then also one summative assessment at the end of your course. All assessments are completed online via a digital quiz on the student portal.

## EXPERTISE YOU CAN TRUST

- | 19 YEARS OF INNOVATIVE LEARNING
- | OVER 50,000 SUCCESSFUL STUDENTS
- | ENDORSED BY SAIOSH AND OPSA
- | REGISTERED AND ACCREDITED WITH SAQA AND DHET
- | CURRICULA DEVELOPED BY LEADING ACADEMICS AND INDUSTRY EXPERTS
- | QUALITY ASSURED QUALIFICATIONS

- 4 months
- ± 8h study time per week
- Fully online | Mobile friendly
- Earn an industry-ready certificate

## HOW TO STUDY ONLINE

You will study entirely online, using our iQ Virtual Campus as follows:

- Log into your profile.
- Complete the Onboarding (including New Rules).

Your course starts once you have completed your Student Onboarding on the Virtual Campus, where you will gain access to the Programme rules and your Programme Guide.

Content for each module will be made available based on a structured learning path to guide you through the learning process over a fixed period. For your convenience, the study guide units for each module are available separately in the respective unit sections on the learning platform (in digital format).

You can download this for offline use.

## ACADEMIC SUPPORT

We understand that studying online can sometimes be isolating and challenging, so we have worked hard to ensure your course is interactive and you are supported to ensure academic success. If you need to contact your course coordinator or require admin or account related support, complete a form for assistance, [click here](#).

