

National (N) Diploma: Human Resource Management (N4-N6)

NQF Level: 5 | Total Credits: 180 | Duration: 18 months (Semester 1-3)

Accreditation Authority: Quality Council for Trades and Occupations

Diploma in Human Resource Management. This qualification equips you with the knowledge and practical skills necessary to excel in roles such as HR Assistant, Recruitment Officer and Training Officer, offering a structured pathway to success in human resource management, labour relations and employee development.

Admission Requirements

To register for this qualification, candidates must meet one of the following criteria:

- ❖ Pass in NSC or Equivalent qualification Certificate or NCV L4 or N4
- ❖ N4 Human Resource Management for N5
- ❖ N5 Human Resource Management for N6

Qualification Structure

This qualification is delivered over a period of 6 months per N level as follows:

Semester 1	Semester 2	Semester 3
N4 Modules – SAQA: 66873	N5 Modules – SAQA: 66953	N6 Modules – SAQA: 66997
Entrepreneurship & Business Management N4	Entrepreneurship & Business Management N5	Entrepreneurship & Business Management N6
Management Communication N4	Labour Relations N5	Labour Relations N6
Computer Practices N4	Personnel Training N5	Personnel Training N6
Personnel Management N4	Personnel Management N5	Personnel Management N6

Career Opportunities

Upon completion of the National Diploma in Human Resource Management, graduates have a variety of career opportunities in both entry-level and technical roles. Students can pursue various career opportunities, including:

- ❖ HR Administrator
- ❖ Recruitment Consultant
- ❖ Payroll Administrator
- ❖ HR Officer
- ❖ Training Coordinator
- ❖ Employee Relations Officer
- ❖ Learning and Development Coordinator
- ❖ Industrial Relations Officer

Articulation Options

This qualification provides students with both vertical articulation into a Higher Certificate Human Resource Management, as well as horizontal articulation into National Diplomas in Human Resource Management, Business Management and Marketing Management.

Notes

Students who complete the National Certificates N4, N5, and N6 in sequence, and subsequently acquire a minimum of 18 months of relevant in-service training, will be awarded a National Diploma in Human Resource Management.