



Fact Sheet

Human Resource Management
N4-N6



Creative &
Technology
Universitas

Human Resource Management N4-N6

FACULTY OF BUSINESS MANAGEMENT & HUMANITIES

Nated Studies: 2024 Fact Sheet

Programme Title	SAQA ID	Level	NQF
National N Certificate: Human Resource Management SAQA ID: 90674	66873	N4	5
	66953	N5	5
	66997	N6	5

Programme description

Ready to step into the world of Human Resource Management? Buckle up for a journey where every day brings new challenges and opportunities! From staffing to labour relations, our programme has you covered. Get ready to sharpen your skills, make connections, and dive into the exciting world of HR.

This programme prepares students for careers in human resources, and it is built around the view that human resource specialists must also have good business acumen. The curriculum provides a balance of business and general education requirements, along with foundational courses in human resources areas. The design of the qualification is such that if taken sequentially with related N courses i.e., N4 - N6, it enables learners to progressively obtain the National N Diploma once the required practical work component is completed.

Admission requirements

- ▶ Grade 12 (Pure Mathematics/Mathematics Literacy, Life Orientation, Business Studies, Economics)
- ▶ NCV Level 4
- ▶ N3 in the relevant specialisation area.
- ▶ Recognition of Prior Learning (RPL)

*It would be required that the applicant also work within the field of study to be admitted and to complete the workplace learning logbook to qualify for the National N Diploma.

Mode of study | Duration

Day Classes (full time): 18 Months, (5 days/week)

Evening Classes (part time) 18 Months, (2 x evening classes per week, 18:00 - 21:00, Mon & Wed or Tues & Thurs as well as 2 x Saturday classes per month)

(6 Months per level)

***Distance Learning also available**

Programme outline

First Year 1st Semester Subjects:

- ▶ Entrepreneurship & Business Management N4
- ▶ Computer Practice N4
- ▶ Management Communication N4
- ▶ Personnel Management N4

First Year 2nd Semester Subjects:

- ▶ Personnel Management N5
- ▶ Computer Practice N5
- ▶ Personnel Training N5
- ▶ Labour Relations N5

Second Year 1st Semester Subjects:

- ▶ Personnel Management N6
- ▶ Computer Practice N6
- ▶ Personnel Training N6
- ▶ Labour Relations N6

Teaching and Learning Methodology

A blended teaching and Learning methodology is followed. All theory classes will be conducted Virtually through Lecturer-led interactive teaching on a national basis. A flipped classroom approach will be followed in some sessions. This means that students are introduced to content at home and practice working through it during the applicable session, either the virtual theory sessions or the practical sessions.

All students will be allocated to lecturers that are not necessarily based at the campus of enrollment but who will always be subject matter experts. CTU implements a national academic standard and all lecturers have been appointed on the same criteria and use the same academic content in the teaching and learning process. The adherence to a national academic standard is monitored by the Academic Management team at the Head office. Therefore, all students will continue to receive the same quality of education.

Examination

- ▶ Department of Higher Education & Training (DHET) is the only Examination body responsible to set and administer National Examinations.
- ▶ Only students who have registered and complied with the administration requirement will be allowed to write DHET Examination at closest CTU Campus.
- ▶ *Please note that all Formative Assessments will be written online and on campus.
- ▶ *All DHET Examination will be written at registered CTU Training Solutions Examination Centre - Upon enrolment, it is imperative for the learner to decide on the choice of Examination Centre closest to him/her.
- ▶ *Additional cost will be required to travel to the nearest CTU Campus to write the DHET Examinations.

Learner material

- ▶ Learning materials (Study and learner guides) and pre-recording videos will be made available for all learners.
- ▶ A list of textbooks will be provided by the Campus Academic Department.
- ▶ All textbooks are excluded from the tuition fees.

Refer to the [Device Specifications and Stationery List](#) document for more information.

Results and certification

- ▶ Certificates and diplomas are issued by the DHET.
- ▶ All qualifications are nationally recognised by industry and universities.
- ▶ All result letters will only be issued by the DHET.
- ▶ Release of statements of results and certificates are dependent on DHET timelines and are not within CTU's control

Upon successful completion of this programme, learners will receive a:

- ▶ National Certificate at each level N4, N5, N6
- ▶ National N Diploma in Human Resource Management (on completion of N4-N6 and 18 months in-service training)

International certifications

- ▶ Year 1: MS Word and MS Excel
- ▶ Year 2: MS Powerpoint

Career fields

- ▶ HR Manager
- ▶ Personnel Manager
- ▶ Employment
- ▶ Recruitment
- ▶ Placement Officer

Articulation

A candidate who has successfully completed the N4, N5 and N6 Certificates, may pursue the following path to obtain the National N Diploma, as per Report 191 by the DHET. The candidate must have:

The candidate must have:

- ▶ A minimum of 12 advanced instructional offerings, with at least a pass in three instructional offerings in each of the following levels: N4, N5 and N6, but with a maximum of five N4 instructional offerings.
- ▶ 2 instructional offerings at N6 level must be relevant to the candidate's vocation.
- ▶ The candidate must obtain work experience of 18 months in industry that has as its main function the practical execution of the 2 instructional offerings mentioned above.

Pricing*

HR Management

Programme	Registration Fees	Tuition fee
N4	R6 750	R21 045
N5	R6 750	R21 045
N6	R6 750	R21 045

HR Management N4 - N5 OR N5 - N6 Package

Programme	Registration Fees	Tuition fee
N4 - N5	R7 500	R39 985.50
N5 - N6	R7 500	R39 985.50

HR Management N4 - N6 Package

Programme	Registration Fees	Tuition fee
N4 - N6	R11 250	R59 978.25

*** Excludes external fees and identified textbooks if applicable.**

*** Prices are subject to annual adjustments.**

Payment

Visit our website to view the payment method. [Payment Methods.](#)

APPLY for Student Loan [HERE!](#)

Additional costs

Students must make provision for additional items such as textbooks, stationery, supplementary examinations, research costs and printing, field trips etc.

* (laptop/desktop with functional camera/webcam is compulsory).



Disclaimer

The information contained in this fact sheet is accurate at the time of printing. However, factors beyond the control of CTU Training Solutions (such as environmental, regulatory or technical changes) may cause the contents of this fact sheet or of the programme to change. In the event of any such change, CTU will notify current students. All possible measures will be taken to minimise inconvenience to students.

I (Name of student):..... hereby acknowledge that I understand the information stated in this document and fully comprehend the specifics explained above pertaining to this qualification.

Student signature:.....

Signature of legal guardian:.....

Name of legal guardian:.....

Consultant signature:.....

Name of sales consultant:.....

Date:.....

*** Please note the original signed copy should be kept on the student record file.**

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