

# FACT SHEET

Higher Occupational Certificate:  
Human Resource  
Management Administrator



Private  
Tertiary  
Education

[www.ctutrainning.ac.za](http://www.ctutrainning.ac.za)

# Human Resource Management Administrator

## FACULTY OF BUSINESS MANAGEMENT

### Occupational Studies: 2025/2026 Fact Sheet

Programme Title	SAQA ID	Credits	NQF
Higher Occupational Certificate: Human Resource Management Administrator	121150	120	5

## Programme description

The Higher Occupational Certificate: Human Resource Management Administrator (SAQA ID 121150, NQF Level 5) equips students with the skills and competencies required to thrive in the Fourth Industrial Revolution (4IR) workplace. By focusing on data management, digital record-keeping, and integrated HR processes, the programme prepares learners to operate confidently in environments where technology, automation, and analytics increasingly drive decision-making. Learners develop not only administrative proficiency but also the ability to interpret HR data for workforce planning, talent management, and employment relations, ensuring relevance in a digital-first economy. Through practical exposure, ethical grounding, and applied skills, graduates are ready to support modern HR systems, digital platforms, and compliance processes, enabling them to function effectively as HRM Administrators in fast-evolving organisations shaped by the 4IR.

## Admission requirements

The minimum entry requirement for this qualification is:

- ▶ An NQF Level 4 qualification with English Communication.

## Mode of study | Duration

**Day Classes** (full time): **12 Months** (5 days/week)

**Evening Classes** (part time): **12 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)

## Programme outline

### Semester 1 Subjects:

- ▶ OHF511: Organisational HR Foundations
- ▶ HDA511: HR Data & Analytics
- ▶ HPA511: HR Professional Administration

### Semester 2 Subjects:

- ▶ HER512: HR Staffing & Employee Relations
- ▶ HRC512: HR Records & Compliance

## Teaching and Learning Methodology

Our teaching and learning methodology are designed to ensure that students receive quality education, engage in active learning, and achieve their academic and career goals while studying remotely.

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. Students will attend some practical, group, and research sessions on campus or virtually. The same work and time will be spent on both methods, face to face and VLIT, with students. Extra practical sessions can be booked with the Campus Operational Manager. Students will be expected to attend the practical, group, and research classes on campus a minimum of two days a week, as per the campus schedule.

### The programme follows a blended learning model:

- ▶ Self-paced e-learning using CTU's digital platform.
- ▶ Access to academic e-guides, online textbooks and O'Reilly e-library.
- ▶ Optional tutorial support (virtual or in-person).
- ▶ Dedicated online support from qualified subject matter experts.

## Technology hardware, software and data requirements

A laptop is required to access the VLIT sessions, all study material, and complete assessments etc.

### Technology Requirements

- ▶ Laptop (Intel i5 or higher, 8GB RAM, 64-bit OS)
- ▶ 20GB minimum data per month (Uncapped recommended)

A list of prescribed textbooks will be provided in your e-guides. Students will receive an electronic version of the academic guides (e-guides) for this programme on the Teaching and Learning platform. Access is available to an electronic library of textbooks on O'Reilly, and it is included in the fees. One of them will be:

- ▶ Payroll and Monthly Sars Returns (Sage)

For additional information please consult the CTU Bring your own device guide. [Device Specifications and Stationery List.](#)

**A minimum of 20 GB data per month (uncapped recommended) is required to access training material.**

## Student Support

Student support sessions with the facilitator will also take place on a one-on-one basis either virtually or physically at the campus per appointment or per the academic schedule.

## International Certifications

- ▶ Year 1: MS- PowerPoint (MS-200)

## Career fields

**Students can be employed in the following career fields:**

- ▶ Human Resource Management (HRM) Administrator
- ▶ Digital HR Administrator
- ▶ Recruitment & Selection Coordinator
- ▶ Payroll & HR Information Systems (HRIS) Officer
- ▶ HR Data & Analytics Officer
- ▶ Training & Development Support Officer
- ▶ Employee Relations Support Officer
- ▶ HR Consultant

## What is EISA?

The External Integrated Summative Assessment (EISA) is an integral and critical component of the QCTO's quality assurance system. It is a single national assessment leading to the awarding of an Occupational Certificate. EISA ensures that the assessment of occupational qualifications, part qualifications and trades is standardised, consistent and credible.

For learners to qualify for entry to EISA, they must provide proof of completion of all required knowledge, practical and work experience modules as stipulated in the qualification. The statement of results obtained from

the Skills Development Provider serves as proof that the candidate has satisfied all the requirements to be admitted to sit for EISA.

## Pricing\*

Programme	Registration Fees	Tuition fee
Year 1	R9 000	R66 500

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

## 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.

## Disclaimer

The content of this fact sheet is subject to change without notification due to market trends in the industry, legislation and/or programme version updates. Refer to website for the latest version of the prospectus. Creative & Technology Universitas, a division of CTU Training Solutions (PTY) Ltd, reserves the right to change the programme content without prior notice. Additional international exams may be written but are not included in the programme fee. Minimum student (capacity) group sizes will fall into the Virtual Instructor-Led programme commencing in the months of February & July of each year.

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.**

## CONTACT US

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