



FACT SHEET

Advanced Occupational Certificate:
Human Resource
Management Officer



Private
Tertiary
Education

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Human Resource Management Officer

FACULTY OF BUSINESS MANAGEMENT

Occupational Studies: 2025/2026 Fact Sheet

Programme Title	SAQA ID	Credits	NQF
Advanced Occupational Certificate: Human Resource Management Officer	121151	134	6

Programme description

A Human Resource Management (HRM) Officer contributes towards organisational success by facilitating the professional and ethical execution of Human Resources practices, including Human Resources and Workforce Planning, Staff Attraction and Procurement, Employee Maintenance and Development, Employment Relations Management, and the effective delivery of all related Human Resource Management Services. Competent learners will demonstrate the following key attributes: patience and tenacity, fairness and compliance, objectivity and empathy, results focus and client-centric service orientation.

Admission requirements

The minimum entry requirement for this qualification is:

- ▶ Higher Occupational Certificate: Human Resource Management Administrator or
- ▶ Related qualification at NQF level 5

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)s

Programme outline

Semester 1 Subjects:

- ▶ OAD611: Organisational Architecture & Design
- ▶ TMW611: Talent Management & Workforce Planning

Semester 2 Subjects:

- ▶ LDG612: Learning, Development & Growth
- ▶ ERH612: Employment Relations & HR Service Delivery

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 Return (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

- ▶ Microsoft Certified: Power Platform Fundamentals (PL-900)

Career fields

Students can be employed in the following career fields:

- ▶ Human Resource Management (HRM) Administrator
- ▶ Human Resource Officer / HR Specialist
- ▶ Employee Relations Practitioner
- ▶ HR Service Delivery Coordinator / HR Generalist
- ▶ HR Data & Analytics Officer
- ▶ Learning & Development (L&D) Coordinator / Officer
- ▶ Talent & Workforce Development Specialist
- ▶ Strategic HR Business Partner
- ▶ 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	Contact a CTU campus/ consultant for the latest fee information and payment options.

***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. 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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