FACT SHEET

Higher Occupational Certificate:

Human Resource Management Administrator

(Distance Learning)

CTU training solutions | Private Tertiary Education

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HR Management Administrator

FACULTY OF BUSINESS MANAGEMENT			
Higher Occupational Studies: 2027 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

Distance Learning | 12 Months

Distance learning is a mode of education that allows students to study remotely without needing to attend physical classes on a daily basis. It provides flexibility and accessibility, enabling learners to access course materials, complete assignments, and engage with instructors online or through blended methods. Distance learning is ideal for individuals who may be working, have personal commitments, or live far from an educational institution. With the support of digital tools, academic resources and periodic tutorials or consultations, students can progress through their studies at their own pace while still receiving structured guidance and support from qualified facilitators *(while adhearing to assessment submission deadlines)*.

Distance Learning involves independent self-paced learning with access to digital resources, study guides, recordings, and a monthly scheduled virtual session with a facilitator.

This is a Distance Learning (self-study) programme offered over **12 Months, (1 Online Saturday session per month)**

2 intakes per year

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.

Teaching & Learning Approach:

Self-Paced Learning:

Students are provided with structured course materials that allow them to study at their own pace. These materials include:

- Comprehensive study guides
- Prescribed textbooks and reference materials
- Class recordings for all modules

Interactive Learning:

To enhance understanding and engagement, students have access to:

- Online discussion forums to interact with peers and lecturers
- Case studies, practical activities, and self-assessment.

Tutor Support:

Distance learners are not alone in their journey. Academic support is available through:

- Specialized tutorial sessions once a month.
- Email and online chat with subject tutors
- Feedback on assignments and progress tracking.

Assessment and Evaluation:

To ensure mastery of the subject content, assessments include:

- Formative Assessments (Assignments,)
- Summative Assessments (DHET Final examination)

Practical Training (For Applicable Courses)

For programs that require practical experience, students must:

- Complete work-integrated learning (WIL) or internships
- Submit workplace logbooks and reports for assessment
- Participate in practical simulations (if available online)

Our distance learning methodology is structured to provide flexibility while maintaining academic rigor.

With the right discipline, resources, and support, students can successfully complete their studies and achieve their qualifications.

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.

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 webcam, microphone or headset, and an up-to-date web browser are required for virtual sessions and online activities.

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 virtually per appointment or per the academic schedule.

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

Internal Assessments:

Students will be required to use The Invigilator app when completing online assessments. The app supports the integrity and secure administration of online assessments and is used alongside the institution's online assessment platform. Students will receive guidance and training on the installation and use of the app before it is required for an assessment.

External Assessments: 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.

Upon completion of this course, students will be awarded a **Higher Occupational Certificate: Human Resource Management Administrator**

International Certifications

International examinations are optional and are not included in Distance Learning tuition fees. Students who wish to complete an international examination can register for the relevant Short Learning Course (SLC). The SLC fee covers exam preparation sessions and one vendor examination voucher. If a student is unsuccessful on their first attempt, they will be responsible for the cost of any subsequent examination attempts.

Student's Own Account / Additional Cost:

- Year 1: MS- PowerPoint (MO-300)

Pricing*

Programme	Registration Fees	Tuition fee
Year 1	R4 500	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:.....

Name of legal guardian:.....

Name of sales consultant:.....

Date:.....

Signature of legal guardian:.....

Consultant signature:.....

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

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