



YOUR QUALIFICATION

The Independent Institute of Education (The IIE) **HIGHER CERTIFICATE IN HUMAN RESOURCE PRACTICES**

(Distance Education)
(SAQA ID: 91728)

Human Resource Courses educate and qualify students to take up entry-level positions in human resource and payroll administration related jobs. The IIE Higher Certificate in Human Resource Practices aims to provide students with the knowledge and skills needed to administer and conduct various human resource functions including payroll administration, which meets the requirement of the relevant legal and statutory requirements.

This higher certificate is accredited by the Council on Higher Education (CHE). It is also registered with the South African Qualifications Authority on the National Qualifications Framework (NQF) on Level 5 (SAQA ID No: 91728). On successful completion you will receive a Higher Certificate in Human Resource Practices from The Independent Institute of Education (The IIE) the leading registered private provider of higher education in South Africa

Who is the distance offering of The IIE Higher Certificate in Human Resource Practices degree aimed at?

Distance study is ideal for working adults who prefer not to attend full-time.

Taking the distance out of distance education

The distance delivery mode provides the student with the opportunity to study in the comfort of their home and to plan the study workload according to their individual pace. The support offered on line and through other means ensures that the student is not left feeling alone in this process and can still enjoy high quality support throughout the process.



Our distance delivery has been designed with distance students' needs in mind, and includes the following:

- A structured learning environment on line that will take you through the learning process making use of the best of instructional design thinking that will enable you to understand and apply as you progress through the studies. The on line design will ensure that you do not get lost.
- A learner guide designed to lead the student through the textbook. It includes questions and answers for practice and revision.
- Online Tutors who are subject experts and maintain the human experience of the learning process in each module with you.
- A Programme Success Tutor who supports your learning journey across all your modules.

NOTE:

- While you can generally structure your study time as you need to, there are scheduled sessions on line through which you can get mediated support and assignment and examination deadlines and timetables to keep you moving forward.

A reliable internet connection, own device with (at least) Windows 8 and Google Chrome, are all essential for any student enrolling for this programme.

What entry requirements will I need to study this Higher Certificate?

- A **National Senior Certificate (NSC)** with Higher Certificate admission- A minimum of 30 % for English is required; **OR**
- A **National Certificate (Vocational) (NC(V))** with Higher Certificate admission – A minimum of 40 % in English on either First Additional Language or Home Language level, with a minimum of 40% in Life Orientation and a minimum of 50% in four vocational subjects; **OR**
- A **SC (without endorsement)** or equivalent– A minimum of 5 subjects must be passed.
- Additional admission requirements apply to students with a School of Tomorrow (SOT) certificate. Please contact the Head of Department at the campus closest to you for more information.

International students must ensure that:

- They have an equivalent qualification to meet entrance criteria
- Their equivalent qualification is evaluated by the South African Qualifications Authority (SAQA)

Other considerations

Mature Age Exemption:

- Candidates must have attempted matric/Grade 12, attained the age of 23 before or during the first year of registration with three years' work experience and proven ability relating to the proposed programme as well as adequate communicative skills; **OR**
- Candidates must have attained the age of 45 before or during the first year of registration.

RPL – demonstrate suitability for admission in terms of Senate's resolution 6.6 of 20 October 2005 which allows for Senate's discretionary conditional admission (if applicable).

With what qualification will the student graduate?

With The IIE Higher Certificate in Human Resource Practices.

Career opportunities: what career areas can a graduate pursue?

You can specialize in Human Resource Management, or work your way up to a Human Resource Manager position. You could also specialize in Payroll Administration and Management or work as a Payroll Manager.

How is this Bachelor's degree structured at Varsity College?

Informed by the principle of flexibility, a selection of modules will be offered each semester to accommodate a study journey to suit the personal needs of the student within the qualification progression rules.

The IIE Higher Certificate in Human Resources and Practices consists of 10 modules. This is an 18 months part-time programme offered via the distance mode of delivery, please consult your student advisor for full qualification fee.

The Independent Institute of Education reviews its curriculum regularly to ensure your qualification remains relevant. If changes are made to the curriculum while you are studying you will receive an updated structure.

Curriculum Plan

The modules offered from 2018 to 2019 include:

Business Communication	Business Management 1B
Introduction to Personal Computing	Introduction to Academic Digital Literacy
Payroll Administration and Systems	Office Administration
Human Resource Management	Work Integrated Learning
Industrial Relations	
Labour law	

Work Integrated Learning (WIL)

The aim of this practical component is to provide students with the opportunity to apply their skills and knowledge covered in the theoretical modules of this programme to different areas of law. A series of practical individual and group tasks, all of which form part of a Portfolio of Evidence (PoE), need to be completed for this practical component of the programme.

“Academic year” means the annual period of instruction normally running from 1 January until 31 December, or from 1 July until 30 June the following year or any other period as stipulated.

Who are our partners on this qualification?



The Independent Institute of Education (The IIE) – accredited by The British Accreditation Council (BAC)

The IIE is internationally recognised and accredited by the BAC. The BAC has been responsible for setting standards within the independent further and higher education sector for 25 years. Their accreditation is held by hundreds of colleges in the UK and globally. They provide the leading mark of educational quality for this sector, which is used by students, parents, agencies and beyond as a guarantee of standards. For more information please visit <http://www.the-bac.org>