



Part-Time Qualification

HIGHER CERTIFICATE IN HUMAN RESOURCE PRACTICES

The Independent Institute of Education (The IIE)

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.

What is this Higher Certificate's accreditation status?

This higher certificate is accredited by the Council of Higher Education (CHE) and is registered by the South African Qualifications Authority on the National Qualifications Framework (NQF) as a 120-credit qualification on Level 5 (SAQA ID No: 91728).

Who is this Higher Certificate aimed at?

Distance study is ideal for working adults who prefer not to attend full-time lectures but still want to achieve a focus on Human Resource Practices in the business environment.

What are the benefits of distance study?

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

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

- A structured online learning environment 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 your knowledge as you progress through the studies. The online 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 online sessions through which you can receive mediated support, assignment and examination deadlines to consider and timetables, to keep your studies 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?

To be registered as a candidate you must have satisfied the admission requirements as set out below:

Minimum Admission Requirements		English	Notes
	NSC: HC pass with	30%	
	NC(V): HC pass	40%	
	SC: Endorsement - none	33.3%	
	SC(a): HC pass with	A minimum of 30% in LOLT in NSC/ SC(a) OR with a min. of 33.3% in SC	
	International	A SAQA Evaluation Certificate with NSC L4 equivalence with at least 30% or equivalent for English.	
Senate Discretionary Admissions	Mature Age Exemption	Candidates must have attempted the Senior Certificate or equivalent, 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 communication skills; OR Candidates	

		must have attained the age of 45 before or during the first year of registration.
	Recognition of Prior Learning (RPL)	Candidates must 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).
	General Education Development (GED) - An USA qualification developed by the American Council on Education (ACE)	Candidates with a GED qualification may be admitted if they have a SAQA Evaluation Certificate with NSC L4 equivalence as well as NBT: AQL results and have obtained a score of at least 37 for Academic Literacy (AL) and a score of at least 37 for Quantitative Literacy (QL).

Students who successfully completed the Higher Certificate in Business Principles and Practice have the option to register for the IIE Bachelor of Commerce degree programmes. Academic credit for some modules into the degree may be given. On completion of this Higher Certificate, students can continue into The IIE degree with credits being transferred from certain of the HCBPP modules. Note: a minimum pass of between 60% and 65% in Accounting 1A and Business Communication C is required for credit awarded into the relevant degree.

What is The Teaching and Learning Strategy of The IIE's Varsity College, and how will it help prepare me for the 21st century working world?

At The IIE's Varsity College we are proud of and passionate about our shift away from the 'traditional lecturing' methodology to our blended-learning strategy – the VCBlend.

This blended-learning strategy creates opportunities for our student to work collaboratively, with peers and their educators, to construct their understanding of concepts. Student engagement is supported by the use of learning management system (LMS) and the online learning materials that have been developed to underpin our teaching strategy.

This student-focused approach compels our students to be accountable for their learning while developing the critical skills they will need to thrive in the rapidly changing 21st century work environment.

As such, academic life for our students is dynamic, challenging and relevant.

How is this Higher Certificate structured at The IIE's 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 curriculum below is correct at the time of print. Please note that in line with academic practice, The IIE's curriculum is reviewed annually thus changes may occur in module structure and sequence in order to ensure that the qualification remains relevant. The exit level outcomes of the programme do not change. Registered students receive an updated programme curriculum on an annual basis.

The IIE Higher Certificate in Human Resources and Practices consists of 10 modules. This is an 24 months part-time programme offered via the distance mode of delivery, please consult your

student advisor for full qualification fee. The modules are presented via a distance mode of delivery, supported by online mediation sessions. Students will be required to complete various forms of assessments and activities, with the final assessments being written in hard copy at the site of registration.

Students will have the option of securing a number of face-to-face support workshops that will be offered by each of The IIE's Varsity College exam centres. These sessions provide the opportunity for rich discussion and conceptual engagement as well as an opportunity to meet fellow students. However, should students opt not to attend any of these support workshops, the learner guide, textbook and online facilitation will provide the necessary support for student success.

NOTE: If you are interested in these face-to-face support workshops, please indicate this at point of registration.

Where do I write my exams?

The IIE's Varsity College Exam Centres

Eight IIE Varsity College Campus exam centres are available within South Africa for selection as the exam centre at which you would write exams and receive operational support.

Please note that students studying in the distance mode may opt to attend optional contact workshops. These are only available at The IIE's Varsity College Campus Exam Centres. A Consultant will provide you with the details.

Alternative Venues

An alternative examination centre is only permissible for international students and those located in a province of South Africa where there is no IIE campus. It is your responsibility to identify an examination centre (educational or religious site or embassy or consulate) if you have not already done so. Once you have secured your examination venue, we require a letter confirming availability from the examination centre you have chosen. If a change of examination venue is required – it is again the student's responsibility to locate a new venue and provide the confirmation letter together with the supporting documentation which details the reason for the examination venue change.

Please note, once the examination venue is selected and confirmed, it cannot be changed within eight weeks prior to the summative examination.

What will I study in this Higher Certificate?

CURRICULUM FOR STUDENTS STARTING IN 2020

Year 1: 2020	
Semester 1	Semester 2
Business Management 1B – BUMA132w	Human Resource Management – HURM5112w
Introduction to Personal Computing – INPCf110w	Payroll and Administration – PAAS5112w
Introduction to Academic and Digital Literacy – IADL5111w	Industrial Relations – INRE5112w
Year 2: 2021	
Office Administration – OFAD5112w	Labour Law – LLAW5112w
Business Communication – BUCOf020w	Work Integrated Learning – XCHM5119w

INPCf110 Competency Test

At The IIE's Varsity College, we recognise that some students have developed the core skills to succeed in basic computer skills, either through schooling activities, or personal experience. The module Introduction to Personal Computing (INPCf110w) is a 5-credit module and is offered across many of The IIE's academic programmes. We provide students with an opportunity to write a competency test for the Introduction to Personal Computing (INPCf110w) module for 2020 which, if passed, will exempt the student from having to attempt the module and the mark obtained in the competency assessment will become the student's mark for the module.

The competency test will take place prior to the commencement of the module. Students must register for the module in order to access the competency assessment. The test is completed online and will take place in a computer lab on campus. The assessment covers basic Microsoft Windows 10 functionality and Microsoft Office 2016 applications (Word, Excel, PowerPoint and Outlook).

Your results will be available immediately. If you do not pass the competency test you will be required to attend class and complete the module.

NOTE: Students have a MAXIMUM of 3 years in which to complete this qualification

- Curriculum and content are subject to change.
- Students will be required to register per academic year.
- Fees stated are per academic year and not for the full qualification.
- Students who are unsuccessful in a module(s) will need to reregister.

What must I pass in order to graduate with this Higher Certificate?

In order to be awarded this qualification, you must have achieved a minimum final year mark of fifty percent (50%) for each module of the programme and have met all the Work Integrated Learning requirements.

With what qualification will I graduate?

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

Career opportunities: what employment opportunities can I pursue after I have completed this Higher Certificate?

- Project Administration
- Office Administration
- Assisting a Project Manager
- General Assistant to Management

Would it be possible to study further and obtain an undergraduate qualification once I have completed The IIE Higher Certificate in Human Resource Practices?

The opportunity to apply for an undergraduate degree at any South African university including The IIE's exists subject to specific programme entrance requirements.

It is important to remember that your academic results remain a key factor when applying for further studies.

Degree Articulation Options

Programme	Module	Conditions- pass mark of 60% is required for the following modules to get credit
The IIE Bachelor of Commerce degree	APCT5111w BMNG5112w	BUCOf020w BUMA132w

How does a student find out more about these further study opportunities?

As a registered student at The IIE's Varsity College, students will be supported in exploring the possible undergraduate options that align to the chosen career area. It is important to remember that a student's academic results remain a key factor when applying for further studies.

Call your nearest IIE's Varsity College campus to discuss your career options with one of our Consultants.

HHRw VERSION 1 2020 | 12 AUGUST 2019

Disclaimer: Please note that this fact sheet is accurate at the time of publication. The Independent Institute of Education (The IIE) reserves the right to alter any of the content prior to commencement of registration due to changes in regulation, policy, market requirements or any other valid reason.



British Accreditation Council

The IIE is not only accredited in South Africa but its dedication to providing quality education also led to it being accredited by the British Accreditation Council (BAC) in 2014. The British Accreditation Council is an independent authority in the United Kingdom that accredits private providers globally, including Greece, Switzerland, Singapore, India, Mauritius and the United Arab Emirates. In 2017 The IIE had its accreditation status confirmed by the BAC as an Independent Higher Education Institution confirming our confidence in the international comparability of our standards.

“South African students need to know, when they select a private higher education institution, that the standards offered are equivalent to those of a public University. Our students get this from our extensive local accreditation and registration. The students also benefit from knowing that we meet international standards too. The IIE is accredited as an Independent Higher Education Institution by the British Accreditation Council. Locally and internationally we have demonstrated the quality of what we offer,” said Dr Coughlan, Director, The Independent Institute of Education.

The IIE’s Varsity College students can be confident that their IIE learning experience meets international best practice standards.