



## School of Management



# IIE Higher Certificate In Human Resource Practices (IIE Distance)

SAQA ID: 91728  
NQF Level 5  
(minimum 120 Credits)



## INTRODUCTION

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.

The distance mode of 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.

As an IIE distance student you will receive all your support online from a dedicated team of IIE Varsity College Online tutors.

## ADMISSION REQUIREMENTS

### NSC: HC pass with

English 30%

### NC(V): HC pass

English 40%

### SC: Endorsement - none

English 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.

## CURRICULUM

1st Year	NQF Level	Credit Value	Semester
DIAL511 Digital and Academic Literacies	5	15	2
IQTT5111 Introduction to Quantitative Thinking and Techniques	5	15	2
BUSM5112 Business Management 1B	5	15	2
2nd Year	NQF Level	Credit Value	Semester
HURM5122 Human Resource Management	5	15	3
PAAS5122 Payroll Administration and Systems	5	15	3
INRE5122 Industrial relations	5	15	3
OFMA5111 Office Management and Administration	5	15	4
XHHR5129 Work Integrated Learning	5	15	4

## CAREER OPPORTUNITIES

- Human Resource Practitioner
- Human Resource Administrator
- Payroll Administrator
- Recruitment Consultant
- Office Administrator/Coordinator

**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.

***Should you complete your registration beyond the academic commencement of the semester, registration into individual modules cannot be guaranteed. Registration will be dependent on the availability of space within the relevant module group.***

Details are correct at the time of printing  
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*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.*

