

SHORT & CERTIFICATE COURSES

WITS PLUS

HUMAN RESOURCE MANAGEMENT

Join Wits Plus, the Centre for Part-Time Studies at the University of the Witwatersrand, Johannesburg and study towards the short course in *Human Resource Management*.

This programme will be offered over a one year period, starting in February. The lecturers are highly qualified specialist lecturers from the School of Economic and Business Sciences (Faculty of Commerce Law and Management).

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W www.wits.ac.za/part-time

TARGET MARKET

People working in or wanting to enter the Human Resources field who meet the prerequisites for the Wits BCom programme or already have a degree or relevant qualification and want to develop their knowledge in HR areas, will benefit from this course.

ENTRY ADMISSION REQUIREMENTS

- A first degree or equivalent qualification; or
- Meeting Wits Plus BCom entry requirements; or
- A three-year National Diploma in a relevant area.

SPECIFIC OBJECTIVES

- To introduce students to the disciplines of Human Resource Management and Labour Relations
- To highlight major theories and theorists pertaining to topics relating to the fields
- To develop the student's ability to apply HR, LR theory and SA labour legislation to practical real life situations
- To develop the student's ability to critically analyse HR and Labour Relations interventions

LEVEL OF COMPETENCE TO BE ACHIEVED

Students will be expected to demonstrate competence in three key areas: understanding of HR and LR theory, practical applications of HR theory and LR theory and legislation in the South African context and the critical analysis of HR/LR theory in practice.

METHOD OF EVALUATION

Submission of written assignments and tests and a 3-hour examination are required for both HRIIA and HRIIB. Assignment/tests comprising the course work carry a 50% weighting and the exam carries a 50% weighting.

STRUCTURE OF THE COURSE

The course will run over two academic semesters. Each module/half course component will involve between 36 and 48 hours of face-to-face teaching, plus a three-hour revision session and an examination (3 hours per module). Total face-to-face teaching for the Human Resource Management course will be 96 hours and the study commitment will be 300 notional hours (equivalent to 30 credits on the SAQA system), incorporating assignments, reading and research projects.

COMMENCEMENT DATE

February: Tuesdays 17:30 – 19:30

FEES AND METHOD OF PAYMENT

R19 600.

The fees for all courses are the responsibility of the individual attending the course. All fees must be paid prior to registration. Payment can be made by electronic payment or bank deposits. You will then need to bring the original proof of payment to Registration day. Dates will be provided in your acceptance letter.

CANCELLATION OF A COURSE

Wits Plus courses offered over one year:

- Cancellation in the beginning of the year before commencement of lectures will result in an administration fee of 15% of the course fee for Semester 1 regardless of the reason.
- Cancellation in Semester 1 after commencement of the course will result in liability 50% of the course fees regardless of the reason.
- Cancellation in Semester 2 after commencement of classes will result in liability for the full amount of the course fees regardless of the reason.
- Students who do not meet the requirements to continue in the second half of a year course will be refunded all course fees paid in advance for that semester. ICAM and parking disc fees are not refundable.

VISITORS ACCESS

All short course participants are issued with a Visitors Access Card ±R140. Parking disc fees also apply: arrangements need to be made with the parking office. You may park in student parking on the Braamfontein Campus West.

Note: Wits Plus, University of the Witwatersrand, reserves the right to withdraw a course from its programme should registrations not reach viable numbers. In this event a full refund will be made. Refund requests will take a minimum of 30 working days to be processed after all documentation has been received.