



This course is only available to students who were registered by 28 February 2026

**SATURDAY CLASSES**

Class times 08:30 - 12:30

**STARTS 25 JULY**

3 years

Textbooks & study material are included in course fees

# National N Diploma Human Resource Management

## Overview

Human Resource Management (HRM, or simply HR) is the management of an organisation's workforce. This area of management is responsible for the recruitment, selection, training, assessment, and rewarding of employees, while also overseeing organisational leadership and culture and ensuring compliance with employment and labour laws.

The National N Diploma in Human Resource Management (NDipHRM) follows a nationally set curriculum with specific focus on Personnel Management, Training and Labour Relations.

## Certification on successful completion of studies

Students write national examinations set and administered by the Department of Higher Education and Training (DHET). Upon completion of each N-level (N4, N5 and N6), students receive an official Statement of Results issued by the DHET as proof of achievement.

In addition, Unigrad College recognises successful completion of students' studies, upon which students will earn the following awards:

- Human Resource Management Fundamentals
- Human Resource Management Practice
- Human Resource Management Application

Once students have successfully completed all three N-levels (N4-N6) and fulfilled the required practical experience of 2000 relevant workplace hours over a period of no less than 18 months, the **National N Diploma: Human Resource Management (SAQA ID 67039, NQF Level 6)** is awarded by the DHET. This qualification is nationally recognised and internationally relevant.

## Career Opportunities

- Human Resource Manager
- Recruitment Agent
- Employee Development
- Labour Advisor
- Training and Development Coordinator
- Personnel Administrator



## Admission Requirements

- Matric Certificate (National Senior certificate) or appropriate N3 certificate
- If you are in the process of completing Grade 12, apply / register with your Grade 11 or most recent Grade 12 results

## Course Duration

**Full-time:** 2 years of weekday classes

**Part-time:** 3 years of classes held on a Saturday

The National N Diploma requires 2000 hours of practical experience, after completing N4 – N6, done over 18 months

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**The HR Management course at Unigrad College transformed my life. Outstanding lecturers, hands-on training, and lifelong friendships prepared me for a thriving career. I'm forever grateful and highly recommend Unigrad.**

~Gerdi Terblanche



**34 Ferreira Street, Mbombela | Nelspruit**

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# Subjects

N4	N5	N6
Personnel Management	Personnel Management	Personnel Management
Management Communication	Personnel Training	Personnel Training
Entrepreneurship & Business Management	Entrepreneurship & Business Management	Entrepreneurship & Business Management
Computer Practice	Labour Relations	Labour Relations

**Personnel Management (HR)**  
The integrated role of management • The nature of an organisation • Behaviour of groups in an organisation • Managing HR • Productivity and work studies • Personnel research • HR provision • Compensation management • Quality of work life • Job analysis • Performance reviews • Motivation • HR communication • Group dynamics • Leadership • Using information systems to manage HR

**Computer Practice**  
Introduction, intermediate and advanced word processing, spreadsheet, presentations and data information • Digital citizenship • Online collaboration • Blogging

**Labour Relations**  
Key aspects of labour relations • Necessity for statutory control in the workplace (Labour Relations Act) • The structure of labour relations in the workplace • The labour relations system • Handling conflict • Collective bargaining • Dispute and dispute resolution • Industrial action • Communication, structures and procedures

**Management Communication**  
Fundamental communication principles • Interpersonal relationships • Job interviews • Meeting procedures • Language usage and oral communication • Concise communication • Business communication

**Entrepreneurship and Business Management**  
Why entrepreneurship? • Innovation and ideas generation • Market and financial feasibility • Marketing, management and financial plans • Business plan • Management • Human resources • Strategic planning and the implementation of strategies • Competitive analysis • Decision making • Buying a business • Franchising • International business plan and strategies • Consultancy

**Personnel Training**  
Training and development in South Africa • Adult learning • Management of training • Training methods and styles • Training media and resources • Presentation skills • Planning and organising a presentation for training purposes • Competency-based training • Facilitation skills • Designing, creating and developing a training programme • Presenting a training programme in practice • Evaluating training programmes • Managing a training system

## Fees and study material

Affordability and quality education make Unigrad College a popular choice with students. Fees can be paid in monthly instalments or in full. Speak to a Unigrad career consultant about our fees and payment options. Unigrad College also partners with Student Hero and Capitec, to learn more about the available funding options, visit <https://www.unigradcollege.co.za/funding-options/>. **Textbooks and study materials are INCLUDED in our fees!**

## Accreditation

Unigrad (Pty) Ltd is accredited by the Quality Council for Trades and Occupations (QCTO) NATED/14/0054. The college is a registered examination centre with the Department of Higher Education and Training (DHET No: 699990686). The National N Certificates and N Diplomas are registered with the South African Qualifications Authority (SAQA). Refer to the "certification" section of this factsheet for SAQA ID numbers and the National Qualifications Framework (NQF) Level.

## Disclaimer

Information contained in this fact sheet is accurate at the time of printing. However, factors beyond the control of Unigrad (such as environmental, regulatory or technical changes) may cause the contents of this fact sheet, or of the programme to change. In the event of any such change, Unigrad will notify current students. All possible measures will be taken to minimise inconvenience to students.

I \_\_\_\_\_ (student/legal guardian), hereby acknowledge that I understand the information stated in this document and fully comprehend the specifics explained herein pertaining to this programme.

Student/legal guardian signature: \_\_\_\_\_

Date: \_\_\_\_\_



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