



SATURDAY CLASSES

Class times 08:30 - 12:30

STARTS 25 JULY

Duration: 5 months

Textbooks & study material are included in course fees

Human Resources Management

Overview

This programme in Human Resources Management is designed to equip students with the practical knowledge and skills needed to effectively manage people within a business environment. It introduces students to the key principles of working with employees, supporting organisational goals, and contributing to a positive and productive workplace. The course is ideal for individuals looking to enter the HR field, as well as for those who are already working with staff and want to strengthen their people management abilities.

The programme also provides valuable insight into the responsibilities of managing employees within a structured and compliant environment, while developing essential skills such as decision-making, communication, and problem-solving. With a strong focus on practical application, students gain the confidence to handle real workplace situations and to contribute meaningfully to the success and growth of an organisation.

Who should study the programme?

This programme is ideal for individuals interested in working with people and managing employees effectively. It is suited to those starting a career in human resources, as well as individuals already working in HR who want to strengthen and formalise their skills, along with supervisors, team leaders, and administrative staff involved in HR-related tasks.

Subjects

- Human Resources Activities and Functions
- Human Resources Training
- Labour Relations

Certification

Successful students are awarded the Unigrad Short Learning Programme Certificate in **Human Resources Management** endorsed by the Chartered Institute of Business Management (CIBM).

Course Duration

Saturday classes presented over a 5-month period, delivered on campus by qualified and experienced industry professionals.

Admission requirements

You must have English comprehension at NQF Level 2 (Grade 10) or equivalent and be 17 years of age or older.

Fees and study material

Textbooks and study material are INCLUDED in our fees!

Course fees can be paid either in full or in convenient monthly instalments. Speak to a Unigrad Career Consultant for detailed information on fees and payment options. Unigrad College also partners with Student Hero and Capitec to offer funding solutions, visit

<https://www.unigradcollege.co.za/funding-options/> to learn more.



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Student Portal

When you join the Unigrad family you will have automatic access to myUnigrad, the student portal through which you can manage your academic profile, obtain your results, download your digital student card, contact the support team and much more.

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).

What is a Short Learning Programme?

The modern business world demands a vast variety of skills and abilities. Unigrad offers an extensive range of short learning programmes particularly designed to address these demands by enhancing the quality of skills and knowledge available to the workplace. These short learning programmes are typically aimed at working adults, or those seeking employment and whilst they are not full qualifications, such as those appearing on the NQF and registered with SAQA, their benefit lies in their rapid and significant improvement to skill and knowledge levels of the student. This makes short learning programmes ideal for people who need to upgrade their CV's, but do not have the time or finances to engage in a lengthy course of study. This short learning programme is endorsed by the Chartered Institute of Business Management (CIBM).

Disclaimer

The 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 formally 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 above pertaining to this programme.

Date: _____ Student/legal guardian signature: _____



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