



Pro-Active College™
FREEDOMTHROUGHKNOWLEDGE

HUMAN RESOURCES MANAGEMENT

This skills programme provides the learner with the knowledge, skills, attitudes and values to manage human resources in the public sector.



Unit Standard
Aligned



SETA
Accredited



Outcomes
Based

Designed and developed by Pro-Active College, this skills programme is aligned to the unit standards:

MANAGE THE DEVELOPMENT AND PERFORMANCE OF HUMAN CAPITAL IN THE PUBLIC SECTOR
(US: 119336)

NQF Level 5
12 Credits

PROMOTE A LEARNING CULTURE IN AN ORGANISATION
(US: 15222)

NQF Level 5
3 Credits

TARGET GROUP

This skills programme is designed for the public sector and is aimed at:

- individuals who are involved in planning, managing and/ or implementing performance management training and development within organisations;
- public officials who are seeking to develop a career pathway towards becoming an accomplished performance management and administration specialist; and
- department and organisation managers, skills development facilitators, training managers and human resource development practitioners.

BENEFITS

The benefits of this skills programme include:

- improved performance of individuals which leads to the improved performance of their unit and ultimately to the improved performance of the organisation as a whole.

ABOUT US

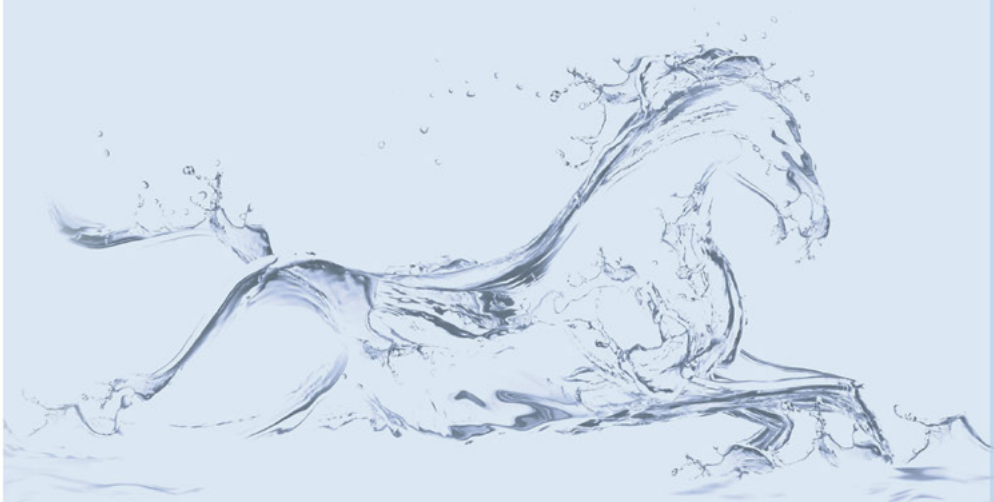
Pro-Active College excels in the education, training and development of public and private sector officials. With its strong focus on practical workplace skills, Pro-Active College strives to facilitate measurable improvements in the productivity of client organisations.

Contact Us

☎ 0861 727 726

✉ info@pscollege.co.za

🌐 www.proactivecollege.co.za



PROGRAMME OUTCOMES

On completion of this skills programme, learners will be able to:

- demonstrate an understanding of human resources principles and legislation and its applications to the public sector;
- compile a human resources plan;
- manage performance of individuals within a team;
- recruit and select staff;
- manage the training and development of individuals within a team;
- investigate and analyse the status of the learning culture in an organisation; and
- develop and implement strategies for the promotion of a learning culture in an organisation.

ENTRY REQUIREMENTS

The credit calculation in the relevant unit standards is based on the assumptions that learners are:

- competent in communication (NQF level 4); and
- in possession of a Further Education and Training Certificate or equivalent qualification.

Programme Outline

Learning Unit One

Human Resources Principles and Legislation and its Applications to the Public Sector

- Human Resources principles
- Legal mandates - code of conduct for the public service
- Performance management as a system and its components
- Preparing and educating staff
- Performance appraisal meetings

Learning Unit Two

The Human Resources Plan

- The performance planning meeting
- Implementing a performance management system
- Delegations, authorisations and responsibilities
- Conflict of interest in employment acts or decisions
- Planning, work organisation and reporting
- Creation and filling of posts
- Job descriptions, job titles and cores
- Managerial review and oversight
- Job evaluation
- Compensation for employees
- Working environment

Learning Unit Three

Recruiting and Selecting Staff

- Procedures for appointment, promotions and termination of services
- Employee records
- Factors that influence recruitment and steps in the recruitment process
- Recruitment resources

Learning Unit Four

Manage Performance of Individuals Within a Team

- Approaches to evaluate performance - rating systems
- Appraisal by objectives and standards
- Scope and application
- Performance management as process
- The institutional framework
- The work plan
- Selection of Generic Assessment Factors (GAF's)
- Performance review meetings
- Moderation
- System review process
- The challenge of performance management
- Performance appraisal meetings

Learning Unit Five

The Training and Development of Individuals Within a Team

- Performance management and development
- Performance assessment
- Managing unsatisfactory performance
- Training and education
- Labour relations
- Transformation and restructuring of the public service applicable prescripts

Learning Unit Six

The Status of the Learning Culture Within the Organisation

- Organisational change and learning
- Learning culture
- Learning needs analysis
- Indicators of the status of learning and the learning culture
- Explanations for the current status of the learning culture
- Organisational and individual goals

Learning Unit Seven

Strategies for Promotion and Implementation of a Learning Culture

- Objectives of promotion strategies
- Formulating strategies
- Strategic choice and organisational culture
- Strategy implementation and evaluation

DURATION

Four day contact session combined with practical workplace experience.

PORTFOLIO OF EVIDENCE

To be declared competent in these unit standards the learner must be assessed by a registered assessor and be found competent in the following:

Formative Assessment

Consisting of classroom activities on which the facilitator will give feedback.

Summative Assessment

This assessment consists of workplace assignments and questions. This must be the learners' own individual work