

HUMAN RESOURCES SKILLS PROGRAMME OUTLINE

“HR ADMINISTRATION AND REMUNERATION SYSTEMS”

Three-day programme – R5 616.66 plus VAT

A small-group workshop, enabling learners to handle:

- The development of an effective HR information system/ database
- The management of payroll records and administration
- The development of an organizational training and development plan (the Workplace Skills Plan)

Unit Standards

US ID	TITLE	CREDITS	NOTIONAL HOURS
10171	“Manage the capture, storage and retrieval of human resources information, using an information system”	3 credits @NQF level 5	30
7882	“Manage payroll Records”	6 credits @ NQF level 5	60
15217	“Develop an organizational training and development plan”	6 credits @ NQF level 5	60
11906	“Manage the design, development and review of a human resource information system”	3 credits @ NQF level 5	30
		TOTAL: 18 credits	TOTAL: 180