



IIE Higher Certificate in Human Resource Practices

School of
Management

Human Resource courses educate and qualify students to take up entry-level positions in human resource and payroll administration related jobs. The IIE Higher Certificate in Human Resource Practices aims to provide students with the knowledge and skills needed to administer and conduct various human resource functions including payroll administration, which meets the requirement of the relevant legal and statutory requirements.

The distance mode of study is ideal for working adults who prefer not to attend full-time lectures but still want to achieve a focus on Human Resource Practices in the business environment.

As an IIE distance student you will receive all your support online from a dedicated team of IIE Varsity College Online tutors.

HIGHER CERTIFICATE

DISTANCE



Career opportunities

- Human Resource Practitioner
- Human Resource Administrator
- Payroll Administrator
- Recruitment Consultant
- Office Administrator/Coordinator

Curriculum

Year 1				Year 2			
Semester 1				Semester 2			
Code	Module Name	NQF	Credits	Code	Module Name	NQF	Credits
DIAL5111	Digital and Academic Literacies	5	15	HURM5122	Human Resource Management	5	15
IQTT5111	Introduction to Quantitative Thinking and Techniques	5	15	PAAS5122	Payroll Administration and Systems	5	15
BUSM5112	Business Management 1B	5	15	INRE5122	Industrial Relations	5	15
				Semester 3			
				OFMA5111	Office Management and Administration	5	15
				XHHR5129	Work Integrated Learning	5	15

Admission requirements

NSC: HC pass with	English 30%
NC(V): HC pass	English 40%
SC: Endorsement - none	English 33.3%
SC(a): HC pass with	A minimum of 30% in LOLT on NSC/ SC(a) OR with a min. of 33.3% on SC
International	A SAQA Evaluation Certificate with NSC Level 4 equivalence with at least 30 % or equivalent for English.

Should you have any other school leaving qualification not mentioned above, please contact a student advisor.

Note:

- Curriculum and content are subject to change.
- Students will be required to register per academic year.
- Fees stated are per academic year and not for the full qualification.
- Students who are unsuccessful in a module(s) will need to reregister.

Important Information:

This factsheet is valid for the 2024 year only

Should you complete your registration beyond the academic commencement of the semester, registration into individual modules cannot be guaranteed. Registration will be dependent on the availability of space within the relevant module group.

WHAT ARE THE BENEFITS OF AN IIE DISTANCE (ONLINE) QUALIFICATION?

The IIE's distance (online) delivery mode provides you with the agility of studying towards a tertiary qualification asynchronously, at different times from different locations. Distance students need to commit to approximately 20-25 hours a week for distance engagement (most of which is after hours) with material and assessments to succeed.

Here are some of the benefits you can expect:

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- A sequenced online learning environment that allows you the ability to manage your learning experiences flexibly and autonomously.
- A learner guide designed to lead you through the module material and learning outcomes, empowering you to effectively pace your learning in preparation for assessments.
- Our Learning Management System is designed to break up your learning units into manageable sections which include various activities to support learning.
- Module expert online lecturers that facilitate module teaching and learning support through various technology enhanced mediums.
- Online Success Navigators provide administrative and operational guidance and support throughout your academic journey.
- A professionally registered Student Wellness Manager/Counsellor available for short-term, primary counselling services. Additionally, the Student Wellness Manager/Counsellor hosts various webinars and virtual talks on topics that promote a balanced lifestyle as you pursue your academic goals.

Device Specifications:

- The appropriate technology equipment and tools are essential to succeed in distance (online) study.
- A reliable internet connection (we recommend 5-10 GB of data per month), your own device with at least Windows 8 or macOS 10.15 (Microsoft Office 365 is available as a free download for IIE students), and Google Chrome, Microsoft Edge Chromium or Firefox.
- An uninterrupted power supply is also highly recommended.

EXAMINATION CENTRE OPTIONS FOR ASSESSMENTS WRITTEN ON CAMPUS

From 2024, we are planning to offer you the ability to write your exam online, which will be invigilated.

- Your device needs to fulfil the minimum requirements as above with internet connectivity, a working webcam and audio
- Recording ability, with battery life sufficient for the exam duration in case of power outage once the exam has started.
- Whilst Android devices and tablets can be used for your studies, they cannot be used for online exams.
- You are responsible for making contingency plans in case of planned power outages.
- You need to be alone in a quiet environment for writing your exams online.
- Selected final semester exams as indicated on your Programme Assessment Schedule (PAS) can be written online, at an IIE campus, or at an approved exam centre where appropriate.

WHERE ASSESSMENTS CANNOT BE WRITTEN ONLINE OR STUDENTS DO NOT HAVE ACCESS TO AN APPROPRIATE DEVICE

- For students based in South Africa, online students may select any campus of The IIE's Varsity College, Rosebank College, Vega, or IIE MSA as their Examination Centre.
- An alternative examination centre is only permissible for students studying abroad and those located in a province of South Africa where there is no IIE campus. If there is no IIE campus within reach, an alternative venue will need to be sourced by you. For non-IIE venues, there is an alternative venue levy per module.

HOW WILL THE IIE'S VARSITY COLLEGE SUPPORT YOUR ONLINE LEARNING AS A DISTANCE (ONLINE) STUDENT, AND HOW WILL IT HELP PREPARE YOU FOR THE WORKING WORLD?

Our distance teaching and learning approach is designed to allow you the freedom to self-govern your learning experiences according to your individual needs. You are at the centre of your own learning journey, and by offering curated engagement opportunities, we partner with you to:

- Engage with subject material
- Build understanding
- Develop critical thinking and problem-solving skills
- Manage your work, life and studies
- Succeed in your personal, professional and academic goals.

THE IIE IS ACCREDITED AS AN INDEPENDENT HIGHER EDUCATION INSTITUTION BY THE BRITISH ACCREDITATION COUNCIL.

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