



# Higher Certificate in Business Management: Employment Relations Stream

SAQA ID 120687 NQF Level 5

## 🕒 Qualification duration

### Contact

Full-Time (Online)\*

- Minimum: 1 year
- Maximum: 3 years

Part-Time (Online)\*

- Minimum: 2 years
- Maximum: 4 years

\* Subject to CHE Concession on Online Blended Learning.

## ☰ Qualification description

Do you want to go straight into any industry with a foundation in the key areas of commerce? Do you dream of starting a business or studying a BCom after this programme? This higher certificate could be perfect for you.

This higher certificate prepares you for work in the business environment as it introduces you to the core disciplines of the modern workplace with specialisation in Employment Relations.

It is also a good stepping-stone for those who do not meet the entry requirements for a degree but wish to gain entry to the Eduvos Bachelor of Commerce after completing this programme.

The focus of the higher certificate is on the key areas of business management, human resource management and marketing. You will also cover Academic English, Computers Skills, Business Communication and Bookkeeping. Within the curriculum, you will be introduced to topical business subject areas such as the elements of the marketing mix, Microsoft Office Applications, recruitment, management and leadership governance and sustainability in business.

Because of our unique teaching and learning approaches, you will also start developing essential skills for the world of work, such as effective problem solving, critical thinking, working in teams and communicating effectively.

## 🕒 Entry requirements

- South African National Senior Certificate (NSC) with Bachelor's degree, Diploma or Higher Certificate pass.
- Or a National Certificate (Vocational) Level 4 issued by the Council of General and Further Education and Training with a Bachelor's degree, Diploma or Higher Certificate pass.
- Or a certificate of evaluation on a minimum NQF level 4 for foreign qualification issued by SAQA.
- Or a letter or certificate confirming an exemption from Universities South Africa (USAf) for any other school-leaving results.
- Or completion of a Bachelor's degree, Diploma, Higher Certificate or equivalent.

## 📄 Possible career options

Business Management (Employment Relations) graduate, the career choices for you are varied and employment options include:

- Employment Relations Officers and Administrators
- Human Resource Administrators
- Labour Relations Officers
- Officers in the Human Resource or Employment Relations Office assisting with Employment Contracts, and Grievances

## 📄 Qualification accreditation

- Accredited by the Higher Education Quality Committee (HEQC) of the Council on Higher Education (CHE)
- Registered with the South African Qualifications Authority (SAQA)

## This qualification is offered at the following campuses:

- Bedfordview
- Bloemfontein
- Durban (Umhlanga)
- East London
- Mbombela
- Midrand
- Mowbray (Cape Town)
- Nelson Mandela Bay
- Potchefstroom
- Pretoria
- Tygervalley (Cape Town)
- Vaal (Vanderbijlpark)



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## Qualification structure

### Year 1

- Academic English
- Bookkeeping
- Business Communication
- Business Law
- Collective Bargaining and Conflict Handling
- Computer Skills
- Employment Relations
- Introduction to Business Management
- Introduction to Human Resource Management
- Introduction to Marketing
- Small Business Development
- Work Integrated Learning



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## Module descriptors

### Year 1

#### **Academic English**

The aim of this module is to provide the student with opportunities to develop an understanding of the concepts and issues relating to English in an academic context, as well as with the practical skills to translate that understanding into the ability to write and communicate in English appropriately and effectively.

#### **Bookkeeping**

This module will introduce the students to them bookkeeping eld. You will develop basic accounting and bookkeeping skills which will enable you to compile a basic set of books. Key concepts, principles and practices are explained, and practical exercises are undertaken to give the module a workplace character. Fundamental principles that will be included are the double entry principle, debits, credits, Books of prime entry, accounts and ledgers, Trial Balance and Bank Reconciliation. Value-added tax (VAT) and payroll, PAYE and UIF deductions are also studied.

#### **Business Communication**

The aim of this module is to introduce students to effective communication skills as these are applied in the workplace, involving an overview of the most common forms of written and oral communication situations that they may encounter in the business world. Although there is an element of theory in the course, the focus of the module is on the practical abilities and communication skills that students will be able to utilise in the business environment.

#### **Business Law**

This module will enable students to navigate the South African legal landscape and understand the basic principles relating to contracts generally and specifically. The basic principles of the law of sale, lease, suretyship, credit agreements, insurance, labour, and intellectual property will be covered. Students will also explore examples of contracts used in a typical business. They will also understand which business form to choose when starting and operating a business, as well as the importance of sound corporate governance for a business and how to comply with the King Code of Corporate Governance 2016 and company legislation.

#### **Collective Bargaining and Conflict Handling**

Students will learn about employment relations matters that are regularly encountered by Human and/or Employment Relations officers, union representatives, bargaining council functionaries and people in related services. The importance of collective actions on both the employee and employer's side, to enhance power in bargaining. The importance of collective bargaining to reach a perceived fair settlement on matters of mutual interest through the process of negotiation will receive attention. As the process of collective bargaining can be very volatile, the module will provide students with essential information on the handling of conflict

On successful completion of this module, the student should understand the concept and process of collective bargaining, the complex relationship between the employer and employee, and the silent partner, the state, which makes the laws that governs the relationship.

#### **Computer Skills**

The aim of this module is to provide practical use of computer applications to create, manage and format data by developing word-processing, spreadsheet and presentation skills in a Windows Operating System (OS) environment.

#### **Employment Relations**

This module is aimed at providing the student with an overview of the principles and practice in the field of Employment Relations in South Africa today. This module focuses on the nature of, and major role-players in, the employment relationship. It provides a look into the development of the labour movement in South Africa and the micro and macro environmental factors that affect the Employment Relations field. Further, the module will examine the impact of the various pieces of labour legislation, which include the Labour Relations Act of 1995 as amended, the Basic Conditions of Employment Act of 1997, the Employment Equity Act of 1998, the Compensation for Occupational Injuries and Diseases Act and the Occupational Health and Safety Act of 1993, as well as the implementation of internal procedures and processes to handle dismissal disputes and grievances in the organisation. The basic principles relating to the law of dismissal and the establishment of human resource functions and processes to create a stable and sound employment relations relationship, will also be covered.



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### Year 1

#### **Introduction to Marketing**

The aim of this module is to provide students with an understanding of, and skills relating to, the fundamental concepts and principles that underpin the marketing process.

Introduction to Marketing is a broad-based module that gives students the opportunity to apply the key principles of marketing.

Firstly, the module looks at the definitions of a number of key concepts, such as marketing, a marketing orientation and the marketing process.

Next, students consider the use of environmental analysis in marketing and carry out their own analyses at both macro and micro levels. They will also investigate the importance of market segmentation and the way in which this leads to the identification and full specification of target groups. Students then consider buyer behaviour and positioning.

The module looks at the main elements of both the original and the extended marketing mix. This includes an introduction to the concept of the product life cycle, new product development, pricing strategies, distribution options and the promotion mix.

Finally, students will develop their own marketing mixes to meet the needs of different target groups. This includes considering the differences when marketing services as opposed to goods. A range of other contexts is examined, including marketing to businesses instead of consumers and the development of international markets.

#### **Introduction to Business Management**

The aim of this module is to introduce students to the fundamentals of business and key management practices in an organisation, including enterprises. The concept of business management refers to those activities that a manager in a business needs to undertake to operate the enterprise successfully, ranging from the business plan to the managing of resources and people. The module provides students with essential information and skills to understand and engage in management activities and business operations.

#### **Introduction to Human Resource Management**

The aim of this module is to introduce students to the concept of 'human resource management' (HRM) to assess the importance of HRM in the South African context and to familiarise students with the concept of 'employment relations' and the core legislation governing labour in South Africa. The module will, therefore, provide an understanding of human resource (HR) processes and objectives to enable students to develop the necessary skills and competencies in this discipline, with the long-term objective of being employed in the HR field/industry. A major focus area throughout HR studies will be the objective of developing job-readiness and enhancing the students' employability in the various functional areas of HRM covered in this module.

#### **Work Integrated Learning**

The aim of this module is to provide students with the opportunity to apply and incorporate the skills and knowledge learnt in the various modules in an integrated portfolio of evidence.