

CONGRATULATIONS! You have taken the first step to make a mark for yourself in HR!

IPM- Institute of People Management – A World-Class BEE Company!

The IPM is at the forefront of providing you with hard-hitting and effective HR products and services... In association with Centre for Business Management (UNISA), we offer a unique accredited education programme to ensure you achieve recognised status for the new roles of HR professionals.

This Education Programme guarantees you:

- Assistance from highly skilled academic staff, who hold honours, masters and doctorates in various fields
- Ongoing support and motivation from our excellent educators
- Workplace-based, action learning and integrated assessment projects
- Free coaching and mentorship training for learner representatives
- Administrative support for syndicate groups
- 1-year free E-subscription to People Dynamics!
- Discounted rates to a host of products and services

Get to grips with the shifting HR roles, make a mark for yourself in HR, and take advantage of the new HR agenda in the 21st century. Equip yourself with a recognised qualification by registering with the IPM's education programme, today!

Some of our participating clients include...

ABSA, Angloplats, Bafokeng Economic Board, Department of Arts and Culture, Department of Education, Department of Social Development, Edcon, First National Bank, Goldfields, JD Group, Liberty Life, M-Net, Nedcor, Old Mutual, Sanlam, Sasol, Vodacom, and many more!

The Programme in Human Resource Management is accredited by the South African Board for Personnel Practice. (The HR ETQA for South Africa)

If you wish to register in person, or would like to make an appointment to learn more about the IPM call us at: -



PROGRAMME IN HUMAN RESOURCE MANAGEMENT

NQF level: 6

Credits: 96

PURPOSE AND EXIT LEVEL OUTCOMES:

This qualification is invaluable to people who operationalise core HR and people management processes and practices and integrate them into an organisation's business processes. This will be covered in detail in the 4 essential modules of the Unisa programme as outlined below:

- The Human Resource Function
- Labour Relations
- Training and Development
- Human Relations

Exclusive to IPM students...

Change & Project Management module (Non-credit bearing)

This Change Management Project is based upon latest Best Practice guidelines and centers around HR

Practitioners performing their new HR role as
"Change Agent"

Learn to:

- Recognise areas in need of change
- Make recommendations for change
- Implement change effectively
- Demonstrate an understanding of project management tools
- Use a range of project management tools

Module 1: The Human Resource Function (24 Credits)

Learners have to demonstrate that they

- appreciate the South African context of human resource management;
- appreciate the importance of strategic human resource management and the fit between human resource strategy and organisational strategy;
- are able to explain the structural dimensions of an organisation and its human resource department;
- are able to define the importance of workforce planning in the context of human resource department;
- are able to clarify the difference between recruitment and selection;
- are able to demonstrate how performance management and career management assist in the utilisation and development of employees;
- are able to discuss ways to retain good employees by providing a working environment conducive to sustained productive effort.

Module 2: Labour Relations (24 Credits)

Learners have to demonstrate that they

- understand the subject terminology of labour relations management by applying it in the day-to-day management of labour relations in the workplace
- can identify and analyse the various dimensions of labour relations (formal/informal, individual/collective) and apply its principles to the management of labour relations
- can identify and evaluate the role and functions of five role players, especially the state, labour and management, in the management of labour relations with specific reference to the contributions of these role players to the promotion of sound labour relations in South African organisations
- can identify and analyse the external environment and organisational level factors affecting labour relations and the management thereof in organisations in the context of the organisation as an open system
- explain the present labour dispensation in South Africa in the context of the various phases of the historical development of labour relations in South Africa
- have a working knowledge of the elements and principles of South African labour legislation by identifying their management implications, using them as a basis for planning and finding solutions to problems, and evaluating actions
- understand the concept and aspects of psychosocial contracting

- can apply the principles of strategic management and decision making to the management of labour relations in an organisation
- can formulate, implement and apply labour relations policies, procedures and practices at organisation level
- understand the informal dimension of labour relations and can benefit from and utilise aspects such as communication, group dynamics, worker participation and social investment in order to add value to the quality of labour relations in an organisation

Module 3: Training & Development (24 Credits)

Learners have to demonstrate that they

- have the ability to explore learning theories, establish effective learning principles and critically examine adult learning theories and principles
- can apply relevant aspects of training-related legislation (SAQA, NQF and skills development legislation) and identify the macro factors that impact on training and

development in organisations in South Africa to the workplace

- can apply the functions of the skills development facilitator in organisations and facilitate the compilation of a workplace skills plan with guided support
- can design a small-scale training programme which includes determining training needs, programme design, presenting a training programme, and the evaluation of training
- can apply the requirements of managing training and development in an organisation
- can apply the concepts and key steps of the process of strategic human resource development for determining a strategy for human resource development for an organisation
- can discuss the importance of management development in the light of the manager's role as a change agent in the enterprise and describe the various management development methods that can be used in an organisation

CERTIFICATE STRUCTURE

YEAR SUBJECTS

The Human Resource Function (PHRM01-L)

Labour Relations (PHRM02-M)

Training & Development (PHRM03-N)

Human Relations (PHRM04-P)

Module 4: Human Relations (24 Credits)

Learners have to demonstrate that they

- understand the different individual aspects (foundations of individual behaviour, perceptions, values, attitudes, job satisfaction and motivation) related to human relations
- understand organisational culture as an aspect concerning human relations

COURSE CODES AND CONTENT

IPM MODULE

Change and project Management (Change-P)

SYLLABUS CONTENT

The Human Resource Function

- Introduction to human resource management in South Africa
- The macro-context of human resource management in South Africa
- Equalising opportunities by means of affirmative action
- Strategic decisions regarding HRM
- Workforce planning
- Recruiting potential applicants
- Selecting, appointing and orienting employees
- Appraising and managing work performance
- Managing employees' careers
- Remunerating employees
- Providing incentives and benefits to employees
- Establishing and maintaining employee wellness: health and safety at work

Human Relations

- Introduction to human relations
- Foundations of individual behaviour and the role of perceptions
- Values, attitudes and job satisfaction
- Personality and emotions
- Perceptions and individual decision making
- Motivation
- Stress management
- Foundations of group behaviour
- Understanding work teams
- Communication
- Leadership and trust
- Power and politics
- Conflict
- Foundations of organisational culture
- Organisational change

Training & Development

- Learning theories
- The National Training and Education Strategy
- Skills development
- Training needs assessment
- Developing a training programme
- Presenting a training programme
- Programme evaluation and learner assessment
- Aspects of the management and administration of training within an organisation
- Strategic human resource development
- Management development

Labour Relations

- Introduction to labour relations management
- Role players in labour relations in South Africa
- South African labour relations in context (environmental influences and historical development);
- The formal framework governing labour relations in South Africa: statutory perspectives (Labour Relations Act, Basic Conditions of Employment Act, Employment Equity Act, etc);
- Informal aspects of labour relations dynamics (psychosocial contracting);
- The formulation, operationalisation and implementation of strategy;
- Conflict management;
- Collective bargaining and negotiation;
- Collective agreements;
- Strike management;
- Workplace structures and procedures (grievances, discipline, retrenchment, etc);
- Communication;
- Group processes and dynamics;
- Worker participation;
- Social investment;
- Quality control in labour relations
- labour relations in South Africa; statutory perspectives (Constitution, Labour Relations Act)
- The formulation, operationalisation and implementation of strategy
- Collective bargaining and negotiation
- Workplace structures and procedures (grievance, discipline, retrenchment, etc)
- Conflict and strike management
- Communication and worker participation
- Social investment
- Quality control of employment relations

ACADEMIC YEAR PLANNER

The academic year planner indicates all assignment submission dates and facilitation/lectures for the year 2010

Please note the following important information: -

- Assignment submission dates are final and **NO** extensions will be given. The IPM does not accept responsibility for postal delays, strikes or work pressure.
- Learners will be evaluated by means of a three-hour written examination.
- Examinations will take place in January 2011

STUDY SESSIONS

- Regional study/facilitation sessions have been pre-booked for the academic year based on confirmation of attendance (Refer to year planner)
- These sessions are not compulsory but highly recommended.
- Notification will be sent to all students prior to the sessions.
- Students are responsible for their own accommodation and meals.

ADMISSION REQUIREMENTS

You must be in possession of at least a senior certificate. If you are not in possession of such a qualification you will be considered for admission on the basis of your working experience.

REGISTRATION CRITERIA

Registration is valid for **one** calendar year only. The IPM membership fee must be paid together with the subject fees annually. All learners are registered as *student-members* with the IPM and would be entitled to discounted rates at all IPM conferences/events.

For further information about the IPM Membership Benefits please contact the IPM's Membership Department at 011 329 3760 or Email: gail@ipm.co.za or patricia@ipm.co.za Website: www.ipm.co.za

REGISTRATION PROCEDURE

- Complete the registration form in full.
- Submit this application form together with applicable fees before the registration deadline date. (26 Feb 2010)
- You must submit certified (by a Commissioner of Oaths) copies of (1) Identification document and (2) Senior certificate or (3) Abbreviated Resumé before the registration deadline date.

Where the relevant documentation has not been submitted, the application will not be processed.

IPM cannot take responsibility if the correct procedures are not followed or if the applicant supplies inadequate / incorrect information.

Any application received after the 28th February will not be considered.

REGISTRTION BY FAX

Should you wish to register by fax, you can complete the registration form and fax it together with the supporting documentation as well as proof of payment to the IPM for the attention of the Education Department.

Fax Number: 086 680 8398 / 011 329 3765

FACE-TO-FACE REGISTRATION

If you wish to register in person, or you have made an appointment with a representative from the Education Department, call at:

**IPM
Education Department
287 Kent Avenue, Ferndale
P O Box 3436, Ferndale
Randburg
2125**

PAYMENT OPTIONS

You may choose from the following payment options:

a) Cash

b) Credit Card

c) Terms - (Deposit and monthly payment). Unfortunately we cannot accept monthly installment payments from learners residing outside South Africa.

d) Direct deposits – Can only be made once a student number has been awarded. Therefore, should you wish to make use of this payment option, please submit your application form to the IPM Deposit slips not reflecting this reference number will not be accepted by the banking institute.

When payment is made through a bank deposit, kindly fax proof of payment to the Education Department:

Fax Number: 086 680 8398 or boitumelo@ipm.co.za

The IPM bank details are as follows: -

**STANDARD BANK
PARKTOWN
Acc No.: 200448870
Branch Code: 000355**

e) Company Sponsorship

- A letter of guarantee from your company as well as an *order number* should accompany all applications.
- You will be provisionally registered and a pro-forma invoice will be issued.
- Only upon receipt of company payment will your registration be finalized and your study material dispatched.

EXEMPTION/CREDIT POLICY

In terms of the UNISA/IPM RPL procedure if you apply for exemption the following information should be submitted:

- Certified copy of your full academic record
- The Module/paper name(s) and the syllabus thereof
- A list of the prescribed books used
- An indication of any other study material, e.g. study guides used
- An indication of the means of assessment, e.g. assignments and examinations and the format thereof
- The duration of the paper/course
- The entry level requirement
- The NQF level
- SAQA credits attached to the course/paper
- Is the institution registered as a training provider in terms of the High Education Act? (Indicate registration number)
- Previous work experience of candidate (abbreviated C.V.)

Important:

- At least 70-80% of the course content should correspond with our programme. If the syllabus corresponds we then evaluate the NQF level, prescribed books used, how you were assessed and the duration of the course.

Portfolio of evidence to be submitted to:

UNISA

hrm@unisa.ac.za and ferren@unisa.ac.za

CANCELLATION POLICY

- Requests for cancellations must be submitted in writing to IPM before the deadline dates.
- The merits of each case will be considered and only in exceptional circumstances will refunds be issued.
- No cancellations will be considered after **30 May 2008**.

- **50% of the Subject Fee will be charged for cancellations received before 15 May 2010**
- **75% of the Subject Fee will be charged for cancellations received after 15 June 2010**
- **100% of the Subject fee will be charged after 30 August 2010**
- **Membership and registration fee are non-refundable**

EXAMINATIONS

Written examinations take place in January 2011 at specified examination centres or at the official Unisa examination centres.

Students will be evaluated by means of a three-hour written examination per module. To pass a module, a student must obtain a minimum of 40% in the examination and the final mark (year mark + examination mark) should be at least 50%. A student passes a module with distinction if he or she obtains a final mark of at least 75% in that module.

EXAMINATION ENTRY

You will qualify for admission to the examination in a particular module if you obtain at least 50% for any one of the three assignments for that module. One hundred (100) credits will be awarded if you obtain a mark of 50% or more for an assignment.

Please take note: To obtain the 100 credits, it is possible that you only have to complete one assignment per module, but you are encouraged to do all three assignments for each module.

OFFICIAL EXAMINATION CENTRES

- A list of approved (i.e. official) examination centres is provided for your information and use
- You must select a suitable examination centre from this list and enter the name and code of the centre in the space provided on the application form.

SUPPLEMENTARY EXAMINATIONS

Students who write and fail the examinations for any of the modules (irrespective of the mark obtained) will qualify to write a supplementary examination in a particular module. Students do not need to apply to the Centre for Business Management to write this examination. A supplementary examination fee will be payable before a student will be admitted to the examination (see tutorial letter CBMALL-D/301/4/2011).

The supplementary examinations will be written at all examination centres during May/June 2011. Further details will be provided during the course of your studies.

PLEASE NOTE: The student must pay his or her own travelling and accommodation expenses.

If a student fails the supplementary examination, or fails to write due to any reason, including illness, he or she will have to reregister for the 2012 academic year (registration for the 2011 academic year will not be allowed). He or she will then be expected to complete assignments in order to qualify for the examinations. The full fee per module will be payable then.

Aegrotats and special examinations

Students who are unable to write the January 2011 examination may apply for an aegrotat or special examination prior to the examination or no later than 10 days after the date of the examination.

Applications should be sent to the Examination Section of the Centre for Business Management (see tutorial letter CBMALL-D/301/4/2010 for contact details) and must be accompanied by one of the following documents:

- a medical certificate (including certificates from traditional healers subject to acceptance by the South African Medical and Dental Committee)
- proof of specific personal circumstances that prevented the student from writing the examination

Students may then be granted with an opportunity to write the examination subject to them meeting specific criteria and on payment of the prescribed fee (see tutorial letter CBMALL-D/301/4/2010).

If a student fails the aegrotat or special examination, or fails to write due to any reason, including illness, he or she will have to reregister for the 2012 academic year (registration for the 2010 academic year will not be allowed). He or she will then be expected to complete assignments in order to qualify for the examinations. The full fee per module will be payable then.

If you fail the Supplementary examination or fail to write due to any reason, including illness, you will have to re-register for the following academic year.

POSTPONED EXAMINATIONS

If you apply for a postponed examination you must:

- Submit a letter explaining the reason for the application before 30 August 2010
- Attach any relevant supporting documentation (e.g. a doctor's letter)

If you have been granted a postponement, you will be informed in writing.

The following are not considered valid reasons to grant a postponed examination:

- Work pressure
- Attendance at seminars, training courses
- Holidays/Business trips etc.
- Clashes with exam dates of other courses

ESSENTIAL ADMINISTRATION INFORMATION

For your own benefit, read the following information carefully.

IPM cannot take responsibility where procedures are not followed or requirements are not met.

- No student will be allowed to cancel his/her registration for a subject/s because he/she feels that he/she has registered for too many subjects.
- Students may apply in writing to register for additional subjects until 26 February 2010.
- Registration is valid for only one calendar year. Registration for the next year takes place after the current year's examination results have been released.
- A written request for the cancellation of registration for the course or subject/s must reach IPM before 30 August 2010. The merits of each case will be considered and only in exceptional circumstances will refunds be made. No cancellations will be considered after 30 May 2010

TUTORIAL MATTER

- IPM will not accept responsibility for any subject material returned by the Post Office/ Courier Service to IPM "Unclaimed/address "unknown". In this regard, no refunds will be considered.
- You should receive your study material 3 – 4 weeks after your registration has been processed.
- Prescribed textbooks are your responsibility and are not included in the registration fee
- Should you request your tutorial matter to be sent via courier services, you should clearly indicate this on the registration form and pay applicable fees (refer to fee schedule)
- Should tutorial matter not be received within four (4) weeks and there has been no further notification from IPM, enquiries should be made at your local post office before contacting the IPM.

By signing the application form, you undertake not to sell or allow other person/s to use any of the tutorial matter.