

HUMAN RESOURCE MANAGEMENT

DESCRIPTION	UNIT STANDARD	UNIT STANDARD TITLE	LEARNING OUTCOMES	DURATION (DAYS)	NQF LEVEL	CREDIT
HUMAN RESOURCE MANAGEMENT	119336	Manage the development and performance of human capital in the public sector	Demonstrating an understanding of human resources principles and legislation	2	5	12
			Compiling human resources plan			
			Managing performance of individuals within a team			
			Recruiting and selecting staff			
LEARNING CULTURE	15222	Promote a learning culture in an organisation	Managing the training and development of individuals within a team	1	5	3
			Investigate and analyse the status of the learning culture within the organisation			
			Develop strategies for the promotion of a learning culture within the organisation			
LABOUR LEGISLATION	117390	Identify and interpret related labour legislation and its impact on the workplace and ensure compliance.	Implement strategies to promote a learning culture	4	5	20
			Identify and access legislation, legal documents and regulations.			
			Interpret legislation, legal documents, regulations and rules.			
			Conduct an audit to determine compliance with labour legislation and regulations.			
			Identify areas of non-compliance with legislation.			
INDIVIDUALS AND TEAM SUPERVISION	10981	Supervise work unit to achieve work unit objectives(individuals and teams)	Follow up on corrective action recommendations.	2	4	12
			Plan, organise and allocate work.			
			Manage interpersonal team processes to achieve required outputs.			
TIME MANAGEMENT I	242811	Prioritise time and work for self and team	Evaluate achievement of work unit objectives.	1	4	5
			Create a task list.			
			Prioritise personal and team tasks.			
			Use and maintain a diary.			
TIME MANAGEMENT II	114589	Manage time productively	Implement and maintain personal and team task list.	1	4	4
			Identify, explain and describe the purpose and process of scheduling activities in own business.			
			Organise and prepare business activities and estimate their duration.			
			Develop strategies to deal with interruptions.			
GOALS MEASUREMENT	15220	Set , monitor and measure the achievement of goals and objectives for a team , department or division within an organisation	Develop an effective business schedule.	1	5	4
			Set goals and objectives.			
			Establish performance standards.			
			Set up monitoring systems.			
MONITORING AND EVALUATION	337063	Demonstrate knowledge and insight into the principlesof monitoring and evaluation in assessing organisation and / or programme in a specific context.	Monitor and measure the achievement of objectives.	1	5	5
			Explain the purpose of monitoring and evaluation as a management function evaluation.			
			Conceptualise a monitoring and evaluation system for a selected programme, project or organisation			
BASIC EMPLOYMENT RIGHTS	242863	Identify basic employment rights and responsibilities and deal appropriately with own grievances and disputes	Assess how monitoring and evaluation is applied in specific work roles.	1	3	4
			Identify employment rights and responsibilities.			
			Identify sources of information & assistance for employees in relations to their employment rights and responsibilities.			
			Identify grounds for personal grievances or disputes, and identify sources of assistance for the employee.			
			Identify courses of action for dealing with personal grievances arising from the employment agreement and relationship.			