QCTO
Quality Council for Trades & Occupations



SACOB
SOUTH AFRICAN
COLLEGE OF BUSINESS
Traditional education, Modern delivery.

HIGHER OCCUPATIONAL CERTIFICATE: HUMAN RESOURCE MANAGEMENT ADMINISTRATOR

About Us

SACOB is a higher education institute that also specialises in providing professional qualifications designed to launch or elevate your career.Our range of study areas includes Administration, Bookkeeping, Accounting, Business Management, Corporate Governance, Entrepreneurship, Occupational Health and Safety, skills-based short courses, and more.

We integrate traditional educational methods with modern delivery techniques to offer a tailored educational journey.

Our goal is to support you from the moment you enrol through to the successful completion of your course(s), offering a learning experience that combines the strengths of distance learning with the personal touch of face-to-face education.



Our Mission

SACOB's mission is to offer enrolled students a meaningful and collaborative experience that supports our students in overcoming the traditional barriers of distance learning.

Our Vision

SACOB's vision is to produce sought-after graduates with the skills and competences for optimal employment and wealth creation.

Our Values

- Integrity
- Commitment
- Upliftment/empowerment
- Quality

What sets us apart ?

The SACOB Difference
With over 16 years of experience, SACOB has built a trusted reputation in the education sector. We've used this expertise to create a Higher Education Programme that not only delivers academic knowledge but also equips you for professional success in your chosen field.

At the core of our programme are experienced lecturers and an excellent online learning management system, ensuring you have all the tools you need to reach your academic goals and achieve outstanding results.

Our mission goes beyond academics. We strive to build a community of professionals armed with the skills and confidence to thrive in the workplace. To do this, we promote self-directed learning, encouraging you to develop critical thinking and embrace lifelong growth.

Plus, with dedicated academic support and personalised guidance available whenever you need it, we'll be there to support you every step of the way.

At SACOB, you gain more than just an education — you experience a transformative journey that sets you up for a bigger, brighter, and more successful future.



WHY CHOOSE SACOB

- **Priority Response**
- **Personal Course Advisor**
- **Not just another number**
- **24 Hour Response Time**
- **All study Material included**
- **Free delivery throughout South Africa**
- **Registration Open all year round**
- **Online Support**

ADVANCED OCCUPATIONAL CERTIFICATE: HRM ADMINISTRATOR

SAQA ID: 121150

NQF Level: 5

Credits: 120

Duration: 18 Months

Assessment Quality Partner:
FASSET

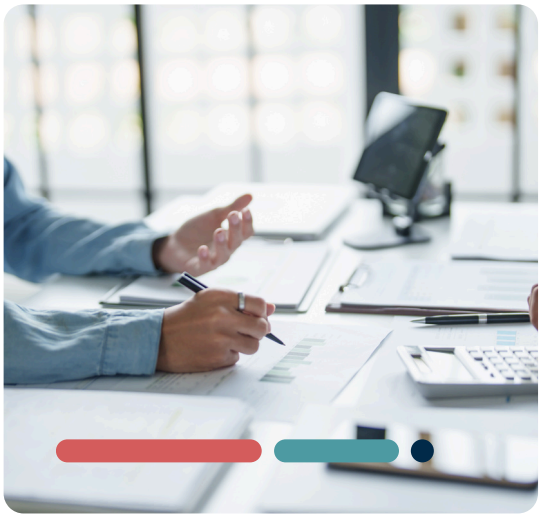
Quality Assuring Body:
QCTO



About the Programme

The purpose of this qualification is to prepare a learner to function as a Human Resource Management Administrator. A HRM Administrator contributes to organisational success by supporting the effective and efficient operation of the Human Resource Function within an organisation by providing ethical and professional HRM administrative services.

This includes collating and processing data for Workforce Planning, Staff Attraction and Procurement, Employee Maintenance and Development and Employment Relations Management.



Minimum Entry Requirements

NQF Level 4 with English Communication.

What is NQF Level?

The NQF is a scale that indicates how advanced a qualification is. The higher the level, the more specialised and in-depth the learning.

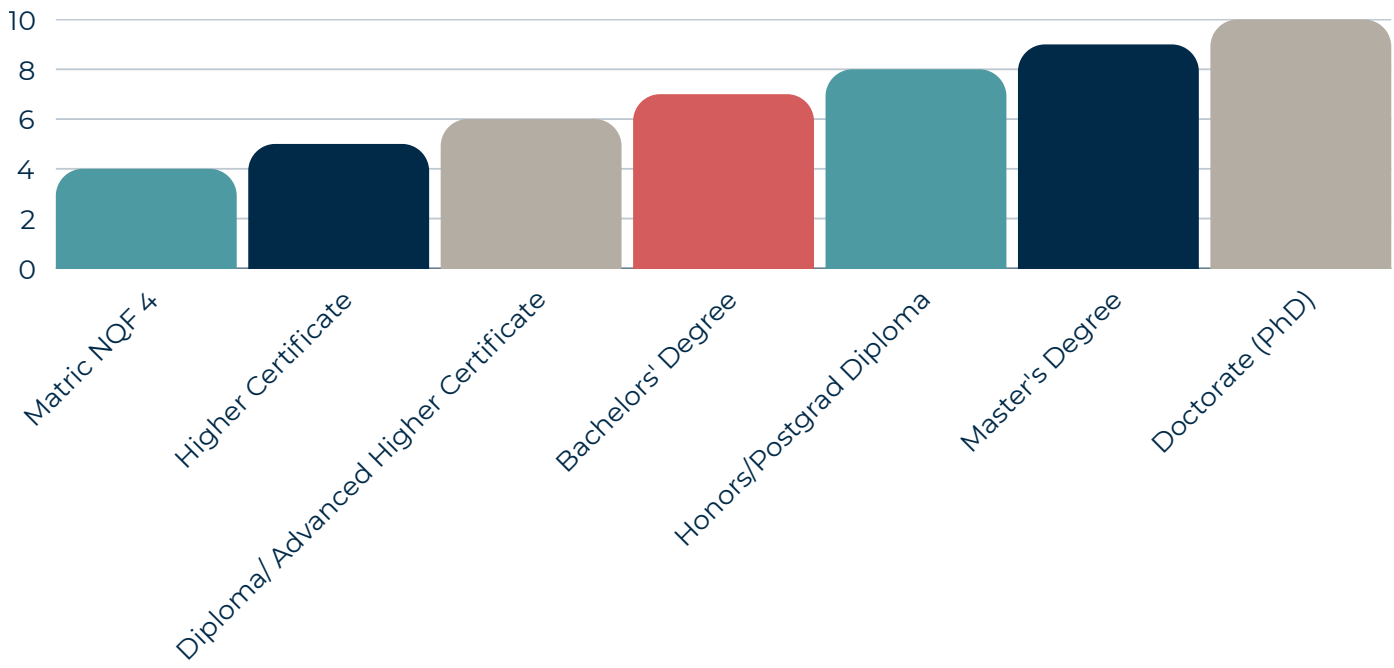
This qualification is registered at NQF Level 5.

ARTICULATION AND NQF LEVEL

What is Articulation?
This is the “pathway” between different qualifications. It shows how one qualification can lead to another i.e., how you can move across or up without starting from scratch. This qualification has horizontal, diagonal and vertical articulation.

What is NQF Level?
The NQF is a scale that tells you how advanced a qualification is. The higher the number, the more complex and in-depth the learning. This qualification is at NQF Level 5.

ARTICULATION AND NQF LEVEL



Job Opportunities

- Office Administrator Trainee Manager
- Project Administrator
- Junior Project Manager
- Trainee Administrative
- Assistant Sales and Office Administrator
- Department Manager
- Store Manager
- Retail Supervisor



ARTICULATION OPPORTUNITIES

This qualification provides opportunities for horizontal, vertical and diagonal articulation options.

Horizontal Articulation:
Occupational Certificate: Public Service Administrator, NQF Level 5.
Higher Certificate in Administrative Information Management, NQF Level 5.

Vertical Articulation:
Advanced Occupational Certificate: Human Resource Management Officer , NQF Level 6.

Diagonal Articulation:
Diploma in Human Resource Management, NQF Level 6. Bachelor's degree or Advanced Diploma at Level 7

Exit Level Outcomes

Upon successful completion of this qualification, learners will be able to:

1. Collect Human Resources data and process the data into appropriate information that is available for decision-making.
2. Select and use appropriate methods, techniques, and procedures to provide professional administrative services for the full range of HRM processes and activities.
3. Monitor, support and maintain the various communication and administrative processes with relevant stakeholders to optimise the employment relations in the organisation.
4. Access and use appropriate HRM systems and processes for the compilation, maintenance and safeguarding of all HRM records.

Career Opportunities

This qualification opens doors to a wide range of careers:

- Training Coordinator
- Training and Development
- Specialist Learning and Development
- Assistant Staffing Coordinator

Membership Opportunities

After completing this occupational qualification, you may be eligible to apply for membership with professional bodies such as:
South African Board for People Practices (SABPP) for HR qualifications. Institute of People Management (IPM) for HR practitioners Membership enhances credibility, provides networking opportunities, and gives access to continuous professional development (CPD).

Payment Options:

R25 970 once off (incl. exam fees)
R3 500 deposit (balance paid off over 12 months)

Paid over:

3 months	R7 490.00	per month
6 months	R3 745.00	per month
9 months	R2 496.67	per month
12 months	R1 872.25	per month

**Please note, certificate of completion will only be issued upon full and final payment*



What You'll Learn

Compulsory modules: Knowledge, Practical Skill and Work Experience:



Knowledge Modules:

- KM-01: Introduction to Organisations and Human Resource Management
- KM-02: Data Management and Interpretation
- KM-03: Administration of Staff Procurement
- KM-04: Professional Administration for HRM Service Delivery
- KM-05: HRM Record Keeping

Practical Skill Modules:

- PM-01: Collect and Process HRM Data
- PM-02: Coordinate and Provide Administrative Services for a Full Range of HRM Processes
- PM-03: Coordinate HRM Communication to Enhance Employment Relations
- PM-04: Compile, Maintain and ensure the Safeguarding of all HRM Records

Work Experience Modules:

- WM-01: HRM Data Collection and Data Management Processes
- WM-02: Administrative Processes for Full Range of HRM Services and Processes
- WM-03: Organisational Communication Processes
- WM-04: Processes for Compiling, Maintaining, and Securing HRM Records



Assessment Structure and External Examination



This qualification consists of Integrated Formative Assessments and Integrated Summative Assessments (External Integrated Summative Assessment).

The assessment structure includes:

- Internal formative assessments
- Internal summative assessments
- A proctored online examination
- Workplace experience modules

This structure is designed to ensure that you gain a comprehensive understanding of your field through a combination of theoretical learning, structured practical modules, and real-world workplace experience.

Internal Examinations (SACOB Managed)

Formative Assessment
Completed at the end of every module, this is an open-book assessment with up to 7 days allocated for completion. The assessment is marked and moderated and forms part of the learner's Portfolio of Evidence (PoE).

Summative Assessment
Also completed at the end of each module, this assessment is conducted under exam conditions. It is closed-book, invigilated, and has a duration of 3 and a half hours, including 30 minutes of reading time. The assessment is marked and moderated.

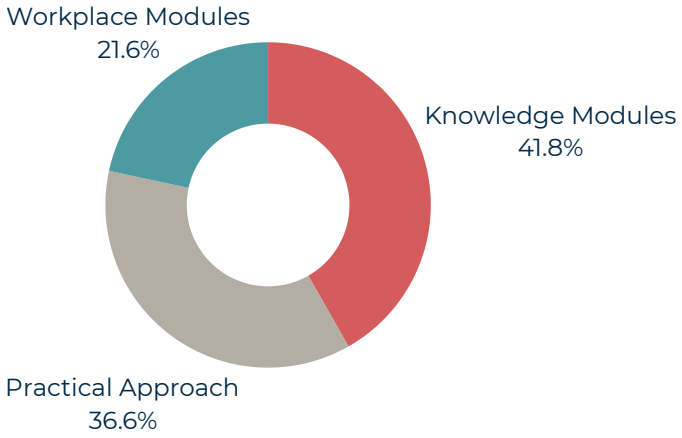
Workplace Modules
The qualification includes a mandatory workplace experience component (approximately 45 days) that must be completed in a relevant workplace in order to be eligible for the final assessment.

External Integrated Summative Assessment (EISA)
Upon completing your modules and achieving competence in all the modules, you will be required to write an External Integrated Summative Assessment (EISA). The External Integrated Summative Assessment (EISA) is conducted through the relevant QCTO Assessment Quality Partner – Services SETA. The EISA focuses on the Exit Level Outcomes and associated assessment criteria. EISA is a critical part of the qualification process. It evaluates your overall competence and ensures that you meet national occupational standards. Only once you have successfully passed this external assessment will the QCTO issue your official occupational certificate.

Teaching and Delivery

At SACOB, our teaching and delivery approach combines both theoretical knowledge and practical application through an integrated, hands-on learning experience.

We are committed to playing an active and supportive role in every student's learning journey. Our Student Support Team and dedicated lecturers provide consistent guidance through regular check-ins, performance monitoring, and personalised support plans - all designed to help students achieve their full potential





Online Classroom

Our Online Classroom is designed to be your central learning hub, offering a user-friendly platform that supports you throughout your academic journey.

The platform includes:

Structured Content: Each module is organised with a clear structure, making it easy to navigate and access your course materials.

Virtual Library Access: Direct links connect you to prescribed and recommended texts, so you have everything you need at your fingertips.

Collaborative Tools: Engage with fellow students through interactive tools like Databases, Wikis, and Forums for a more collaborative learning experience. Multimedia Resources: Access a variety of multimedia content, including videos, podcasts, and audio files, to support different learning styles.

Plagiarism Detection: Each student has access to a plagiarism checker, helping you uphold academic integrity and refine your research skills.

The Online Classroom is designed to bring students together, even in a distance learning environment. SACOB understands that learning needs may differ from student to student, that's why we ensure a seamless and supportive learning journey, so you'll have all the resources and guidance you need to succeed.

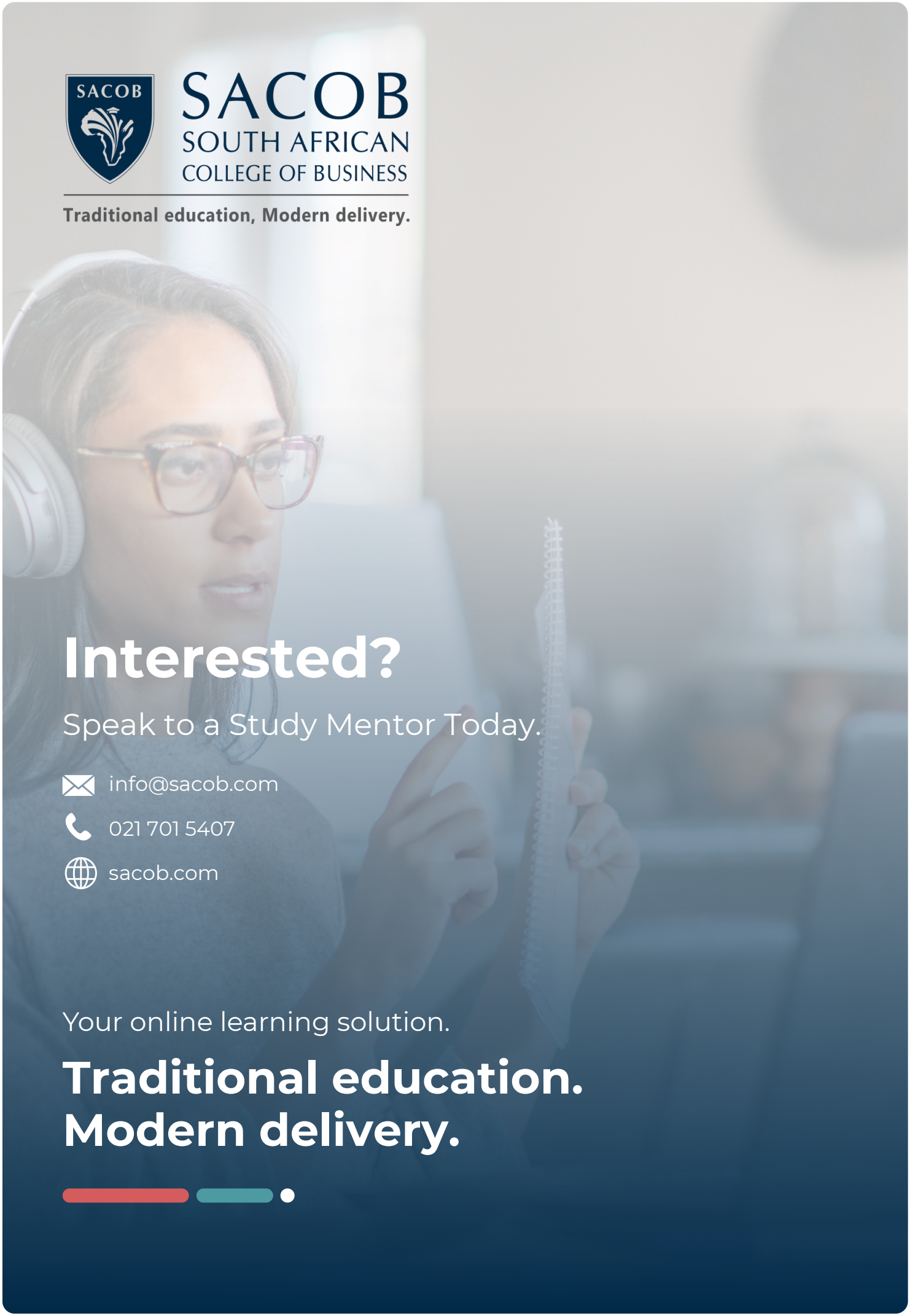
Why Choose This Qualification?

Apply now to build the skills that help you coordinate HR operations, manage employee records, assist with recruitment and onboarding, support learning and development processes, and maintain strong workplace relations. Grow your expertise, level up your confidence, and step confidently into the future of HR



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Interested?

Speak to a Study Mentor Today.

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Your online learning solution.

Traditional education.
Modern delivery.