

BUSINESS SCHOOL

Human Resource Management & Development



iNTEC
COLLEGE
Leader in Distance Learning

Build your future the INTEC way



Programme Types offered at INTEC College

NQF

National Qualifications are credit-bearing qualifications registered on the NQF (National Qualifications Framework) and accredited by a Quality Assurance Body, such as a SETA (Sector Education and Training Authority). A skills programme is an accredited component of a national qualification.

Agent Programme

Agent Programmes are programmes for which INTEC offers tuition, but where INTEC does not issue the final certificate. The Agent body issues the final certificate and manages the final examinations.

INTEC Programme

INTEC Programmes are INTEC's own programmes that are not linked to the NQF and are not credit-bearing. However, they are in high demand and carry the approval of the INTEC Academic Board. INTEC Programmes fall into FIVE categories:

Career Programme

- **INTEC Career Programmes** are INTEC's own programmes that are designed to teach you the skills and knowledge to succeed in a particular career.

Career Booster

- **INTEC Career Booster courses** are continuous professional development (CPD) short courses that help you add to your current professional knowledge in a particular field, and hence boost your abilities within your career.

Career Starter

- **INTEC Career Starter courses** are short courses that introduce you to a particular field or career; and that offer you the opportunity to explore an interest or a skills set without having to enrol on a full programme.

Job Creator

- **INTEC Job Creator courses** were designed to refine your skills in a particular field of interest; to teach you how to make a living from a particular skill, interest or hobby, and to help you start your own business.

Self Enrichment

- **INTEC Self-Enrichment courses** are offered for self-enrichment purposes. They will add value to your experience of life in a particular chosen field of interest.

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INTEC Human Resource Development

Career Programme

Certificate

Course Overview

Every company needs to develop its most important resource - its people - by focusing on their training needs and managing their progress. This programme is aimed at exposing you to the various topics of training and the management of the human resource development process.

Programme Type

The INTEC Human Resource Development Certificate is an INTEC Career Programme, which is not an accredited NQF qualification.

Entrance Requirements

Grade 12 (Std.10) or an equivalent, or relevant work experience (2 years).

Course Content

- Communication
- Management I
- Economics
- Principles of Business Law
- Financial Accounting 1 OR Accounting and Finance
- Human Resource Development I

Course Duration

You should be able to complete this course within 18 months.

Assessment and Exam Information

All assignments are optional, but you need to write and pass 6 formal exams. Please note that exams are written in June and October of each year. You should complete an examination entry form and submit it to the College, together with the prescribed examination fee before the closing date for the next examination.

Award

On successful completion of this course, you will receive your INTEC Human Resource Development Certificate.

INTEC Human Resource Development

Career Programme

Diploma

Course Overview

Do you want to develop Human Resource training processes on a management level? This INTEC Diploma makes it possible. This programme provides an overview of training techniques at an organisational level.

Programme Type

The INTEC Human Resource Development Diploma is an INTEC Career Programme, which is not an accredited NQF qualification.

Entrance Requirements

Grade 12 (Std.10) or INTEC Human Resource Development Certificate or an equivalent, or relevant work experience (3 years).

Course Content

- Concepts of Management Computing
- Employment Law
- Management II
- Human Resource Development II
- Organisational Behaviour
- Management III
- Human Resource Development III
- Labour Relations I OR Human Resource Management I

Course Duration

You should be able to complete this course within 24 months.

Assessment and Exam Information

All assignments are optional, but you need to write and pass 8 formal exams. Please note that exams are written in June and October of each year. You should complete an examination entry form and submit it to the College, together with the prescribed examination fee before the closing date for the next examination.

Award

On successful completion of this course, you will receive your INTEC Human Resource Development Diploma.





INTEC Human Resource Management

Certificate

Career Programme

Course Overview

Have you ever wondered what it would be like to manage staffing issues and processes in a large company? This programme introduces you to the field of Human Resources Management.

Programme Type

The INTEC Human Resource Management Certificate is an INTEC Career Programme, which is not an accredited NQF qualification.

Entrance Requirements

Grade 12 (Std.10) or an equivalent, or relevant work experience (2 years).

Course Content

- Communication
- Management I
- Economics
- Principles of Business Law
- Financial Accounting 1 OR Accounting and Finance
- Human Resource Management I

Course Duration

You should be able to complete this course within 18 months.

Assessment and Exam Information

All assignments are optional, but you need to write and pass 6 formal exams. Please note that exams are written in June and October of each year. You should complete an examination entry form and submit it to the College, together with the prescribed examination fee before the closing date for the next examination.

Award

On successful completion of this course, you will receive your INTEC Human Resource Management Certificate.

INTEC Human Resource Management

Diploma

Career Programme



Course Overview

This programme focuses on aspects such as career management, manpower planning, management development, the stress factors involved in the job environment, the role of the CEO, downsizing, budgetary and overall control, the influence of technology, management practices, organisational behaviour as well as the effect of change on the organisation.

Programme Type

The INTEC Human Resource Management Diploma is an INTEC Career Programme, which is not an accredited NQF qualification.

Entrance Requirements

Grade 12 (Std.10) or INTEC Human Resource Management Certificate or an equivalent, or relevant work experience (3 years).

Course Content

- Concepts of Management Computing
- Employment Law
- Management II
- Human Resource Management II
- Human Resource Development I OR Labour Relations I
- Organisational Behaviour
- Management III
- Human Resource Management III

Course Duration

You should be able to complete this course within 24 months.

Assessment and Exam Information

All assignments are optional, but you need to write and pass 8 formal exams. Please note that exams are written in June and October of each year. You should complete an examination entry form and submit it to the College, together with the prescribed examination fee before the closing date for the next examination.

Award

On successful completion of this course, you will receive your INTEC Human Resource Management Diploma.



INTEC Labour Relations

Career Programme

Certificate

Course Overview

This programme introduces you to the nature of Labour Relations and the parties involved, as well as the study of the various legal policies and acts which affect the organisation.

Programme Type

The INTEC Labour Relations Certificate is an INTEC Career Programme, which is not an accredited NQF qualification.

Entrance Requirements

Grade 12 (Std.10) or an equivalent, or relevant work experience (2 years).

Course Content

- Communication
- Management I
- Economics
- Principles of Business Law
- Financial Accounting 1 OR Accounting and Finance
- Labour Relations I

Course Duration

You should be able to complete this course within 18 months.

Assessment and Exam Information

All assignments are optional, but you need to write and pass 6 formal exams. Please note that exams are written in June and October of each year. You should complete an examination entry form and submit it to the College, together with the prescribed examination fee before the closing date for the next examination.

Award

On successful completion of this course, you will receive your INTEC Labour Relations Certificate.

INTEC Labour Relations

Career Programme

Diploma

Course Overview

To successfully compete in this field, you need an in-depth knowledge of Labour Relations in our country. This programme places a particular emphasis on the procedures and structures for regulating labour relations, registration and constitutional practices and exposure to practical applications of legal processes. It provides a general understanding of the role played by courts and the nature of industrial democracy and worker participation in South Africa.

Programme Type

The INTEC Labour Relations Diploma is an INTEC Career Programme, which is not an accredited NQF qualification.

Entrance Requirements

Grade 12 (Std.10) or INTEC Labour Relations Certificate, or an equivalent or relevant work experience (3 years).

Course Content

- Concepts of Management Computing
- Employment Law
- Management II
- Labour Relations II
- Human Resource Development I OR Human Resource Management I
- Organisational Behaviour
- Management III
- Labour Relations III

Course Duration

You should be able to complete this course within 24 months.

Assessment and Exam Information

All assignments are optional, but you need to write and pass 8 formal exams. Please note that exams are written in June and October of each year. You should complete an examination entry form and submit it to the College, together with the prescribed examination fee before the closing date for the next examination.

Award

On successful completion of this course, you will receive your INTEC Labour Relations Diploma.





INTEC Local Government: Management Certificate

Course Overview

Pursue a career in Local Government with this programme from INTEC. The field of study places a particular emphasis on the distinctiveness of local government as part of the public sector in development and service delivery.

Programme Type

The INTEC Local Government Management Certificate is an INTEC Career Programme, which is not an accredited NQF qualification.

Entrance Requirements

Grade 12 (Std.10) or an equivalent, or relevant work experience (2 years).

Course Content

- Communication
- Local Government Management I
- Local Government Office Management
- Human Resource Management I
- Local Government Finance I
- Principles of Business Law

Course Duration

You should be able to complete this course within 18 months.

Assessment and Exam Information

All assignments are optional, but you need to write and pass 6 formal exams. Please note that exams are written in June and October of each year. You should complete an examination entry form and submit it to the College, together with the prescribed examination fee before the closing date for the next examination.

Award

On successful completion of this course, you will receive your INTEC Local Government: Management Certificate.

INTEC Local Government: Management

Career Programme

Diploma



Course Overview

This programme focuses on the topics of management ethics and professionalism, unethical conduct, the related topics of equity and human rights, as well as marketing and public relations in the local government management environment.

Programme Type

The INTEC Local Government Management Diploma is an INTEC Career Programme, which is not an accredited NQF qualification.

Entrance Requirements

Grade 12 (Std.10) or INTEC Local Government: Management Certificate or an equivalent, or relevant work experience (3 years).

Course Content

- Concepts of Management Computing
- Local Government Management II
- Local Government Finance II
- Local Government Law I
- Local Government Management III
- Local Government Finance III OR Human Resource Management II OR Economics
- Local Government Law II
- Human Resource Management III OR Administrative Management

Course Duration

You should be able to complete this programme within 24 months.

Assessment and Exam Information

All assignments are optional, but you need to write and pass 8 formal exams. Please note that exams are written in June and October of each year. You should complete an examination entry form and submit it to the College, together with the prescribed examination fee before the closing date for the next examination.

Award

On successful completion of this course, you will receive your INTEC Local Government: Management Diploma.

From the Principal's desk

Take your next step now!

Follow through on your decision to enhance your life and your future prospects by enrolling in one of INTEC's Human Resource Management & Development courses today!



Why study with us?

- Quality study material designed specifically for home-study.
- The freedom to study at YOUR pace, where and when it suits YOU.
- The widest range of courses for today's world.
- Free consultations with INTEC's career counselling and development specialists.
- Free study choice advice from INTEC's Student Consultants.
- The convenience of online enrolment, contact and advice.
- Affordable, easy payment options.
- Ongoing study support and attention from qualified tutors.

Umalusi Accreditation

INTEC College (Pty) Ltd has been awarded provisional accreditation by Umalusi. Umalusi is the Council for Quality Assurance in General and Further Education and Training in South Africa

- see www.umalusi.org.za

Employers are legally permitted to claim from the Skills Levy Fund for investing in their employees' education, and are required to quote the following Provisional Accreditation No.: FET 00037 PA.

DHET Registration

INTEC College (Pty) Ltd has been granted provisional registration by the Department of Higher Education and Training as a private FET College, until 31 December 2014.

Provisional registration No. 2008/FE07/025 - see www.dhet.gov.za. For further information please refer to our website: www.intec.edu.za

INTEC College (Pty) Ltd is committed to meeting legislative requirements regarding accreditation and registration of private education and training providers in South Africa.

Wishing you every success in your studies and your future!

Phillip Slatter
INTEC College Principal



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INTEC College (PTY) LTD FET 00037 PA is a member of both the National Association of Distance Education Organisations in South Africa (NADEOSA) and the Association of Private Providers of Education, Training and Development (APPETD).

INTEC is a Registered Credit Provider: NCRCP 2325

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