Cape Peninsula University of Technology

Department of Human Resources Management
Faculty of Business and Management Sciences
10 September 2019

Communiqué to HR Students and Alumni regarding the Higher Education Qualification changes: Phase-in / Phase-out of programmes

The revised Higher Education Qualification Sub-Framework (HEQSF) (2013) is a national directive from Department of Higher Education and Training to align South African Higher Education (HE) qualifications into one national higher education system. The HEQSF provided new qualification types for HE and stimulated curriculum revision.

The Department of Human Resources Management conducted a detailed situational analysis to investigate what industry requirements are for HR practitioners advancing in the labour market. The HR Advisory Committee, consisting of industry partners, alumni and academic staff investigated and benchmarked human resource management, human resource development and labour relations competencies and functional areas in HR related jobs in their organisations. In addition, job advertisements published in regional and national newspapers and on internet sites, revealed demands for a variety of HR jobs, hence its key performance areas were incorporated into the new syllabus. Alumni questionnaires were also distributed to students who recently completed HR related qualifications to determine the relevance of content, skills and attributes to their jobs, and which areas might require more attention in the syllabus.

International benchmarking was also conducted with similar qualification types to ensure that the revised syllabus is internationally comparable. The HR professional body, SA Board for People Practices (SABPP) HR System Standards and Competency Model were also integrated into the programmes to ensure that the syllabus is relevant and complies with HR professional practice standards.

The **undergraduate programmes** comprise of a Diploma in HRM and two Advanced Diplomas in HRM and HRD respectively. The 3-year Diploma in Human Resource Management (HRM) will provide graduates with entry level HR related knowledge, skills and competencies to perform basic HR functions. This is followed by the 1-year Advanced Diploma. The Advanced Diploma in HRM will provide graduates with advanced HR knowledge and professional development to either become an HR generalist or specialist in a particular HR area. The Advanced Diploma in Human Resource Development (HRD) will provide graduates with specialised HRD knowledge and professional development.

Workplace-based Learning:

The HEQSF aligned Diploma in HRM is positioned in the professional pathway, combining both HR task-specific proficiency and specialised HR knowledge. This Diploma is designed to equip students with focused HR knowledge and skills and at the same time enable them to gain experience in applying such knowledge and skills in the workplace context via workplace-based learning. The existing Experiential Training (or Cooperative Education) in the National Diploma was revised during the situational analysis and replaced with a 30-SAQA credit new subject, Human Resource Practice (HRP). The time period for HRP workplace-based learning was revised and will be implemented in the last term of the 3rd year, from September-November. This enables employers to extend the

students' time period with the organisation in order to utilise the Pivotal Grant.

There is no workplace-based learning component in any of the two Advanced Diplomas.

The **postgraduate programmes** comprise of a Postgraduate Diploma followed by Masters and Doctoral degrees in HRM. The 2-year part time Postgraduate Diploma in HRM will provide graduates with high level theoretical engagement and intellectual independence to a range of contexts in order to undertake professional and highly-skilled work and research. This Postgraduate Diploma is followed by a Master of HRM and thereafter, a Doctor of HRM where both degrees are research focused in the HR profession.

The HR qualification structure will change as follows:

Old NQF levels	Previous HRM programmes structure	New NQF levels	New HRM programmes structure
8	Doctor Technologiae in Human Resource Management (240 SAQA credits)*	**10**	Doctor of Human Resource Management (360 SAQA credits)
8	Magister Technologiae in Human Resource Management (120 SAQA credits)*	**9**	Master of Human Resource Management (180 SAQA credits)
	No current qualification: new HEQSF qualification	**8**	Postgraduate Diploma in Human Resource Management (120 SAQA credits)
	No current qualification: new HEQSF qualification	**7**	Advanced Diploma in Human Resource Development (120 SAQA credits)
	No current qualification: new HEQSF qualification	**7**	Advanced Diploma in Human Resource Management (120 SAQA credits)
7	Baccalaureus Technologiae in Human Resource Development (120 SAQA credits)		*No new qualification: Old NQF qualification*
7	Baccalaureus Technologiae in Human Resource Management (120 SAQA credits)		*No new qualification: Old NQF qualification*
6	National Diploma in Human Resource Management (360 SAQA credits)	**6**	Diploma in Human Resource Management (370 SAQA credits)

- **Please note:** Previously the NQF levels for HE were form 5-8, which was revised and replaced with levels 5-10. The MTech was moved to NQF level 9 and the DTech to NQF level 10 by SAQA.

Phase in and Phase out process:

All undergraduate programmes will be phased out systematically. In addition, all new HR programmes will only be offered on the District Six (Cape Town) campus; therefore the current ND: HRM offering on the Bellville campus will be phased out by 2020. However, students who have registered for a programme will be allowed to complete it within the designated time period. The aligned HEQSF Diploma in HRM will be implemented in January 2018. Both existing BTechs in HRD and HRM will be replaced with the respective Advanced Diplomas, latter implementation in 2020. It is important to note that incomplete qualification academic credits are only valid for 10-years and students are encouraged to complete their incomplete qualifications as soon as possible. Please note that the last year for *new registration* for BTech will be 2019 after which the Advanced Diploma will be introduced. Students with an incomplete qualification who wish to register and complete the new qualification may be granted access and subject recognition for a maximum of 50% of the subject offerings on the HEQSF qualifications.

The HEQSF aligned Master's and Doctoral degrees have taken effect from January 2016. The Postgraduate Diploma implementation is estimated in January 2022. In the interim, HR graduates who currently hold a BTech: HRM / HRD on NQF level 7 with ND: HRM on NQF level 6, who are interested in continuing with their postgraduate studies in HRM, will be required to complete two articulation subjects on NQF level 8 to facilitate their progression to NQF level 9 in order to gain access to the Master of Human Resource Management (NQF level 9). These subjects are Modern Themes in HR Management 5 and Research Methodology 5.

Admission requirements for new HR programmes:

Diploma: HRM (implemented 2018)
Compulsory: English 4, Mathematics 2 / Mathematical Literacy 4 and
One of the following: Business Studies / Economics / Accountancy.
Part time students must provide a letter of full time employment, preferably in a HR environment.

N4-N6 Vocational Qualifications (National N-Diploma programmes) offered by TVET Colleges are not regarded as the equivalent of a National Diploma (NQF level 6, 360 SAQA credits). Therefore, applicants should first apply for the NQF level 6 Diploma, thereafter the syllabi of N4-N6 subjects may be evaluated for similarities before granting subject recognition/exemption. Alternatively, applicants may follow the RPL route.

Recognition of Prior Learning (RPL) is available to mature working HR practitioners who wish to further their academic qualifications. Specific details are available on the CPUT website: www.cput.ac.za

Advanced Diploma: HRM (implementation 2020)
60% average in all final year subjects of the following HEQSF aligned Diploma / Degree:
Diploma in Human Resource Management (HRM) on NQF level 6 consisting of 360 SAQA credits; or
Bachelor's degree on NQF level 7 consisting of 360 SAQA credits in either HRM or Industrial Psychology.
In addition, a candidate will be considered for admission into this qualification if he/she is in possession of an appropriate pre-HEQSF National Diploma (NQF level 6) or Bachelor's degree (NQF level 6) or equivalent qualification in HRM or Industrial Psychology.

Advanced Diploma: HRD (implementation 2020)
60% average in all final year subjects of the following HEQSF aligned Diploma / Degree:
Diploma in HRM on NQF level 6 consisting of 360 SAQA credits; or
Bachelor's degree on NQF level 7 consisting of 360 SAQA credits in either HRM or Industrial Psychology; or
Diploma in Management (NQF level 6, 360 SAQA credits); or
Diploma in Public Administration & Governance (NQF level 6, 360 SAQA credits); or
Diploma in Business Information & Administration (NQF level 6, 360 SAQA credits) or
Bachelor's degree in Education, Training & Development (NQF level 7, 360 SAQA credits).
In addition, a candidate will be considered for admission into this qualification if he/she is in possession of an appropriate pre-HEQSF National Diploma (NQF level 6) or Bachelor's degree (NQF level 6) or equivalent

qualification in HRM, Industrial Psychology, Management, Public Management, Office Management & Technology, and/or Education, Training & Development.
Students with incomplete BTech HRM / HRD degree who are within the 10-year rule, will be permitted to articulate horizontally between the pre-HEQSF BTech and HEQSF aligned AdvDip HRM / HRD on the basis of subject recognition (maximum 50% of subject offerings) as approved by Senate.

Postgraduate Diploma: HRM (estimated implementation 2022)
60% average for subjects in the following HEQSF aligned Advanced Diploma / Degree:
Advanced Diploma in HRM / HRD / Labour Relations on NQF level 7 consisting of 120 SAQA credits; or
Bachelor's degree on NQF level 7 consisting of 360 SAQA credits in either HRM or Industrial Psychology.
Minimum two years working experience in HR is required.
In addition, a candidate will be considered for admission into this qualification if he/she is in possession of an appropriate pre-HEQSF Baccalaureus Technologiae (NQF level 7) or equivalent qualification in HRM / HRD / Labour Relations / Industrial Psychology.

Master of HRM: (implemented January 2016)
60% average for subjects in the following HEQSF aligned postgraduate qualifications:
Postgraduate Diploma in HRM / HRD / Labour Relations on NQF level 8 consisting of 120 SAQA credits; or
Bachelor's degree on NQF level 8 consisting of 480 SAQA credits or Bachelor Honours degree on NQF level 8 consisting of 120 SAQA credits in either HRM / HRD / Labour Relations or Industrial Psychology.
In addition, a candidate should have completed the subject Research Methodology.

Doctor of HRM: (implemented January 2016)
HEQSF aligned Master's degree on NQF level 9 consisting of 180 SAQA credits in the HR discipline (HRM / HRD / Labour Relations / Industrial Psychology). It is strongly recommended that the applicant have undergraduate diplomas and/or degrees in HRM field of study as the theoretical grounding for scientific knowledge production in the doctor of HRM.
In addition, a candidate will be considered for admission into this qualification if he/she is in possession of an appropriate pre-HEQSF Magister Technologiae (NQF level 8) or equivalent qualification in HRM / HRD, Labour Relations.

All **postgraduate applications** are subjected to a selection / screening process. The selection process starts with a one-day-induction-workshop to be held on the first Friday in October. All prospective masters' and doctoral candidates must attend the workshop. This induction workshop will cover all aspects of postgraduate studies in the Department of Human Resource Management. Students will be guided in the workshop to prepare and submit a Provisional Research Proposal (PRP) and thesis writing in general. The pass rate for the PRP is 60%. However, the HRM Department Research Committee reserves the right to select (1) the best candidates, (2) based on the supervision capacity within the department and (3) the topic of a candidate.

Updated information will be available on the CPUT website: www.cput.ac.za.

Undergraduate applications and registrations managed by the Faculty Office Administrator:
Ms Nwabisa Stemela (stemelaph@cput.ac.za).

Postgraduate applications are facilitated by the HR Departmental Postgraduate Coordinator:
Prof Braam Rust (rustb@cput.ac.za).

Postgraduate registrations are facilitated by the Faculty Postgraduate Office:
Mr Siseko Mtetwa (mtetwas@cput.ac.za).

We trust that you will continue to progress in your academic career and choose CPUT as your partner in lifelong learning and development.

Yours in higher education
Dr Liiza Gie
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Cape Peninsula University of Technology

Department of Human Resources Management

Faculty of Business and Management Sciences

14 February 2019

Communiqué to National Diploma: Human Resources Management Students regarding phase-out of the ND: HRM and phase-in of new HEQSF Diploma: HRM

The revised Higher Education Qualification Sub-Framework (HEQSF) (2013) is a national directive from Department of Higher Education and Training to align South African Higher Education (HE) qualifications into one national higher education system. The HEQSF provided new qualification types for HE and stimulated curriculum revision. Owing to the latter, the HR qualification structure will change as follows:

Old NQF levels	Previous HRM programmes structure	New NQF levels	New HRM programmes structure
8	Doctor Technologiae in Human Resource Management (240 SAQA credits)*	**10**	Doctor of Human Resource Management (360 SAQA credits)
8	Magister Technologiae in Human Resource Management (120 SAQA credits)*	**9**	Master of Human Resource Management (180 SAQA credits)
	No current qualification: new HEQSF qualification	**8**	Postgraduate Diploma in Human Resource Management (120 SAQA credits)
	No current qualification: new HEQSF qualification	**7**	Advanced Diploma in Human Resource Development (120 SAQA credits)
	No current qualification: new HEQSF qualification	**7**	Advanced Diploma in Human Resource Management (120 SAQA credits)
7	Baccalaureus Technologiae in Human Resource Development (120 SAQA credits)		*No new qualification: Old NQF qualification*
7	Baccalaureus Technologiae in Human Resource Management (120 SAQA credits)		*No new qualification: Old NQF qualification*
6	National Diploma in Human Resource Management (360 SAQA credits)	**6**	Diploma in Human Resource Management (370 SAQA credits)

- **Please note:** Previously the NQF levels for HE were form 5-8, which was revised and replaced with levels 5-10. The MTech was moved to NQF level 9 and the DTech to NQF level 10 by SAQA.

The existing National Diploma in Human Resources Management on NQF level 6 consisting of 360 SAQA credits will be replaced with the newly aligned HEQSF Diploma in Human Resource Management on NQF level 6 consisting of 370 SAQA credits. In essence, the ND: HRM was part of a national HR curriculum for first undergraduate qualification, compared to the revised Dip (HRM) which has been customized to fit the CPUT programme qualification mix for HR programmes. Both the ND: HRM and Dip (HRM) are 3-year full time and 4-year part time qualifications. The additional 10 SAQA credits were incorporated into the new subject offerings. Both qualifications provide graduates with entry level HR related knowledge, skills and competencies to perform basic HR functions.

Workplace-based Learning:

The HEQSF aligned Diploma in HRM is positioned in the professional pathway, combining both HR task-specific proficiency and specialised HR knowledge. This Diploma is designed to equip students with focused HR knowledge and skills and at the same time enable them to gain experience in applying such knowledge and skills in the workplace context via workplace-based learning. The existing Experiential Training (or Cooperative Education) in the National Diploma was revised during the situational analysis and replaced with a 30-SAQA credit new subject, Human Resource Practice (HRP). The time period for HRP workplace-based learning was revised and will be implemented in the last term of the 3rd year, from September-November. This enables employers to extend the students' time period with the organisation in order to utilise the Pivotal Grant.

Phase-out and Phase-in process:

The HRM department will be phasing out the existing undergraduate programmes systematically (year by year). In addition, all new HR programmes will only be offered on the District Six (Cape Town) campus; therefore the current ND: HRM offering on the Bellville campus will be phased out by 2020. However, students who have registered for a programme will be allowed to complete it within the designated time period. It is important to note that incomplete qualification academic credits are only valid for 10-years and students are encouraged to complete their incomplete qualifications as soon as possible. The aligned HEQSF Diploma in HRM will be implemented in January 2018.

Both existing BTechs in HRD and HRM will be replaced with the respective Advanced Diplomas, latter implementation in 2020. It is important to note that incomplete qualification academic credits are only valid for 10-years and students are encouraged to complete their incomplete qualifications as soon as possible. Please note that the last year for *new registration* for BTech will be 2019 after which the Advanced Diploma will be introduced. Students with an incomplete qualification who wish to register and complete the new qualification may be granted access and subject recognition for a maximum of 50% of the subject offerings on the HEQSF qualifications.

Transition and articulation between the existing ND: HRM and new Dip: HRM for **Full-time students** are indicated in the below tables:

The new subject offerings for **full time students** are illustrated in the below table:

Qual code: NDHRMT **Existing ND: HRM subjects**	**Qual code: D3HRMT** **New Dip: HRM subjects**	**Action**
1st year		
Personnel Management 1 (PEM100S)	Human Resource Management 1 (PEM150S)	Implementation **2018**
Business Management 1 (ONB103S)	Business Studies 1 (ONB150S)	Implementation 2018
English (INL102S)	Communication (CMM152S)	Implementation 2018
End User Computing (EUS101S)	Business Computer Application (BCA152S)	Implementation 2018
Quantitative Techniques (QTE100S) (1st semester)	Statistical Methods and Business Calculations (QTE150S) (year subject) **(NEW)**	Implementation 2018 Part time classes for QTE100S failed/returning students
Accounting for Personnel Practitioners (APO100S) (2nd semester)	*Incorporated into Business Studies 2*	Part time classes for APO100S failed/returning students
	Human Resource Development 1 (HDE150S) **(NEW)**	Implementation 2018
2nd year		
Personnel Management 2 (PEM200S)	Human Resource Management 2 (PEM260S)	Implementation **2019**
Business Management 2 (ONB203S)	Business Studies 2 (ONB260S)	Implementation 2019
Management of Training 1 (MOT100S)	Human Resource Development 2 (HDE260S) **(NEW)**	Implementation 2019 Part time classes for MOT100S failed/returning students
Industrial Relations 1 (INR101S)	Labour Relations 1 (INR250S) **(NEW)**	Implementation 2019 Part time classes for INR101S failed/returning students
(moved from 3rd year)	Labour Law (LLA260S) **(NEW)**	Implementation 2019
3rd year		
Personnel Management 3 (PEM300S)	Human Resource Management 3 (PEM360S)	Implementation **2020**
Business Management 3 (ONB304S)	Business Studies 3 (ONB360S)	Implementation 2020
Management of Training 2 (MOT200S)	Human Resource Development 3 (HDE360S) **(NEW)**	Implementation 2020 Part time classes for MOT200S failed/returning students
Industrial Relations 2 (INR201S)	Labour Relations 2 (INR360S)	Implementation 2020
Labour Law (LLA100S) *(moved to 2nd year)*		Part time classes for LLA100S failed/returning students
	HR Ethics and Governance (HEG360S) **(NEW)**	Implementation 2020
Experiential Training (IDO101S) (April – June)	Human Resource Practices **(NEW)** (HRP360S) **(September – November)**	**Implementation 2017**

Full-time: 2018

Existing ND: HRM subjects	New Dip: HRM subjects
1st year	
Pipeline: (Failed/returning students join new subject – similar curriculum)	**Human Resource Management 1 (PEM150S)**
Pipeline: (Failed/returning students join new subject – similar curriculum)	**Business Studies 1 (ONB150S)**
Pipeline: (Failed/returning students join new subject – similar curriculum)	**Communication (CMM152S)**
Pipeline: (Failed/returning students join new subject – similar curriculum)	**Business Computer Application (BCA152S)**
Pipeline: Quantitative Techniques (QTE100S) (1st semester) Part time classes for QTE100S failed/returning students	**Statistical Methods and Business Calculations (QTE150S)** (year subject) **(NEW)** (curriculum changed more than 50%)
Pipeline: Accounting for Personnel Practitioners (APO100S) (2nd semester) Part time classes for APO100S failed/returning students	*Phased out - Incorporated into Busisness Studies 2.*
	Human Resource Development 1 (HDE150S) (NEW) (NEW subject: curriculum changed more than 50%)
2nd year	
Personnel Management 2 (PEM200S)	
Business Management 2 (ONB203S)	
Management of Training 1 (MOT100S)	
Industrial Relations 1 (INR101S)	
3rd year	
Personnel Management 3 (PEM300S)	
Business Management 3 (ONB304S)	
Management of Training 2 (MOT200S)	
Industrial Relations 2 (INR201S)	
Labour Law (LLA100S)	
Experiential Training (IDO101S) **(September – November)**	

Full-time: 2019

Existing ND: HRM subjects	New Dip: HRM subjects
1st year	
	Human Resource Management 1 (PEM150S)
	Business Studies 1 (ONB150S)
	Communication (CMM152S)
	Business Computer Application (BCA152S)
	Statistical Methods and Business Calculations (QTE150S)
	Human Resource Development 1 (HDE150S)
2nd year	
Pipeline: (Failed/returning students join new subject – similar curriculum)	**Human Resource Management 2 (PEM260S)**
Pipeline: (Failed/returning students join new subject – similar curriculum)	**Business Studies 2 (ONB260S)**
Pipeline: Management of Training 1 (MOT100S) Part time classes for MOT100S failed/returning students	**Human Resource Development 2 (HDE260S) (NEW)** (NEW subject: curriculum changed more than 50%)
Pipeline: Industrial Relations 1 (INR101S) Part time classes for INR101S failed/returning students	**Labour Relations 1 (INR250S) (NEW)** (curriculum changed more than 50%)
	Labour Law (LLA260S) (NEW) (note new subject code!) (curriculum changed more than 50%)
3rd year	
Personnel Management 3 (PEM300S)	
Business Management 3 (ONB304S)	
Management of Training 2 (MOT200S)	
Industrial Relations 2 (INR201S)	
Labour Law (LLA100S)	
Experiential Training (IDO101S) **(September – November)**	

Note: the full-time offering of the ND: HRM will be phased out by 2019.

Full-time: 2020

Existing ND: HRM subjects	New Dip: HRM subjects
	1st year
	Human Resource Management 1 (PEM150S)
	Business Studies 1 (ONB150S)
	Communication (CMM152S)
	Business Computer Application (BCA152S)
	Statistical Methods and Business Calculations (QTE150S)
	Human Resource Development 1 (HDE150S)
	2nd year
	Human Resource Management 2 (PEM260S)
	Business Studies 2 (ONB260S)
	Human Resource Development 2 (HDE260S)
	Labour Relations 1 (INR250S)
	Labour Law (LLA260S)
	3rd year
Pipeline:Personnel Management 3 (PEM300S) (failed/returning students join new subject – similar curriculum)	**Human Resource Management 3 (PEM360S)**
Pipeline:Business Management 3 (ONB304S) (failed/returning students join new subject – similar curriculum)	**Business Studies 3 (ONB360S)**
Pipeline:Management of Training 2 (MOT200S) Part time classes for MOT200S failed/returning students	**Human Resource Development 3 (HDE360S) (NEW)** (NEW subject: curriculum changed more than 50%)
Pipeline: Industrial Relations 2 (INR201S) (failed/returning students join new subject – similar curriculum)	**Labour Relations 2 (INR360S)**
Pipeline: Labour Law (LLA100S) Part time classes for LLA100S failed/returning students	
	HR Ethics and Governance (HEG360S) (NEW) (NEW subject)
Pipeline: Experiential Training (IDO101S) (September – November) (failed/returning students join new subject – similar curriculum)	**Human Resource Practices (HRP360S) (NEW) (September – November)**

The new subject offerings for **part time students** are illustrated in the below table:

Qual code: NDHRMT **Existing ND: HRM subjects**	**Qual code: D3HRMT** **New Dip: HRM subjects**	**Action**
	1st year	
Personnel Management 1 (PEM100S)	Human Resource Management 1 (PEM150S)	Implementation **2018**
Business Management 1 (ONB103S)	Business Studies 1 (ONB150S)	Implementation 2018
English (ENL102S)	Communication (CMM152S)	Implementation 2018
End User Computing (EUS101S)	Business Computer Application (BCA152S)	Implementation 2018
	2nd year	
Quantitative Techniques (QTE100S) (1st semester)	Statistical Methods and Business Calculations (QTE150S) **(NEW)** (year subject)	Implementation **2019** Part time classes for QTE100S failed/returning students
Management of Training 1 (MOT100S)	Human Resource Development 1 (HDE150S) **(NEW)**	Implementation 2019 Part time classes for MOT100S failed/returning students
Industrial Relations 1 (INR101S)	Labour Relations 1 (INR250S) **(NEW)**	Implementation 2019 Part time classes for INR101S failed/returning students
Business Management 2 (ONB203S)	*(moving to 3rd year PT)*	
(moved from 4th year PT)	Labour Law (LLA260S) **(NEW)**	Implementation 2019
	3rd year	
Accounting for Personnel Practitioners (APO100S) (2nd semester)	*Incorporated into Business Studies 2*	Part time classes for APO100S failed/returning students
Personnel Management 2 (PEM200S)	Human Resource Management 2 (PEM260S)	Implementation **2020**
	Business Studies 2 (ONB260S)	Implementation 2020
Management of Training 2 (MOT200S)	Human Resource Development 2 (HDE260S) **(NEW)**	Implementation 2020 Part time classes for MOT200S failed/returning students
Industrial Relations 2 (INR201S)	Labour Relations 2 (INR360S)	Implementation 2020
	4th year	
Personnel Management 3 (PEM300S)	Human Resource Management 3 (PEM360S)	Implementation **2021**
Business Management 3 (ONB304S)	Business Studies 3 (ONB360S)	Implementation 2021
Labour Law (LLA100S)	*(moving to 2nd year PT)*	Part time classes for LLA100S failed/returning students
	Human Resource Development 3 (HDE360S) **(NEW)**	Implementation 2021
	HR Ethics and Governance (HEG360S) **(NEW)**	Implementation 2021
Experiential Training (IDO101S) (April – June)	Human Resource Practices **(NEW)** (HRP360S) **(September – November)**	**Implementation 2017**

Note:

- **All new HR programmes are offered on the District Six (Cape Town) campus only.**
- **Current ND: HRM offering on the Bellville campus will be phased out by 2020** *(returning/repeating students will be required to transfer to District Six campus).*

Transition and articulation between the existing ND: HRM and new Dip: HRM for **Part-time students** are indicated in the below tables:

Part-time: 2018

Qual code: NDHRMT Existing ND: HRM subjects	Qual code: D3HRMT New Dip: HRM subjects
1st year	
Pipeline: (Failed/returning students join new subject – similar curriculum)	**Human Resource Management 1 (PEM150S)**
Pipeline: (Failed/returning students join new subject – similar curriculum)	**Business Studies 1 (ONB150S)**
Pipeline: (Failed/returning students join new subject – similar curriculum)	**Communication (CMM152S)**
Pipeline: (Failed/returning students join new subject – similar curriculum)	**Business Computer Application (BCA152S)**
2nd year	
Quantitative Techniques (QTE100S) (1st semester)	
Management of Training 1 (MOT100S)	
Industrial Relations 1 (INR101S)	
Business Management 2 (ONB203S)	
3rd year	
Accounting for Personnel Practitioners (APO100S) (2nd semester)	
Personnel Management 2 (PEM200S)	
Management of Training 2 (MOT200S)	
Industrial Relations 2 (INR201S)	
4th year	
Personnel Management 3 (PEM300S)	
Business Management 3 (ONB304S)	
Labour Law (LLA100S)	
Experiential Training (IDO101S) **(September – November)**	

NOTE:

- 1st year PT Pipeline students (returning / failed) complete "old" ND subjects in NEW subjects as curriculum is similar.

Part-time: 2019

Qual code: NDHRMT Existing ND: HRM subjects	Qual code: D3HRMT New Dip: HRM subjects
1st year	
Pipeline: (Failed/returning students join new subject – similar curriculum)	Human Resource Management 1 (PEM150S)
Pipeline: (Failed/returning students join new subject – similar curriculum)	Business Studies 1 (ONB150S)
Pipeline: (Failed/returning students join new subject – similar curriculum)	Communication (CMM152S)
Pipeline: (Failed/returning students join new subject – similar curriculum)	Business Computer Application (BCA152S)
2nd year	
Pipeline: Quantitative Techniques (QTE100S) (1st semester) Part time classes for QTE100S failed/returning students	**Statistical Methods and Business Calculations (QTE150S) (year subject) (NEW)**
Pipeline: Management of Training 1 (MOT100S) Part time classes for MOT100S failed/returning students	**Human Resource Development 1 (HDE150S) (NEW)**
Pipeline: Industrial Relations 1 (INR101S) Part time classes for INR101S failed/returning students	**Labour Relations 1 (INR250S) (NEW)**
Business Management 2 (ONB203S)	*(moving to 3rd year PT)*
(moved from 4th year PT)	**Labour Law (LLA260S) (NEW)**
3rd year	
Accounting for Personnel Practitioners (APO100S) (2nd semester)	
Personnel Management 2 (PEM200S)	
Management of Training 2 (MOT200S)	
Industrial Relations 2 (INR201S)	
4th year	
Personnel Management 3 (PEM300S)	
Business Management 3 (ONB304S)	
Labour Law (LLA100S)	
Experiential Training (IDO101S) (September – November)	

NOTE: **2019 last year for 1st year pipeline students** (District Six).

- 1st year PT Pipeline students (returning / failed) complete "old" ND subjects in NEW subjects as curriculum is similar.
- 2nd year PT Pipeline students (returning / failed) complete "old" ND subjects separately.

Part-time: 2020

Qual code: NDHRMT Existing ND: HRM subjects	Qual code: D3HRMT New Dip: HRM subjects
1st year	
	Human Resource Management 1 (PEM150S)
	Business Studies 1 (ONB150S)
	Communication (CMM152S)
	Business Computer Application (BCA152S)
2nd year	
Pipeline: Quantitative Techniques (QTE100S) (1st semester) Part time classes for QTE100S failed/returning students	Statistical Methods and Business Calculations (QTE150S) (year subject)
Pipeline: Management of Training 1 (MOT100S) Part time classes for MOT100S failed/returning students	Human Resource Development 1 (HDE150S)
Pipeline: Industrial Relations 1 (INR101S) Part time classes for INR101S failed/returning students	Labour Relations 1 (INR250S)
	Labour Law (LLA260S)
3rd year	
Pipeline: Accounting for Personnel Practitioners (APO100S) (2nd semester) Part time classes for APO100S failed/returning students	*Incorporated into Business Studies 2.*
Pipeline:Personnel Management 2 (PEM200S) (failed/returning students join new subject – similar curriculum)	**Human Resource Management 2 (PEM260S)**
Pipeline: Business Management 2 (ONB203S) (failed/returning students join new subject – similar curriculum)	**Business Studies 2 (ONB260S)**
Pipeline:Management of Training 2 (MOT200S) Part time classes for MOT200S failed/returning students	**Human Resource Development 2 (HDE260S) (NEW)**
Pipeline: Industrial Relations 2 (INR201S) (failed/returning students join new subject – similar curriculum)	**Labour Relations 2 (INR360S)**
4th year	
Personnel Management 3 (PEM300S)	
Business Management 3 (ONB304S)	
Labour Law (LLA100S)	
Experiential Training (IDO101S) (September – November)	

NOTE: 2020 last year for 2nd year pipeline students (District Six).

- 2nd year PT Pipeline students (returning / failed) complete "old" ND subjects separately.
- 3rd year PT Pipeline students (returning / failed): APO100S & MOT200S must be completed separately; other "old" ND subjects may be completed in NEW subjects as curriculum is similar.

Part-time: 2021

Qual code: NDHRMT Existing ND: HRM subjects	Qual code: D3HRMT New Dip: HRM subjects
1st year	
	Human Resource Management 1 (PEM150S)
	Business Studies 1 (ONB150S)
	Communication (CMM152S)
	Business Computer Application (BCA152S)
2nd year	
	Statistical Methods and Business Calculations (QTE150S) (year subject)
	Human Resource Development 1 (HDE150S)
	Labour Relations 1 (INR250S)
	Labour Law (LLA260S)
3rd year	
Pipeline: Accounting for Personnel Practitioners (APO100S) (2nd semester) Part time classes for APO100S failed/returning students	*Incorporated into Business Studies 2.*
Pipeline: Personnel Management 2 (PEM200S) (failed/returning students join new subject – similar curriculum)	Human Resource Management 2 (PEM260S)
Pipeline: Business Management 2 (ONB203S) (failed/returning students join new subject – similar curriculum)	Business Studies 2 (ONB260S)
Pipeline: Management of Training 2 (MOT200S) Part time classes for MOT200S failed/returning students	Human Resource Development 2 (HDE260S)
Pipeline: Industrial Relations 2 (INR201S) (failed/returning students join new subject – similar curriculum)	Labour Relations 2 (INR360S)
4th year	
Pipeline: Personnel Management 3 (PEM300S) (failed/returning students join new subject – similar curriculum)	**Human Resource Management 3 (PEM360S)**
Pipeline: Business Management 3 (ONB304S) (failed/returning students join new subject – similar curriculum)	**Business Studies 3 (ONB360S)**
Pipeline: Labour Law (LLA100S) Part time classes for LLA100S failed/returning students	
	Human Resource Development 3 (HDE360S) (NEW)
	HR Ethics and Governance (HEG360S) (NEW)
Pipeline: Experiential Training (IDO101S) (September – November) (failed/returning students join new subject – similar curriculum)	**Human Resource Practices (HRP360S) (NEW) (September – November)**

NOTE: 2021 last year for 3rd year pipeline students (District Six).

- 3rd year PT Pipeline students (returning/failed): APO100S & MOT200S must be completed separately; other "old" ND subjects may be completed in NEW subjects.

- 4th year PT Pipeline students (returning/failed): complete LLA100S separately; other "old" ND subjects with NEW subjects.

Part-time: 2022

Qual code: NDHRMT Existing ND: HRM subjects	Qual code: D3HRMT New Dip: HRM subjects
1st year	
	Human Resource Management 1 (PEM150S)
	Business Studies 1 (ONB150S)
	Communication (CMM152S)
	Business Computer Application (BCA152S)
2nd year	
	Statistical Methods and Business Calculations (QTE150S) (year subject)
	Human Resource Development 1 (HDE150S)
	Labour Relations 1 (INR250S)
	Labour Law (LLA260S)
3rd year	
	Human Resource Management 2 (PEM260S)
	Business Studies 2 (ONB260S)
	Human Resource Development 2 (HDE260S)
	Labour Relations 2 (INR360S)
4th year	
Pipeline: Personnel Management 3 (PEM300S) (failed/returning students join new subject – similar curriculum)	**Human Resource Management 3 (PEM360S)**
Pipeline:Business Management 3 (ONB304S) (failed/returning students join new subject – similar curriculum)	**Business Studies 3 (ONB360S)**
Pipeline: Labour Law (LLA100S) Part time classes for LLA100S failed/returning students	
	Human Resource Development 3 (HDE360S)
	HR Ethics and Governance (HEG360S)
Pipeline: Experiential Training (IDO101S) (September – November) (failed/returning students join new subject – similar curriculum)	**Human Resource Practices (HRP360S) (September – November)**

NOTE: **2022 last year for 4th year pipeline students** (District Six).

- 4th year PT Pipeline students (returning/failed): complete LLA100S separately; other "old" ND subjects with NEW subjects.
- **By 2022 all previous ND: HRM subjects will be PHASED OUT on District Six.**
- **By 2022 all ND: HRM pipeline students (repeating/returning) should have completed their incomplete qualification.**

Students with an incomplete qualification who wish to register and complete the new qualification may be granted access and subject recognition for a maximum of 50% of the subject offerings on the HEQSF qualifications.

Updated information will be available on the CPUT website: www.cput.ac.za.

Undergraduate applications and registrations are managed by the Faculty Office Administrator:
Ms. Nwabisa Stemela (stemelaph@cput.ac.za).

We trust that you will continue to progress in your academic career and choose CPUT as your partner in lifelong learning and development.

Yours in higher education

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Cape Peninsula University of Technology

Department of Human Resources Management
Faculty of Business and Management Sciences
11 February 2019

To whom it may concern

Regarding: Higher Education Qualification changes: Phase-out of National Diploma in Human Resources Management and Phase-in of Diploma in Human Resource Management

The revised Higher Education Qualification Sub-Framework (HEQSF) (2013) is a national directive from Department of Higher Education and Training to align South African Higher Education (HE) qualifications into one national higher education system. The HEQSF provided new qualification types for HE and stimulated curriculum revision.

The Department of Human Resources Management conducted a detailed situational analysis to investigate what industry requirements are for HR practitioners advancing in the labour market. The HR Advisory Committee, consisting of industry partners, alumni and academic staff investigated and benchmarked human resource management, human resource development and labour relations competencies and functional areas in HR related jobs in their organisations. In addition, job advertisements published in regional and national newspapers and on internet sites, revealed demands for a variety of HR jobs, hence its key performance areas were incorporated into the new syllabus. Alumni questionnaires were also distributed to students who recently completed HR related qualifications to determine the relevance of content, skills and attributes to their jobs, and which areas might require more attention in the syllabus.

International benchmarking was also conducted with similar qualification types to ensure that the revised syllabus is internationally comparable. The HR professional body, SA Board for People Practices (SABPP) HR System Standards and Competency Model were also integrated into the programmes to ensure that the syllabus is relevant and complies with HR professional practice standards.

The **undergraduate programmes** comprise of a Diploma in HRM and two Advanced Diplomas in HRM and HRD respectively. The 3-year Diploma in Human Resource Management (HRM) will provide graduates with entry level HR related knowledge, skills and competencies to perform basic HR functions. This is followed by the 1-year Advanced Diploma. The Advanced Diploma in HRM will provide graduates with advanced HR knowledge and professional development to either become an HR generalist or specialist in a particular HR area. The Advanced Diploma in Human Resource Development (HRD) will provide graduates with specialised HRD knowledge and professional development.

Workplace-based Learning:

The HEQSF aligned Diploma in HRM is positioned in the professional pathway, combining both HR task-specific proficiency and specialised HR knowledge. This Diploma is designed to equip students with focused HR knowledge and skills and at the same time enable them to gain experience in applying such knowledge and skills in the workplace context via workplace-based learning. The existing Experiential Training (or Cooperative Education) in the National Diploma was revised during the situational analysis and replaced with a 30-SAQA credit new subject, Human Resource Practice (HRP). The time period for HRP workplace-based learning was revised and will be implemented in the last term of the 3rd year, from September-November. This enables employers to extend the students' time period with the organisation in order to utilise the Pivotal Grant. There is no workplace-based learning component in any of the two Advanced Diplomas.

The **postgraduate programmes** comprise of a Postgraduate Diploma followed by Masters and Doctoral degrees in HRM. The 2-year part time Postgraduate Diploma in HRM will provide graduates with high level theoretical engagement and intellectual independence to a range of contexts in order to undertake professional and highly-skilled work and research. This Postgraduate Diploma is followed by a Master of HRM and thereafter, a Doctor of HRM where both degrees are research focused in the HR profession.

The HR qualification structure has changed as follows:

Old NQF levels	Previous HRM programmes structure	New NQF levels	New HRM programmes structure
8	Doctoral Technologiae in Human Resource Management (240 SAQA credits)*****	**10**	Doctor of Human Resource Management (360 SAQA credits)
8	Magister Technologiae in Human Resource Management (120 SAQA credits)*****	**9**	Master of Human Resource Management (180 SAQA credits)
	No current qualification: new HEQSF qualification	**8**	Postgraduate Diploma in Human Resource Management (120 SAQA credits)
	No current qualification: new HEQSF qualification	**7**	Advanced Diploma in Human Resource Development (120 SAQA credits)
	No current qualification: new HEQSF qualification	**7**	Advanced Diploma in Human Resource Management (120 SAQA credits)
7	Baccalaureus Technologiae in Human Resource Development (120 SAQA credits)		*No new qualification: Old NQF qualification*
7	Baccalaureus Technologiae in Human Resource Management (120 SAQA credits)		*No new qualification: Old NQF qualification*
6	National Diploma in Human Resource Management (360 SAQA credits)	**6**	Diploma in Human Resource Management (370 SAQA credits)

- **Please note:** Previously the NQF levels for HE were form 5-8, which was revised and replaced with levels 5-10. The current MTech was moved to NQF level 9 and the DTech to NQF level 10 by SAQA.

Phase in and Phase out process:

All undergraduate programmes will be phased out systematically. However, students who have registered for a programme will be allowed to complete it within the designated time period. **The aligned HEQSF Diploma in HRM was implemented in January 2018.** Both existing BTechs in HRD and HRM will be replaced with the respective Advanced Diplomas, implementation in 2020. It is important to note that incomplete qualification academic credits are only valid for 10-years and students are encouraged to complete their incomplete qualifications as soon as possible.

There are implications for ND: HRM Extended Curriculum Programme (ECP) students who registered originally on the previous ND: HRM and now transitioning to mainstream. As the new Dip: HRM 2nd year subjects are being offered mainstream in 2019, it poses class challenges for ND: HRM ECP transitioning students. The major subject changes are in Management of Training 1 & 2; Industrial Relations 1 and Labour Law. These challenges were discussed during a class meeting held on Thursday, 31 January 2019, where the class and HOD decided to follow option 2 presented in the below table.

Please note: it is important for ECP students to transition to mainstream as soon as possible, existing ND: HRM subject names and subject codes will remain the same. All ND: HRM students will graduate with the same qualification and may progress to the new Advanced Diplomas.

Existing ND: HRM ECP subjects	ND: HRM ECP transitioning students into mainstream
1st year	
Personnel Management 1 (PEM10SX)	Completed in 2017
English (INB11SX)	Completed in 2017
End User Computing (EUS11SX)	Completed in 2017
2nd year	
Business Management 1 (ONB10SX)	Completed in 2018 If failed in 2018, attend with new ECP Business Studies 1 on **ONB10SX** subject code.
Quantitative Techniques (QTE10SX) (year subject)	Completed in 2018 If failed in 2018, attend with new ECP **Statistical Methods and Business Calculations** on **QTE10SX** subject code.
Accounting for Personnel Practitioners (APO10SX) (year subject) ***– phased out***	Completed in 2018 If failed in 2018, attend ***part time classes (2nd semester)** ***Wednesday 19h30-21h30** with 2 hours extra Tutorials during day arranged by Ms Mxenge, **APO10SX** subject code.
3rd year – ECP transitioning in 2019	
Personnel Management 2 (PEM200S) Pipeline: (Failed/returning students join new subject – similar curriculum)	**Human Resource Management 2 (PEM260S)** Complete with mainstream full-time students **separate MAS sheet (PEM200S)**
Business Management 2 (ONB203S) Pipeline: (Failed/returning students join new subject – similar curriculum)	**Business Studies 2 (ONB260S)** Complete with mainstream full-time students **separate MAS sheet (ONB203S)**
Management of Training 1 (MOT100S)	Pipeline: Management of Training 1 (MOT100S) **Attend Part time Thursday 17h15-19h15 with 2 hours extra Tutorials during day arranged by Ms Jonck.**
Industrial Relations 1 (INR101S)	**Complete NEW curriculum with mainstream full-time students, separate MAS sheet (INR101S)**
Labour Law (LLA260S)**	**Complete NEW curriculum with mainstream full-time students, separate MAS sheet (LLA100S)**
4th year – ECP transitioning in 2020	
Personnel Management 3 (PEM300S) Pipeline: (Failed/returning students join new subject – similar curriculum)	**Human Resource Management 3 (PEM360S)** Complete with mainstream full-time students **separate MAS sheet (PEM300S)**
Business Management 3 (ONB304S) Pipeline: (Failed/returning students join new subject – similar curriculum)	**Business Studies 3 (ONB360S)** Complete with mainstream full-time students **separate MAS sheet (ONB304S)**
Management of Training 2 (MOT200S)	Pipeline: Management of Training 2 (MOT200S) **Attend Part time Monday 17h15-19h15 with 2 hours extra Tutorials during day arranged by Mrs De Klerk.**
Industrial Relations 2 (INR201S) Pipeline: (Failed/returning students join new subject – similar curriculum)	**Labour Relations 2 (INR360S)** Complete with mainstream full-time students **separate MAS sheet (INR201S)**
Labour Law (LLA100S)**	*Completed in 2nd year with NEW curriculum*
Experiential Training (IDO101S) **(September – November)** Pipeline: (Failed/returning students join new subject – similar curriculum)	**Human Resource Practices (HRP360S)** **(September – November)** Complete with mainstream full-time students **separate MAS sheet (IDO101S)**

Yours in higher education
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