

2019

Business & Management Sciences | FACULTY

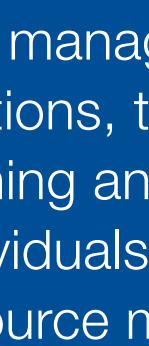
# Start your future career in Human Resources

## Diploma in Human Resource Management



### CONTACT

- +27 (0)21 460 4251
- kalipano@cput.ac.za



Cape Peninsula University of Technology  
creating futures

Do you want to be the heart of an organisation? Then Human Resource (HR) Management is the course for you.

From recruiting employees and managing employee relations, to providing training and development, individuals in human resource management are involved in the management of an organisation's most valuable asset: its people.

#### YOU WILL LIKE THIS IF

You are organised and interested in both the corporate and public sector's human resources.

#### YOU WILL STUDY AT

District Six Campus (Full-time and part-time)

#### YOU WILL STUDY FOR

Three years, full-time  
Four years, part-time

## WHAT YOU NEED

### Minimum Admission Requirements

#### National Senior Certificate (Grade 12) with:

- English (4) 50%
- Mathematics (2) 30% or Mathematical Literacy (4) 50%

#### At least one of the following:

- Business Studies, Economics, Accounting

The department utilises an Admission Point Score (APS) as selection criteria once the minimum admission requirements are satisfied. You need a minimum score of **26** with Mathematics or **28** with Mathematical Literacy for Human Resource Management (main stream). APS scores between **24** and **26** will be placed on the Extended Curriculum Programme (ECP).

### Additional Admission Requirements

Part-time students must provide a letter of full-time employment, preferably in a Human Resources (HR) environment.

### DISCLAIMER

Meeting the minimum requirements does not guarantee admission. This information is subject to change based on approval and accreditation of HEQSF aligned qualifications during 2018/ 2019.

Admission requirements may therefore differ between the existing qualification and the HEQSF aligned qualification. Please consult the CPUT website or faculty for updated information. Every effort has been made to ensure the accuracy of the information in this pamphlet; however the University reserves the right at any time, if circumstances require to make changes to any of the published details.



## YOUR FUTURE SELF

### Future studies

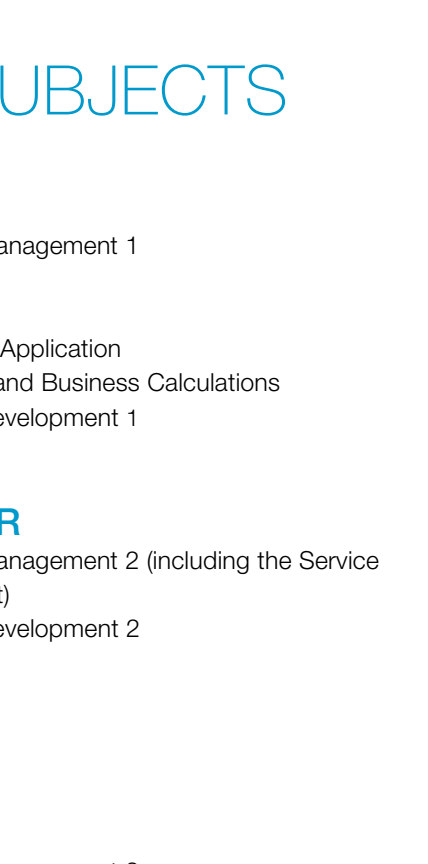
- BTech in Human Resource Management
- BTech in Human Resource Development
- Masters in Human Resource Management
- Doctorate in Human Resource Management

### Future industries

Human Resource departments exist at most, if not all, organisations, companies and industries.

### Future career

- Human resource administrator
- Recruitment specialist
- Human resource officer
- Industrial relations officer
- Training and development coordinator
- Union organiser
- Labour official
- Inspector



creating futures

## YOUR SUBJECTS

### FIRST YEAR

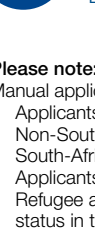
- Human Resource Management 1
- Business Studies 1
- Communication
- Business Computer Application
- Statistical Methods and Business Calculations
- Human Resource Development 1

### SECOND YEAR

- Human Resource Management 2 (including the Service Learning component)
- Human Resource Development 2
- Business Studies 2
- Labour Relations 1
- Labour Law

### THIRD YEAR

- Human Resource Management 3
- Business Studies 3
- Human Resource Development 3
- Labour Relations 2
- Human Resource Ethics and Governance
- Human Resource Practices (September – November)



## Your on-the-job training

You will gain work experience at some of South Africa's leading corporate environments during your third year (Human Resource Practices).

## HOW TO APPLY



### MANUAL APPLICATIONS

Do you qualify to apply manually?

**Please note:** a non-refundable application fee will be applicable. Manual applications are only available to the following persons:

- Applicants applying for RPL (Recognition of Prior Learning)
- Non-South African citizens
- South-African citizens with international qualifications
- Applicants with permanent residence in South Africa
- Refugee asylum seeker temporary permit/ formal recognition of refugee status in the RSA

- Choose a qualification
- Complete an application form
- Gather your documents (i.e. certified copies less than three months old)
- Fill in the application form
- Pay the application fee
- Hand deliver or post your form and certified copies of documents to our District Six, Bellville, Mowbray, or Wellington Campuses (Admin buildings)
- Follow-up and get your admission status via the online application tracking system by visiting [www.cput.ac.za/study/track](http://www.cput.ac.za/study/track)



### ONLINE APPLICATIONS

Do you qualify to apply online?



The following persons may only apply online, i.e. no manual applications will be allowed:

- South African citizens with South African qualifications
- Returning students with a break in studies (more than 1-year break)

- Choose your qualification by consulting this brochure or the website
- Gather your documents (i.e. certified copies less than three months old)
- Download the online application guide available on our website for information on how to apply online
- Complete your application online by visiting [www.cput.ac.za/study/apply](http://www.cput.ac.za/study/apply)
- Follow-up and get your admission status via the online application tracking system by visiting [www.cput.ac.za/study/track](http://www.cput.ac.za/study/track)

**CLOSING DATES**  
31 AUGUST  
International applicants  
30 SEPTEMBER  
South African citizens

- +27 (0)21 959 6767
- info@cput.ac.za
- www.cput.ac.za
- @cput
- @wearecput
- www.facebook.com/cput.ac.za



Cape Peninsula University of Technology  
creating futures