Start your future career in Human Resources
Diploma in Human Resource Management

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.

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 25 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.

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)

HOW TO APPLY

**MANUAL APPLICATIONS**
Do you qualify to apply manually?

Please note:
- Manual applications are only available in the following premises:
  - District Six, Bellville, Mowbray, or Wellington Campuses (Admin buildings)
  - CLOSING DATES
    - South African citizens
      - 30 SEPTEMBER
    - International applicants
      - 31 AUGUST
  - Non-refundable application fee will be applicable.
  - Manual applications are only available to the following persons:
    - South African citizens with South African qualifications
    - Applicants with permanent residence in South Africa
    - Refugees with valid temporary permits or formal recognition of refugee status in the RSA
    - Applicants applying for RPL (Recognition of Prior Learning)

**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)

**YOUR SUBJECTS**

- 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

**CONTACT**

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

**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

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