

Start your future career in Human Resources

Diploma in Human Resource Management



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Cape Peninsula
University of Technology
creating futures

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CPUT
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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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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

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).

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.

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

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



ONLINE APPLICATIONS

Do you qualify to apply online?

ONLINE APPLICATIONS ARE FREE

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)

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

CLOSING DATES

31 AUGUST

International applicants

30 SEPTEMBER

South African citizens

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