

Higher Certificate in Human Resource Practices

Faculty of Commerce

Distance Higher Certificate | NQF Level 5
120 Credits | SAQA ID: 91728 | HHR0501

→ Online

Qualification Description

Human Resource courses educate and qualify students to take up entry-level positions in human resource and payroll administration related jobs. The Higher Certificate in Human Resource Practices qualification aims to provide students with the knowledge and skills needed to administer and conduct various human resource functions including payroll administration, which meets the relevant legal and statutory requirements.

The distance mode of study is ideal for those who prefer not to attend full-time lectures but still want to achieve a focus on Human Resource Practices in the business environment.

As an distance student you will receive all your support online from a dedicated team of Emeris lecturers.

Who Is This Qualification Aimed At?

The Higher Certificate in Human Resource Practices qualification is designed for individuals who seek to acquire foundational knowledge and practical competencies in the field of human resource management. This qualification is appropriate for those who wish to pursue or advance careers in human resources, payroll administration, or related administrative functions across various organisational contexts. It is particularly suited to individuals who are interested in the operational and people-centred aspects of organisational management.

The flexible distance mode of delivery supports students who require adaptable learning pathways, including those engaged in employment or other responsibilities, enabling them to gain relevant skills while balancing professional

or personal commitments. This qualification also serves as a stepping stone toward further studies in business or commerce and prepares graduates for roles in both the private and public sectors.

How Will Emeris Support Your Online Learning as a Distance (Online) Student, and How Will It Help Prepare You for the Working World?

Our distance teaching and learning approach is designed to allow you the freedom to self-govern your learning experiences according to your individual needs. You are at the centre of your own learning journey, and by offering curated engagement opportunities, we partner with you to:

- Engage with subject material
- Build understanding
- Develop critical thinking and problem-solving skills
- Manage your work, life and studies
- Succeed in your personal, professional, and academic goals.

DISTANCE (ONLINE)



Admission Requirements

Minimum Admission Requirements		English
	NSC: HC pass with	30%
	NC(V): HC pass with	40%
	SC: Endorsement with – none with	33,3%
	SC(a): HC pass with	A minimum of 30% in LOLT on NSC/ SC(a) OR with a min. of 33.3% on SC
	International	A SAQA Evaluation Certificate with NSC Level 4 equivalence with at least 30% or equivalent for English.

Should you have any other school leaving qualification not mentioned above, please reach out to a Student Advisor.

Scan the QR Code to learn more about Alternate Admission requirements for:
RPL | Mature Age Exemptions | USAf International Students | One module outstanding from a Higher Certificate *If applicable.



One-Year Curriculum Structure

Year 1							
Semester 1				Semester 2			
Code	Module Name	NQF	Credits	Code	Module Name	NQF	Credits
DIAL5111	Digital and Academic Literacies	5	15	HURM5122	Human Resource Management	5	15
IQTT5111	Introduction to Quantitative Thinking and Techniques	5	15	PAAS5122	Payroll Administration and Systems	5	15
BUSM5112	Business Management 1B	5	15	INRE5122	Industrial Relations	5	15
OFMA5111	Office Management and Administration	5	15	XHHR5129	Work Integrated Learning	5	15

Two-Year Curriculum Structure

Year 1							
Semester 1				Semester 2			
Code	Module Name	NQF	Credits	Code	Module Name	NQF	Credits
DIAL5111	Digital and Academic Literacies	5	15	HURM5122	Human Resource Management	5	15
IQTT5111	Introduction to Quantitative Thinking and Techniques	5	15	PAAS5122	Payroll Administration and Systems	5	15
BUSM5112	Business Management 1B	5	15	INRE5122	Industrial Relations	5	15
Year 2							
Semester 3							
Code	Module Name	NQF	Credits				
OFMA5111	Office Management and Administration	5	15				
XHHR5129	Work Integrated Learning	5	15				

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Please note, details are correct at the time of publication.

Further Study Pathways

The successful completion of the Higher Certificate in Human Resource Practices qualification (HHR0501) enables you to progress into the following qualification/s subject to meeting the admission requirements:

- Bachelor of Business Administration degree
- Bachelor of Business Administration in Logistics and Supply Chain Management degree
- Bachelor of Commerce degree
- Bachelor of Commerce in Entrepreneurship degree
- Bachelor of Commerce in Law degree

Career Opportunities

- Human Resource Practitioner
- Human Resource Administrator
- Payroll Administrator
- Recruitment Consultant
- Office Administrator/ Coordinator

System and Software Requirements

- Reliable internet connection (we recommend 5-10 GB of data per month and an internet speed of at least 0.15 Mbps)
- Desktop PC or laptop with at least an i3 processor and 4GB RAM memory
- Windows 11 or macOS 10.15 (Microsoft Office 365 is available as a free download for Emeris students), and Google Chrome, Microsoft Edge Chromium or Firefox
- A working webcam and microphone
- An uninterrupted power supply is also highly recommended.

Exams are written at an exam centre and in some instances online. These details will be specified in your Programme Assessment Schedule (PAS).

Graduation and Completion Requirements for This Qualification

One-Year Structure:

In order to be awarded this qualification, you must have achieved a minimum final year mark of fifty percent (50%) for all 8 modules in the curriculum.

As a distance (online) student, this qualification is structured to be completed over 1 year. The maximum time for completing a qualification full-time is double the minimum time associated with the qualification, and for part-time an additional year is allowed.

Two-Year Structure:

In order to be awarded this qualification, you must have achieved a minimum final year mark of fifty percent (50%) for all 8 modules in the curriculum.

As a distance (online) student, this qualification is structured to be completed over 2 years. The maximum time for completing a qualification full-time is double the minimum time associated with the qualification, and for part-time an additional year is allowed.

Where Assessments Are Written in Person

- For students based in South Africa, online students may select any Emeris campus as their Examination Centre.
- An alternative examination centre is only permissible for students studying abroad and those located in a province of South Africa where there is no campus. If there is no campus within reach, an alternative venue will need to be sourced by you. For non-Emeris venues, there is an alternative venue levy per module.

What Are the Benefits of a Distance (Online) Qualification?

The distance (online) delivery mode provides you with the agility of studying towards a tertiary qualification asynchronously, at different times from different locations. Distance students need to commit to approximately 20-25 hours a week for distance engagement (most of which is after hours) with material and assessments to succeed.

Here are some of the benefits you can expect:

- A sequenced online learning environment that allows you the ability to manage your learning experiences flexibly and autonomously.
- A learner guide designed to lead you through the module material and learning outcomes, empowering you to effectively pace your learning in preparation for assessments.
- Our Learning Management System is designed to break up your learning units into manageable sections which include various activities to support learning.
- Module expert online lecturers that facilitate module teaching and learning support through various technology enhanced mediums.
- Student Relations Specialists provide administrative and operational guidance and support throughout your academic journey.
- A professionally registered Student Wellness Manager/Counsellor available for short-term, primary counselling services. Additionally, the Student Wellness Manager/Counsellor hosts various webinars and virtual talks on topics that promote a balanced lifestyle as you pursue your academic goals.

Apply Online

After your application is submitted, we will review your documentation and provide an outcome regarding your chosen study.



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