



TRAINING

UNLEASHING YOUR POTENTIAL



Imsimbi College proudly presents

Advanced Occupational Certificate: Human Resource Management Officer L6

This is a two year diploma programme

This qualification is accredited by QCTO and the material covers SAQA QUAL ID 121151 at a NQF level 6 worth 134 credits

Imsimbi College is a fully accredited provider with the QCTO.



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PURPOSE OF THE PROGRAMME

This qualification is a two year programme accredited by the QCTO. This comprehensive qualification is designed to develop competent Human Resource (HR) Officers who are equipped with the theoretical knowledge, practical skills, and workplace experience required to deliver HR services that support organisational strategy and workforce effectiveness. This programme focuses on integrated HR competencies such as organisational design, talent management, learning and development, employee relations, and HR service delivery—aligned to strategic goals and the modern workplace. Upon successful completion, learners will be able to:

- Design and implement organisational structures that support business sustainability.
- Apply workforce planning and talent management principles aligned to organisational goals.
- Implement learning and development strategies to drive individual and organisational growth.
- Facilitate effective employment relations within the framework of relevant legislation.
- Deliver high-quality HRM services and support organisational performance.
- Operate confidently in HR officer roles across sectors including corporate, government, education, and non-profits.

This qualification prepares learners for roles such as:

- Human Resource Officer.
- HR Generalist.
- Talent Acquisition Officer.
- Learning and Development Coordinator.
- Employee Relations Officer.
- HR Business Partner (entry level).

It also provides a pathway to further studies at NQF Level 7 and beyond in HR Management, Business Administration, or Organisational Development.

COURSE CONTENT

Qualifying learners working in HR will have the necessary knowledge, skills and attitudes to function more effectively in a professional manner, add value to their job and enhance their ability to follow and implement policies and procedures. It is against this background that the programme has been clustered into **five modules**. The break-down of the skills programme is highlighted below:

Module 1: Organisational Success and Sustainability

US	Title	Credits
242303 – 001 – 00 – KM - 01	Creating and Implementing Organisational Architecture for organisational success and sustainability	8
242303 – 001 – 00 – PM - 01	Implementing fit for purpose HR Architecture	8
242303 – 001 - 00 – WM - 01	Organisational and Work design and implementation processes	8
Total Credits		24
Total Number of Days		5

Module 2: Effective Talent Management

US	Title	Credits
242303 – 001 – 00 – KM - 02	Making Talent Management and workforce plans work	7
242303 – 001 – 00 – PM - 02	Facilitating effective Talent Management	8
242303 – 001 - 00 – WM - 02	Talent Management Processes	4
Total Credits		19
Total Number of Days		5



Module 3: Learning and Development

US	Title	Credits
242303 – 001 – 00 – KM - 03	Operationalising Learning and Development (L&D) and Organisational Growth Strategies	8
242303 – 001 – 00 – PM - 03	Implement Learning and Development and Organisational Growth initiatives	12
242303 – 001 - 00 – WM - 03	Learning and Development and Organisational Growth Processes	8
Total Credits		28
Total Number of Days		5

Module 4: Employment Relations

US	Title	Credits
242303 – 001 – 00 – KM - 04	Implementing Employment Relations Strategies	20
242303 – 001 – 00 – PM - 04	Operationalise Employment Relations strategies and plans	10
242303 – 001 - 00 – WM - 04	Employment Relations Facilitation Processes	12
Total Credits		42
Total Number of Days		5



Module 5: Human Resource Management Services

US	Title	Credits
242303 – 001 – 00 – KM - 05	Delivering Human Resource Management Services	7
242303 – 001 – 00 – PM - 05	Deliver HRM Services	10
242303 – 001 - 00 – WM - 05	HRM Service Delivery Processes	4
Total Credits		21
Total Number of Days		5

(Includes a day for the FISA completion and an external exam with the assessment centre)

