

SHORT & CERTIFICATE COURSES

WITS PLUS

ADVANCED HUMAN RESOURCES MANAGEMENT

Join us on the Wits Campus for our evening class in *Advanced Human Resources Management*, offered over 14 weeks.

The course is offered at the University of the Witwatersrand in lecture format. You will be guided through this programme by a subject expert.

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W www.wits.ac.za/part-time

OBJECTIVES OF THE COURSE

This course aims to enable Human Resource Practitioners to be able to contribute at a strategic level within their organisations and to help shape the development of a high-performance business.

TARGET AUDIENCE

The course is relevant to:

Participants who have completed the introductory course at Wits Plus or another similar course at another institution.

Participants who are aspiring to move into the field of Human Resources Management

Current HR Practitioners /Specialists moving into or aspiring to move into a more strategic role.

People involved in human resources related areas such as organisational design, recruitment, talent management and learning and development.

ADMISSION CRITERIA

Prospective participants will need at least a matric or equivalent qualification and must have completed an introductory course in Human Resources Management / Practices.

COURSE CONTENT

Topics covered include the following:

- Human Resources Management Strategy
- Organisational Culture
- Talent Management
- Performance Management
- Diversity
- Broad-Based Black Economic Empowerment (BBBEE)
- The Management of Change
- Employee Management

Detailed course outlines will be given to participants in the first lecture.

COMMENCEMENT DATES

Semester 1:

February: Thursdays 17:30 – 19:30

Semester 2:

July: Thursdays 17:30 – 19:30

ASSESSMENT OF PERFORMANCE

Students will be required to attend the lectures, submit assignments and write an examination. Students will be required to achieve a minimum of 50% to satisfy the requirements of the programme and receive a certificate of competence.

LENGTH OF THE COURSE

Lectures will take place once a week over 14 weeks. The duration of each lecture will be two hours. The 13th lecture will be revision and will be followed by a three-hour examination in the 14th week.

WHO IS THE LECTURER?

The course will be taught by Wits staff members in a small group environment in lectures and tutorials.

FEES

R13 100, inclusive of the class notes.

METHOD OF PAYMENT

The fees for all courses are the responsibility of the individual attending the course. All fees must be paid prior to registration. Payment can be made by electronic payment or bank deposits. You will then need to bring the original deposit slip to Wits Plus on the registration dates as indicated on your letter of acceptance.

CAMPUS ACCESS

All short course participants must obtain a Visitor's Access Card at a cost of ±R140 per year. Parking disc fees also apply: arrangements need to be made with the parking office.

CANCELLATION OF A COURSE

Courses with a duration of up to five contact days (including Wits Plus courses offered over one semester):

- Cancellation before commencement of lectures will result in an administration fee of 15% of the total course fee regardless of the reason.
- Cancellation after commencement of lectures will result in liability for the full amount of the course fees regardless of the reason.

Note: Wits Plus, University of the Witwatersrand, reserves the right to withdraw a course from its programme should registrations not reach viable numbers. In this event a full refund will be made. Refund requests will take a minimum of 30 working days to be processed after all documentation has been received.