

Higher Certificate in Business Management with specialisation in Employment Relations



NQF level 5

Qualification duration

Minimum: 1 year
Maximum: 3 years
Full-time

Qualification start date

Enrollment 1: February
E 2: April
E 3: July
E 4: Sept

All of these are a minimum
of 12 months.

Qualification description

The higher certificate prepares you for work in the business environment as it introduces you to the core disciplines of the modern workplace with specialisation in Employment Relations. It is also a good stepping-stone for those who do not meet the entry requirements for a degree but wish to gain entry to the PIHE Bachelor of Commerce after completing this programme.

The focus of the higher certificate is on the key areas of business management, human resource management and marketing. You will also cover Mathematics for Business, Academic English, Computer and Personal Skills Development, Business Communication, Small Business Development and bookkeeping. Within the curriculum, you will be introduced to topical business subject areas such as the elements of the marketing mix, Microsoft Office Applications, recruitment, management and leadership, governance and sustainability in business.

Because of our unique teaching and learning approaches, you will also start developing essential skills for the world of work, such as effective problem solving, critical thinking, working in teams and communicating effectively.

Do you want to go straight into any industry with a foundation in the key areas of commerce? Do you dream of starting a business or studying a BCom after this programme? This higher certificate could be perfect for you.

Entry requirements

- You need a South African National Senior Certificate (NSC) for diploma or certificate purposes.
- An equivalent foreign secondary or international school-leaving certificate on an NSC level (NQF 4) confirmed by SAQA.

Qualification accreditation

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Possible career options

The career choices for you, as a Higher Certificate in Business Management graduate, are varied and employment options include:

- Employment relations officers and administrators.
- Union representatives.
- Officers in the Human Resource or Employment Relations office assisting with employment contracts, and grievances.
- Labour relations officers.
- Human resource administration.

This programme is offered at the following campuses

- All PIHE Campuses, except Midrand.

Qualification structure

Block A

- Academic English
- Computer Skills Development A
- Introduction to Human Resource Management

Block B

- Introduction to Business Management
- Employment Relations
- Work Integrated Learning

Block C

- Computer Skills Development B
- Collective bargaining and conflict handling
- Business Law

Block D

- Bookkeeping
- Business Communication