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		Issue No.	01
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SECTION A: QUALIFICATION DETAILS														
QUALIFICATION DEVELOPER (S)		ABM University College												
TITLE	Diploma in Human Resource Management										NCQF LEVEL	6		
FIELD	Business, Commerce and Management Studies			SUB-FIELD		Human Resource				CREDIT VALUE	256			
New Qualification						√		Review of Existing Qualification						
SUB-FRAMEWORK		General Education					TVET					Higher Education		√
QUALIFICATION TYPE	Certificate	I		II		III		IV		V		Diploma	√	Bachelor or
	Bachelor Honours					Post Graduate Certificate						Post Graduate Diploma		
	Masters								Doctorate/ PhD					
RATIONALE AND PURPOSE OF THE QUALIFICATION														
<p>RATIONALE:</p> <p>The qualification has been developed following a training need survey that was done by ABM College in 2017. The survey indicated that the business market is short of human resource and is in need of human resource to run the human resource affairs in the organizations.</p> <p>The National Development Plan 11 (NDP11) by the Ministry of Finance and Development Planning Strategy, for developing diversified sources of economic growth to tackle the problem of unemployment singles out human resource management as one field where more experts are needed to assist in capacity building.</p> <p>HRDC Top occupations in high demand (December 2016) enlists human capital management as one of the Top 20 needed professionals to drive the economy into a knowledge economy. Botswana Vision 2036</p>														

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recognizes education and skills development as the basis for human resource development. The HRDC qualification needs analysis places Human Resources as a skill that needs to be provided for organizational operational needs.

In today's dynamic business environment, effective human resource management is the driving force behind success. Recognizing the contribution of people and their unique value is fundamental to building a great business. Organizational success depends entirely on the competence capacity of its personnel. The human resource qualification will enable the graduates to have the capability to manage human Resource and get the maximum out of it for the betterment of the organization.

Acquiring a Diploma in Human Resource will enable the qualifying learner to demonstrate competence to organizations in these areas of activity. The diploma will position the candidates to be instrumental in the field of human resource.

Organizations need the qualification to ensure they are assisted to build a competent professional work force.


PURPOSE:

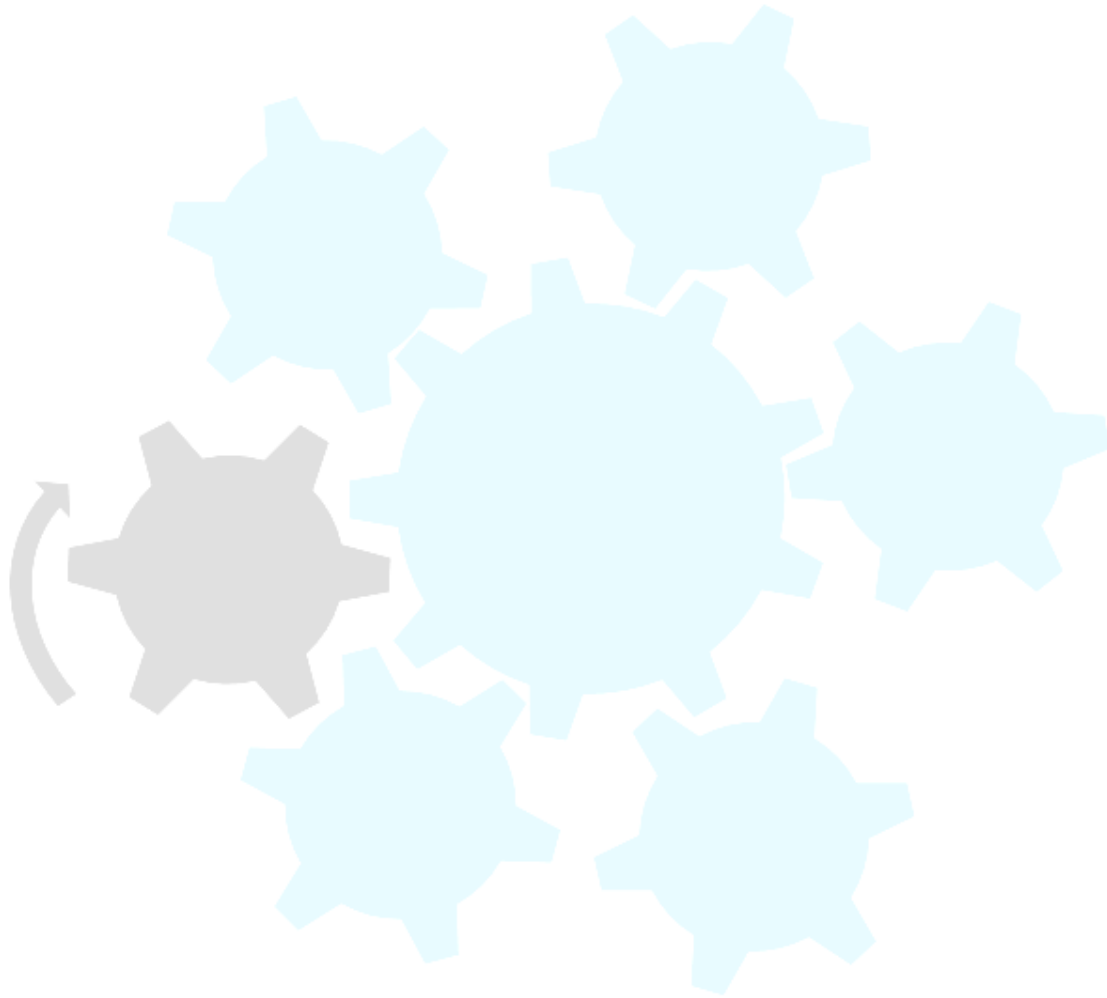
The purpose of this qualification is to equip graduates with knowledge, skills, and competences to:

- Apply ideologies and frameworks that govern the operationalization of the human resource discipline in the workspace.
- Solve pertinent human resource issues within the organization using various approaches and systems.
- Manage human resource processes within an organization.
- Advise management on strategic issues affected by human resource interventions.
- Utilize entrepreneurial and innovative practices to continuously advance their organizations HR function.
- Implement ethical approaches to human resource functions in their organization.

ENTRY REQUIREMENTS (including access and inclusion)

- Certificate VI (NCQF Level 4) or Equivalent
- There is provision for entry through RPL and CAT in line with Institutional and National Policies.

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SECTION B		QUALIFICATION SPECIFICATION	
GRADUATE PROFILE (LEARNING OUTCOMES)		ASSESSMENT CRITERIA	
3.1 Apply human resource management theory in practice.		3.1.1 Resolve human resource crises in an organization. 3.1.2 Provide support to organizational strategic goals through human resource interventions. 3.1.3 Execute organizational human resource mandates.	
3.2 Manage organizational human resource systems and instruments.		3.2.1 Develop policies that govern human resource functions and practice in an organization. 3.2.2 Implement human resource policies and processes. 3.2.3 Provide monitoring and evaluation of human resource policies and processes. 3.2.4 Perform continuous reviews of human resource systems and instruments.	
3.3 Demonstrate analytical skills in organizational matters that have a bearing on human resource.		3.3.1 Produce reports concerning human resource functions for strategic purposes. 3.3.2 Advise supervisors and management on critical human resource issues in an organization	
3.4 Implement enterprising and innovative methods of human resource efficiency within an organization.		3.4.1 Develop impact plans to continuously improve staff performance. 3.4.2 Integrate the use of ICT instruments to advance human resource functionality in the organization.	

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3.5 Operate human resource functions ethically through the appropriate governance measures.	3.5.1 Integrate ethical behaviour in organizational human resource functions. 3.5.2 Practice equitable intervention mitigation during human resource crises.
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SECTION C	QUALIFICATION STRUCTURE				
COMPONENT	TITLE	Credits Per Relevant NCQF Level			Total (Per Subject/ Course/ Module/ Units)
		Level [4]	Level [5]	Level [6]	
FUNDAMENTAL COMPONENT <i>Subjects/ Courses/ Modules/Units</i>	Computer Business Application		5		12
	Communication and Study Skills		5		12
	Introduction to Business		5		12
	Economics for Business		5		12
	Business Mathematics		5		12
	Entrepreneurship I		5		5
	Innovation I		5		5
	Governance and Ethics I		5		5
	Personal Mastery I		5		5

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	Entrepreneurship II			6	5
	Innovation II			6	5
	Governance and Ethics II			6	5
	Personal Mastery II			6	5
	Business Law		5		12
CORE COMPONENT <i>Subjects/Courses / Modules/Units</i>	Financial Management			6	12
	Business Statistics			6	12
	Human Resources Management			6	12
	Research Methods			6	12
	Auditing 1			6	12
	Introduction to Accounting			6	12
	Financial Accounting			6	12
	Cost Accounting			6	12
	Introduction to Insurance and Risk Management			6	12
	Enterprise Risk Management			6	12
	Insurance Practice			6	12
	Disaster Management			6	12

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ELECTIVE/ OPTIONAL COMPONENT <i>Subjects/Courses / Modules/Units</i>					



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SUMMARY OF CREDIT DISTRIBUTION FOR EACH COMPONENT PER NCQF LEVEL		
TOTAL CREDITS PER NCQF LEVEL		
NCQF Level	Credit Value	
Level 5	92	
Level 6	164	
Level 7		
TOTAL CREDITS	256	
Rules of Combination: (Please Indicate combinations for the different constituent components of the qualification)		
A candidate to be awarded the Qualification must complete the minimum of the following:		
Fundamentals	Level 5	92 Credits
Fundamentals	Level 6	20 Credits
Core	Level 6	144 Credits
Total		256 Credits

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ASSESSMENT ARRANGEMENTS

Formative Assessment

- The weighting of Formative Assessment is **60%** of the final grade.

Summative Assessment

- The Final Examination is **40%** of the final grade.
- Assessment will be conducted by suitably qualified persons within the field of theology preferably registered and accredited by BQA as Assessors.

MODERATION ARRANGEMENTS

There will be both internal and external moderation, conducted by professionals registered and accredited by BQA as Moderators.

RECOGNITION OF PRIOR LEARNING

There is provision for Award of the qualification through RPL. This will be done with reference to the institution's policy which shall be aligned to the BQA RPL frameworks.

CREDIT ACCUMULATION AND TRANSFER

The institutions CAT policies and guidelines will inform the extent of credits transferred for students towards their matriculation.

PROGRESSION PATHWAYS (LEARNING AND EMPLOYMENT)

Horizontal Progression (NCQF Level 6)

- Diploma in Business Management
- Diploma in Risk Management
- Diploma in Financial Management

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- Diploma in Entrepreneurship
- Diploma in Marketing
- Diploma in Strategic Management

Vertical Progression (NCQF Level 7)

- Bachelor of Human Resource Management
- Bachelor Business Management
- Bachelor of Entrepreneurship
- Bachelor of Strategic Management

Employment Pathways

- Human Resource Officer
- Strategic Planning Assistant
- Project Management Assistant
- Monitoring and Evaluation Officer
- Entrepreneur
- Performance Management Assistant

QUALIFICATION AWARD AND CERTIFICATION

Minimum standards of achievement for the award of the qualification:

A candidate is required to achieve the stipulated a total of **256 credits** to be awarded the qualification.

Certification

Candidates meeting prescribed requirements will be awarded the qualification in accordance with standards prescribed for the award of the qualification and applicable policies.

REGIONAL AND INTERNATIONAL COMPARABILITY

Summary of Similarities and Differences Observed:

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This programme offers learners a similar experience of equipping students with the knowledge to understand within the human resource landscape and operate in it even with emergent changes rising from the field. The programme offered under the legacy system is a two-year programme similar to ours.

1. Boston City Campus and Business College, Diploma in Human Resources Management, NCQF Level 6, 366 Credits (<https://www.boston.ac.za/boston-city-campus/qualifications/higher-education/diploma-in-human-resource-management/>)

Boston City Campus and Business College is a South African institution that offers a human resource programme similar to ours in addressing the need for low and mid-level human resource personnel within the market. Pegged at 366 credits, it runs for three years as per the national credit qualifications framework of South Africa, which subsequently translates to 366 credits in Botswana's national qualifications framework which articulates to a three-year programme. Quite similarly to this qualification, its area of focus is developing a versatile human resource operator who can understand the linkages between financial, managerial, and human capital aspects of organization and can apply that knowledge in facilitating efficient and productive management of human resource functions.

2. McMaster University, Diploma in Human Resources Management, 27 Credits (<https://mcmastercce.ca/human-resources-management/diploma>)

This institution is located in Canada and provides a similar scope of training. However, it allows students to select areas of focus within human resource management where they form specializations. At 27 credits, it translates to a three-year programme within Botswana's national qualifications framework. Within the Canadian system, 1 credit translates to 6hrs/week of notional hours during the course of a semester, and by extension translates to hrs/semester for each credit. Mapping on to the NCQF framework, this culminates into (6hrs/week x 15 weeks), multiplied by 27 credits to calculate the notional hours. This is equivalent to 2430 notional hours, translating to 243 credits, in line with the NCQF minimum requirement for a diploma.

<https://www.ictsd.org/how-to-calculate-credit-hours-in-canada/#2>

Comparability and articulation of the proposed qualification with the ones examined:

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The programmes benchmarked emphasize competencies in core tenants of human resource management, particularly where skills such as labour law, industrial relations, and positive organizational cultures. Additionally, these programmes train learners on core skills and competencies necessary to comprehend as well as navigate corporate workspaces. Moreover, including modules around digital tools involved in human resource practices makes the programmes relevant to an ever-evolving digital workspace. Lastly, critical modules addressing communication in the workplace are applied across the programmes.

In overall comparison, the programmes used for comparability and benchmarking articulate to similar measurables in skills and competencies. The programmatic differences articulate mostly around the following areas; a) programme duration, and b) fundamental modules. Where programme duration is concerned, the programme duration is concerned, this qualification offers the human resource management programme at a duration of **two (2) years**, while the others are pegged at **three (3) years**. Secondly the differences are fundamental modules, where this qualification facilitates avenues of personal development to produce highly functional professionals within their discipline who are self-realized, entrepreneurial, and innovative with strong affinities for ethical practice.

REVIEW PERIOD

Program to be reviewed after every five (5) years