

NATIONAL CERTIFICATE N4-N6: HUMAN RESOURCE

This course consists of an N4 certificate, N5 certificate and N6 certificate. After completing N6 certificate students need to submit proof of 18 months experience in industry/practical to qualify for the National N-Diploma through the Department of Higher and Education and Training.

ADMISSION REQUIREMENTS

What do I need to have completed before I can apply to study this course?

- Certified copy of student ID
- Certified copy of parent's ID
- Certified copy of Matric results/certificate
- 2x ID photos
- Proof of residence
- Semester 1,2&3 results

An average of 45% or higher will be to the candidate's advantage (Business studies and English). The medium of teaching in this course is English and students must be able to speak and write English.

COURSE DURATION

How long will it take to complete the qualification?

- 6 months per level full time (3 semesters to complete up to N6 level)
- 18 months practical experience
- Enrolment in January and July

PROGRAMME STRUCTURE

N4 CERTIFICATE	N5 CERTIFICATE	N6 CERTIFICATE
<ul style="list-style-type: none"> • Introductory Computer Practice N4 • Personnel Management N4 • Interpreneurship and Business Management N4 • Management Communication N4 	<ul style="list-style-type: none"> • Computer Practice • Personnel Management N5 • Personnel Training • Labour Relations 	<ul style="list-style-type: none"> • Computer Practice • Personnel Management N6 • Personnel Training • Labour Relations

CAREER OPTIONS & GENERAL FAQ's

What will I be qualified as after completing the course?

- Human Resources Assistant
- Payroll Specialist
- Training Coordinator
- Benefits administrator
- Compensation specialist
- Employee relation manger

- Human resource manager
- Benefits manager

FEES STRUCTURE FOR THE WHOLE COURSE

Registration fees	R500,00
Admin Fee	R2000,00 for N4-N6
Monthly Instalment	R900,00 x 18 months
SUB TOTAL	R2500,00+R16200
TOTAL	R18700,00(15% VAT included in above costs)

FEES STRUCTURE FOR SEMESTER

Registration fee	R500,00
Admin Fee	R700,00
Monthly instalment	R900 x 6months
SUBTOTAL	R1200,00 + R5400
TOTAL FEE	R6600,00 (15% VAT included in the above costs)

FEES STRUCTURE PER MODULE

Registration fee	R500,00
Admin fee	R700,00
Per module	R225,00
TOTAL FEE	R1425,00 (15% VAT included in above costs)

Exam fee R200 per module

Books R150 per module (all study materials must be bought at school campus)

HOW TO PAY

Please make use of the specified banking details below which is applicable to you. Fax /email your proof of payment.

NZOTHO SCHOOL OF POLICING

Fax number: 086 609 7045

Account number: 627 684 453 24

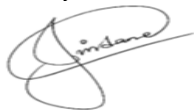
Account name: NZOTHO INSTITUTION

Bank: FNB Bank

Ref: Student ID number

Should you need any more information please do not hesitate to call us on 015 291 3931.

Thank you



STRIKE SINDANE
DIRECTOR/CEO
NZOTHO SCHOOL OF POLICING