

Human Resource Management@ Unisa

A complete guide to preparing
yourself for career opportunities



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The information in this document was correct as on 12 September 2019. Visit the Directorate: Counselling and Career Development website (<http://bit.ly/30yqrll>) for the latest version of this document.

How will this brochure help me?

- It will provide you with some insight into what studying human resource management involves.
- It will help you gain more information about the skills needed for a career related to human resource management.
- It will help you identify possible career fields related to human resource management.
- It will assist you in finding human resource management qualifications offered by Unisa.

What is Human Resource (HR) Management?

- Human: refers to the skilled workforce in the organisation
- Resource: refers to limited availability or scarce
- Management: refers to maximise or proper utilisation and make best use of limited and a scarce resource

Human Resource Management (HRM) is the process of recruitment, selection of employee, providing proper orientation and induction, providing proper training and the developing skills, assessment of employee (performance of appraisal), providing proper compensation and benefits, motivating, maintaining proper relations with labour and with trade unions, maintaining employee's safety, welfare and health by complying with labour laws of the country. Altogether, HRM is the process of proper and maximise utilisation of available limited skilled workforce. The core purpose of the human resource management is to make efficient use of existing human resource in the organisation. In other words, HRM is the governance of an organisation's employees. HRM is sometimes referred to simply as human resources (HR) (<http://www.whatishumanresource.com/human-resource-management>).

What do you do in HR?

There are several HR disciplines, or areas, but HR practitioners in each discipline may perform more than one of the essential functions, depending on where they are employed. For example, in a smaller organisation, an HR professional may be

expected to fulfil multiple roles, whereas in a large organisation, the HR professional may specialise in one area of expertise. Some of the main tasks performed by HR professionals include:

- Human resource planning. This entails researching the current and future needs of an organisation and then planning one's human resource needs.
- Job analysis. Analysing and describing the nature of a job and the requirements for it, and then compiling job descriptions.
- Staffing. This includes recruitment and selection of human resources.
- Recruitment. This includes advertising job openings, sourcing and screening candidates, conducting interviews and advising on the final selection of a candidate.
- Safety. Assisting with the provision of a safe work environment for employees in accordance to the Occupational Health and Safety Act.
- Employee relations. This field is concerned with strengthening the employee-employer relationship. It can be combined with labour relations where the focus is on managing relationships with unions, negotiating collective bargaining agreements, and advising in terms of contracting with employees.
- Compensation and benefits. This area of specialisation focuses on setting compensation structures and may include negotiating health coverage rates with insurers as well as managing payroll activities.
- Compliance. The HR professional in this field focuses on ensuring that the employer complies with labour and employment laws.
- Orientation/ onboarding. The HR professional assists new employees to adjust to the new employer.
- Training and development. This may involve the administration of training and development activities for employees, in addition to providing training to employees.
- Performance management. HR professionals are usually involved with the administration of a performance management system for an organisation and advising supervisors and managers as to the implementation of the system.

- Career planning. HR professionals may be involved in career planning activities with employees in order to plan their growth and advancement.
- Record-keeping. This involves recording, maintaining, and retrieving employee information.

Adapted from: <http://smallbusiness.chron.com/six-main-functions-human-resource-department-60693.html>

Skills needed

- Organisational skills
- Negotiation skills
- Problem Solving and Conflict Management skills
- Communication skills
- Multitasking skills
- Leadership skill

Learn more about the skills required in these articles:

- South African Board for Personnel Practice HR Competency Modell (<https://sabpp.co.za/hr-competency-model-professionalism/>)
- <http://hrdailyadvisor.blr.com/2006/07/18/the-9-essential-skills-of-human-resources-management-how-many-do-you-have-2/>
- <https://targetjobs.co.uk/career-sectors/hr-and-recruitment/advice/324027-what-skills-and-competencies-do-you-need-for-a-career-in-hr>

Related job titles

Possible job titles related to HR include:

- HR consultant
- Executive coach
- Recruitment consultant/ practitioner/ manager
- Training and development practitioner/ manager
- Compensation and benefits specialist
- HR advisor
- HR practitioner
- Human Resource Development (HRD) practitioner/ coordinator
- HRD manager
- HR planner
- HR systems specialist
- HR assistant
- HR systems administrator
- HR business partner
- HR generalist
- HR officer
- HR manager
- Learning and development coordinator
- Organisational development specialist
- Performance management specialist
- Skills development practitioner
- Talent Acquisition Manager
- Transformation manager
- Wellness coordinator

Identify opportunities with career research

How do you identify opportunities?

Your career research will connect you to others who will help you to: answer questions you have with relation to your career choice; expand your understanding of the opportunities related to your career vision; identify “hidden” career paths that you did not think of previously; and think about how you could plan to pursue specific opportunities.

Prepare

Think about what you still need to find out: what questions do you have? You will use these questions as a starting point to structure your research. Examples of questions include: “What can I do with a major in human resource management”, “How much do human resource practitioners earn?” or “What must I study to be a labour relations practitioner?”

Keep track of information

Keep track of your research by making notes about what you learn and what you still need to find out.

Evaluate

Evaluate the information that you are finding: Who wrote the information (person/ organisation)? Which country does the information relate to? When was the information last updated? After you have visited a number of websites, you could compare your notes about the information you found – what are the similarities and differences? What else do you need to find out?

Further ways to do career research

1 Online search

Use a search engine such as Google to search for information related to your questions. For example, you need to find out about career opportunities related to human resource management. You could start with using keywords such as “careers in human resources”, or “careers in human resource development” and then to further contextualise your findings, you could search keywords such as “careers in human resource Africa” and “careers in human resource South Africa”. Scan the brief descriptions of the first ten results and decide which website you would want to explore first. Skim read through the information on the website (start with the headings) to get an understanding of the content of the page and to find information related to your question. Also check whether there are links to other websites that you could further explore. As you are reading, make a summary of the information. You could use the information you find to make lists of job titles related to your field of study, organisations that employ individuals in these fields and professional organisations.

Remember to bookmark pages that you would want to return to and make notes about what you find and what you would still like to find out about. Use online services or apps such as Evernote (<http://www.evernote.com>), Diigo (<http://www.diigo.com>) or Google Bookmarks (<http://www.google.com/bookmarks/>) to keep track of your research online.

Activity

Use Google to find specific job titles related to human resources as a major. The following are some search terms you could consider: “job titles human resources”; and “job titles human resource graduates south africa”.

Job title	Website
Example:	

Job title	Website
Human resource manager	Quintcareers.com

2 Occupational information websites

The following websites will help you to learn more about specific job titles:

Website	Description
Unisa Counselling & Career Development http://bit.ly/2TO2KoR	This website provides more information about opportunities related to qualifications at Unisa.
National Career Advice Portal http://ncap.careerhelp.org.za/occupations	Search for information about specific job titles.
Career Planet http://www.careerplanet.co.za/	Learn more about career areas such as IT, tourism, engineering and more. The website also contains information about learnerships and student finance

Website	Description
O*Net http://www.onetonline.org/	Explore job titles related to different categories such as your interests, skills, values, typical work activities, and more. You could also browse through groups of occupations related to specific industries or economic sectors.
Prospects http://www.prospects.ac.uk/	Explore different job titles related to job sectors, as well as what you could do with your major subject.

3 Job-search portals

Another type of website that is useful in terms of researching specific job titles linked to different industries is job search portals. Finding jobs advertisements that interest you is a worthwhile activity, even if you are not currently applying for jobs. You may not yet be eligible to apply for your dream job, but you can still gain a lot of information that can be applied to your career planning. For example, you are interested in human resource management, but you are not sure which specific job titles are linked to this field; or you want to know what kind of qualifications and skills are needed to be a training specialist.

You can use this information to make career goals, and think strategically about how you can develop experiences which will help you meet more of the selection criteria in the future.

Job search sites include

- PNet (<http://www.pnet.co.za>)
- Careerjunction (<http://www.careerjunction.co.za>)
- Careers24 (<http://www.careers24.com/>)

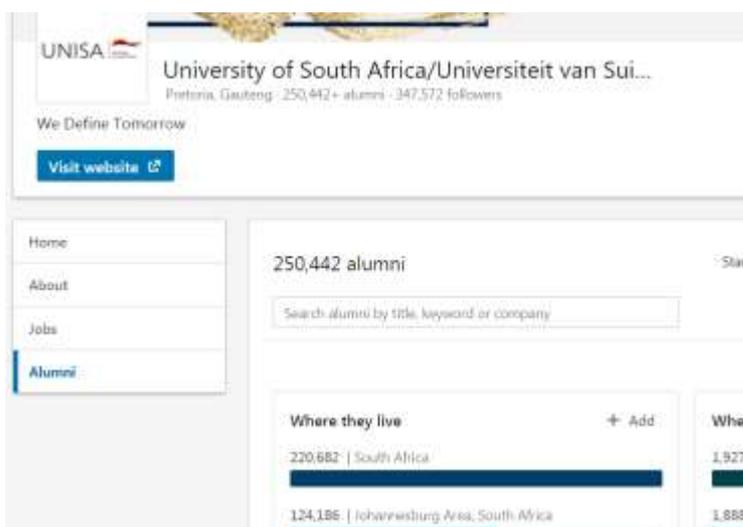
- Indeed (<http://www.indeed.co.za>)
- Government positions (<http://www.gov.za/aboutgovt/vacancies.htm>)

4 LinkedIn

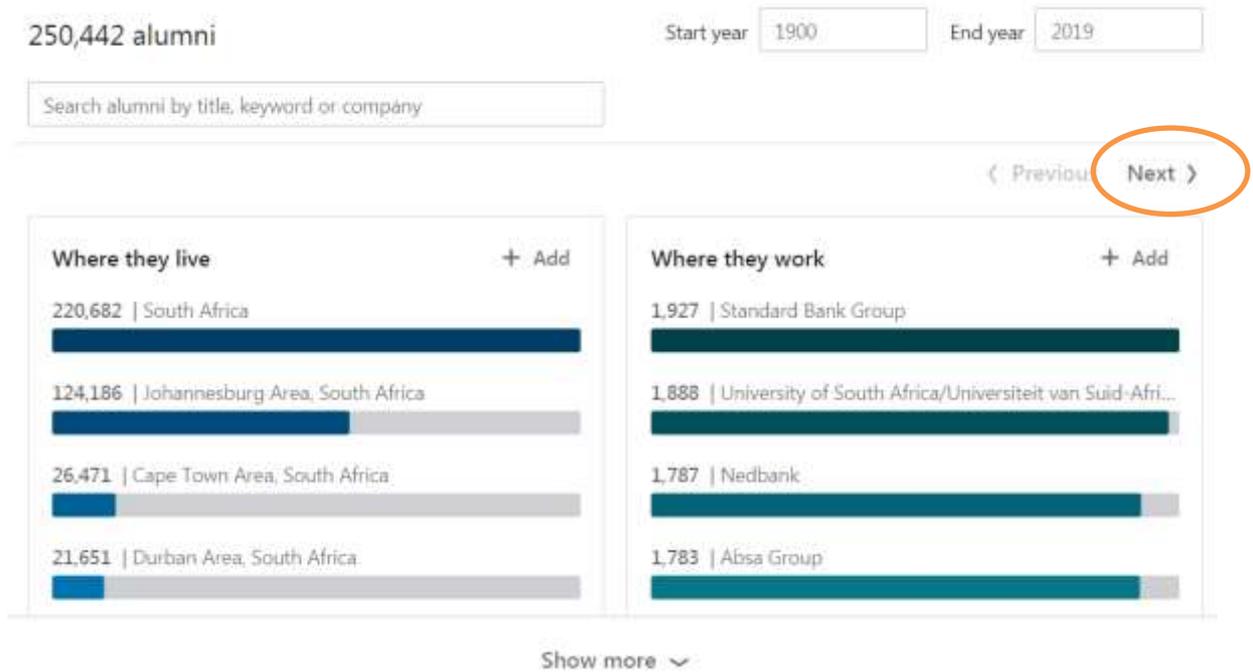
If you have not done so already, start building your network on LinkedIn (<http://www.linkedin.com>) today!

Register for a free account and start connecting with your network online. Join groups relevant to your career field so that you could participate in discussions, ask questions and provide answers about specific topics and search for people, organisations and jobs in your field of interest. Do research about companies and employees to help you identify opportunities. To learn more about using LinkedIn effectively, go to <http://bit.ly/2JSxa3b>.

1. Go to www.linkedin.com and sign in to your LinkedIn account. If you do not have an account yet, then create one.
2. Make sure that you have captured your current or previous studies at Unisa on your LinkedIn profile.
3. Once you are signed in, go to the University of South Africa page at <https://www.linkedin.com/school/12049/>.
4. Click on the “Alumni” link.



- Click on the “Next >” link to go to the next set of headings (“What they do” and “What they studied”).

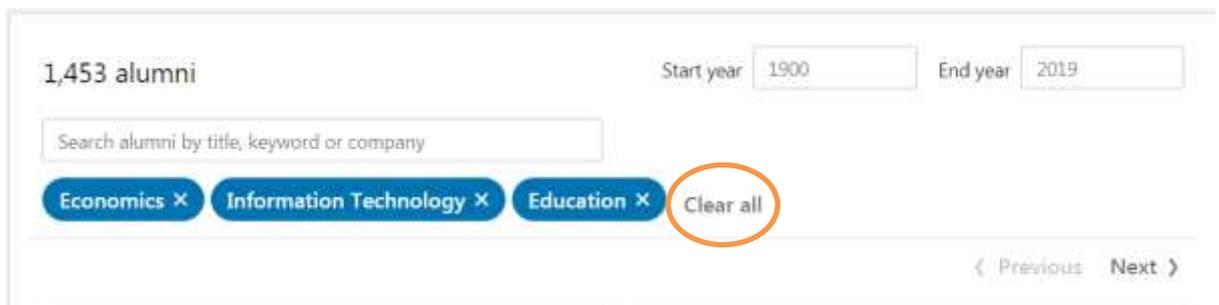


- Click on “+Add” next to the heading “What they studied”



- Type the name of your field of study (e.g. “human resource management”) in the search box.

8. You will notice that the graphs for the different headings adjust. You have now filtered the information to contain information about Unisa graduates who studied human resource management.
9. You can now see how many graduates from your field of study are on LinkedIn, where they live, where they work, what they do, what they're skilled at, and how you are connected. For example, in September 2019, most alumni who studied human resource management worked at financial institutions.
10. You are also able to view the profiles of alumni who meet the criteria you searched for. For example, you can filter your search results to those alumni who indicated that they studied human resource management, and work at the Unisa.
11. As you filter the results, you will get an indication of the filters you have selected (e.g. economics and information technology and education). You can clear these filters by clicking on the x next to the filter, or clicking on "Clear all".



5 Talk to others (informational interviewing)

Once you have done some research about specific options, your next step is to talk to individuals in the type of job/ industry that you are interested in. The goal of these conversations is to explore your career options, to expand your network, to build confidence, to access information and to identify your own strengths and areas of development. For example, you read an article by an HR practitioner about the impact of social media on recruiting practices and you feel curious about some of the aspects discussed. You could contact the author of the article to ask if they would be

willing to share some more insights about those aspects you are curious about. Before you interview someone, do research about what you would want to discuss with them – you could ask this person to “fill in the gaps” for you. Start with people you already know: friends, family, neighbours, colleagues, lecturers, tutors and fellow students. Use online social networks such as LinkedIn to identify potential people. For more information on how to go about this and suggestions for questions that you might want to ask, go to <http://bit.ly/2LX7qp3>. Also, watch this video to learn more: The Dos and Don'ts of Informational Interviews: <http://youtu.be/ixbhtm8l0sl>.

Remember to keep track of the information you have gathered and how you make sense of this. Also, track the questions you still have and how you think you would be able to get answers to these questions.

Activity

Write a list of any people you know who might work in the fields you are interested in. For instance, do any of your parents' friends work in any of the fields you are considering? And write a list of those people who could give you information about any careers you are considering.

You may have identified a lot more people than you thought! Imagine how much information you can gather about the career you are interested in just by talking to these people. Each person will give you fresh insights opinions and valuable information about the careers you are considering, whether they are currently working in that field or are only remotely related to or associated with it.

6 Attend a careers fair event

Attending a careers fair event gives you the opportunity to speak to people from different industries. You may be studying a qualification that does not seem to have a direct link to the exhibitors or the presenters, but they have one thing in common: they employ people, who work in organisations, who do business with all kinds of suppliers and services. Somewhere in this value chain your qualification will find a place to fit – either as a customer or as an employer or employee.

The annual Unisa Careers Fair usually takes place in July and August at various venues. Go to <http://www.unisa.ac.za/counselling> for more information.

7 Experience studying topics related to your field of interest

Explore what human resource is by watching and listening to on-line lectures and reading free open textbooks on a variety of topics related to human resources.

These resources will enhance your understanding of human resource management and the various opportunities related to this field.

Search human resources courses and open textbooks on these sites:

- Khan Academy (<https://www.khanacademy.org/>)
- Coursera.org (<http://www.coursera.org/>)
- Udemy (<http://www.udemy.com/>)
- Saylor Academy (<http://www.saylor.org/books/>)
- MITOpenCourseware (<http://ocw.mit.edu/index.htm>)
- Open Culture (<http://www.openculture.com/freeonlinecourses>)
- iTunes university (<http://www.apple.com/education/itunes-u/>)
- YouTube education (<http://www.youtube.com/education?b=400>)
- FreeVideoLectures (<http://freevideolectures.com/>)

Professional bodies

Depending on your qualification you may need to register with a certain professional body. In other words, some professional bodies have a mandatory requirement that all individuals working in a certain profession must have a valid registration with that professional body.

South African Board for People Practices (SABPP)

SABPP is the HR Professional and statutory quality and standards body for this profession in South Africa. Visit their official website for more information at <http://sabpp.co.za/>

Qualifications offered by Unisa

Undergraduate

- Bachelor of Commerce in Human Resource Management (98307)
- Diploma in Human Resource Management (98211)

***Note:** It is important to check the admission requirements for these qualifications before you apply to study. Should you not meet all the requirements for the qualification you are interested in, you could consider to apply for a higher certificate offered in the College of Economic and Management Sciences. Completing the Higher Certificate will enable you to meet the requirements for a diploma or degree in this College. You can then apply for the diploma or degree in your last semester of

study for the Higher Certificate. Read more about the role of the higher certificate qualifications in the [Beyond Higher Certificates @ Unisa](#) brochure.

Postgraduate:

- Bachelor of Commerce Honours in Business Management (98452)
- Postgraduate Diploma in Human Resource Development (98227)
- Postgraduate Diploma in Human Resource Management (98228)
- Postgraduate Diploma in Labour Relations Management (98209)
- Postgraduate Diploma in Organisational Development (98212)
- Master of Commerce in Business Management (Full Dissertation) Human Resource Management (98582 - HRM)
- Doctor of Philosophy in Management Studies Human Resource Management (90021 - HRM)

Short learning Programmes (SLPs)

Unisa offers a number of short learning programmes (SLPs) related to human resource management. It is important to remember that a SLP is not a formal qualification and will not allow you to qualify for a formal qualification. SLPs related to the Human Resource Management field are offered by the Centre for Business Management and the Centre for Industrial and Organisational Psychology.

Centre for Business Management

- Course in Human Resource Hiring Practices
- Course in Labour Relations Management
- Course in Managing Training and Development
- Course in the Introduction to Human Resource Management
- Advanced Programme in Human Resource Management

Centre for Industrial and Organisational Psychology

- Course in Facilitation of Organisational Change
- Course in Workforce Diversity
- Programme in Applied Organisational Development
- Employee Assistance Programme
- Programme in Skills Development Facilitation
- Programme in Applied Organisational Development
- Short Course in the Occupational Health and Safety Act, 1993 (1724)
- Short Course in Compensation for Occupational Injuries and Diseases
- Short Course in Employee Wellness (71579)
- Short Course in Business Psychology and Human Behaviour (70475)
- Short Course in the Occupational Health and Safety Act, 1993 (01724)

Information about the short learning programmes is available on the SLP website at <https://www.unisa.ac.za/sites/corporate/default/Apply-for-admission/Short-Learning-Programmes/View-the-SLPs>.

Counselling and career development services at Unisa

The Unisa Directorate: Counselling and Career Development offers career-, academic- and personal counselling services to Unisa students and the broader community. You can talk to a counsellor about:

- **Career decisions.** I am not sure which career path to follow; I don't know which qualification would be best; I want to change my career direction...
- **Career information.** How can I find out more about a career in ...
- **Employability.** How do I market myself to employers? How can I look for work? How can I compile an effective CV? How do I go about networking with others? How do I put together my career portfolio? How can I meet potential employers? How can I improve my interview skills?)
- **My studies at Unisa.** How can I get started with my studies? How do I plan my studies? How can I study more effectively? I don 't feel motivated to continue with my studies... I feel worried about preparing for/ writing the exams. I failed my exams – what now? I need to improve my reading/ writing/ numeracy skills
- **Personal issues.** How can I have better relationships with others? How can I cope more effectively with issues that impact on my studies?

Visit our website at <http://www.unisa.ac.za/counselling> to access many self-help resources, or talk to a counsellor by e-mail to counselling@unisa.ac.za.