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UNIVERSITEIT VAN PRETORIA
UNIVERSITY OF PRETORIA
YUNIBESITHI YA PRETORIA

Faculty of Economic and Management Sciences
Department of Human Resource Management

BCom (Hons) Human Resource Management (HRM)

**Information brochure
2015**

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Information Brochure 2015

1. POSTGRADUATE STUDY IN HUMAN RESOURCE MANAGEMENT (HRM) / INDUSTRIAL PSYCHOLOGY (IP) HAS SEVERAL BENEFITS FOR PROSPECTIVE STUDENTS:

- 1.1 Postgraduate qualifications increase the opportunities for a career and increase the market value of prospective work seekers. There is a demand for Human Resource and IP specialists with an in-depth knowledge of the various activity fields of personnel and industrial psychology. Organisations are constantly challenged to adapt, which increase their demand for personnel specialists. These problems are especially found in the knowledge and outcome fields of management training and development, organisation culture changes, the gradual phasing in of people of other culture groups in high level posts, group dynamics, labour relations and also in research.

The need for specialist knowledge of these fields increases the market value and career opportunities of postgraduate experts in Human Resource Management/Industrial Psychology.

- 1.2 After successful completion of the Honours and Master studies in Human Resource Management/Industrial Psychology, graduates are equipped to fill senior positions in the personnel fields and even in general management. Experience has taught that improving specialist subject knowledge and self-confidence which the student develops as a result of the postgraduate studies, usually result in rapid upward career advancement.
- 1.3 Postgraduate study in Human Resource Management/Industrial Psychology leads to professional registration and recognition.

Postgraduate qualifications lead to registration as a psychologist within the context of the work environment (Industrial Psychology) with the **Health Professions Council of South Africa (HPCSA)**.

Postgraduate qualifications in Human Resource Management also grants registration with the **South African Board of People Practice (SABPP)**.

2. ADMISSION REQUIREMENTS

- 2.1 Subject to the provisions of University of Pretoria General Regulations G.1.3 , G.62, G.16-G.29 as well as the Faculty of Economic and Management Sciences Postgraduate Yearbook, a candidate is admitted to BCom Hons studies only if she/he is in possession of an appropriate BCom undergraduate degree and applies with all other University and Faculty of Economic and Management Sciences regulations and admittance requirements.
- 2.2 Applicants should have obtained a minimum average mark of 65% for BDO

319, 329, 372, 373 and Labour Relations 320 or a minimum average mark of 65% for Industrial Psychology (300-level), if the qualification has been obtained at another University. Applicants from other Universities should provide proof that they have completed an accredited module in Psychometrics or Assessment.

- 2.3 Applicants should have passed Grade 12 Mathematics (SG=50%+, HG=40%) or another equal qualification in Mathematics, Statistics or Mathematical Statistics before they will be admitted to the Faculty for postgraduate studies.
- 2.4 Applicants who have obtained **other** qualifications than an accredited B Com (Human Resource Management/Industrial Psychology), for example BSoc.Sc, BAdmin, BTech, BA, etc., will not be allowed to apply for the BCom (Hons) Human Resource Management programme. Only students to whom BCom status has been granted, may apply for admission to the Honours course in Human Resource Management.
- 2.5 Applicants wishing to apply for the BCom (Hons) Human Resource Management programme should, notwithstanding the BCom qualification, also comply with the following minimum subject requirements before they apply:

Module	Level 100 (First year)	Level 200 (Second year)	Level 300 (Third year)
Industrial and Organisational Psychology (BDO)	110, 120	219, 229, 271, 272	319, 329, 371, 372, 373
Business Management (OBS)	114, 124		
Statistics (STY)	110/120 or 113/123		
Economics	110/120		
Financial Accounting (FORK)	111, 121		
Labour Law (BAR)			311
Labour Relations (ABV)			320

- 2.6 Notwithstanding the above requirements, the applicants may be compelled to repeat one or more of the above-mentioned courses, or to pass an entrance examination when the following conditions prevail:
 - 2.6.1 The course content of the applicant's pregraduate course in Industrial and Organisational Psychology or Human Resource Management differs from the course of the University of Pretoria and/or does not meet the requirements of one of the two Professional Boards.
 - 2.6.2 If there is any doubt about the academic standard of the applicant's qualifications, irrespective of an average mark of 65% or higher.
- 2.7 Applicants should adhere to all the requirements for selection before the selection panel convenes in November.

3. COMPILATION OF THE BCOM (HONS) COURSE IN HUMAN RESOURCE MANAGEMENT

The course is compiled from eight subject courses. All the courses are compulsory. The contents of the courses contain the following:

3.1 Career Management 782 (MHB 782)

- A model of career management
- Practical application of the model
- Career development and adult development stages
- The choice of and entry into a career
- The early career
- Middle and later stages of career development
- Job stress
- Intersection between work and family
- Entrepreneurship
- Organisation contributions

3.2 Employee Health and Safety 781 (MHB 781)

- Legal aspects: The Health and Safety Act 85 of 1993
- The concepts "health" and "safety" in context
- A few important and specific aspects of industrial health
- Employee Aid Programmes (EAP)
- HIV/Aids
- Alcohol and drug dependence
- Management stress and burnout
- Traditional healers and employee health
- International management and employee health
- Examples of actual events related to employee health and safety

3.3 Organisational Development 783 (MHB 783)

Learning objectives

- The nature of planned change
The competencies of the Organisational development practitioner
- Ethical dilemmas in Organisational development
- Phases in the OD process
 - * Entering and contracting
 - * Diagnosing organisations
 - * Diagnosing groups and jobs
 - * Collecting and analysing diagnostic information
 - * Feedback of diagnostic data
 - * Designing interventions
 - * Leading and managing change
 - * Evaluating and institutionalizing organization development interventions
- Human process interventions
 - * Interpersonal and group process approaches
 - * Organization process approaches
- Techno-structural interventions
 - * Restructuring organizations

- * Employee involvement
- * Work design
- Strategic interventions
- Special applications of OD

3.4 Management of Diversity 700 (BED 700)

- The extent of diversity
- Paradigm shifts in the development of employees from designated groups.
- Organisation effectiveness by means of Management of Diversity
- Awareness and acceptance of unique and similar characteristics.
 - Female employees; Indian employees; Employees with disabilities; Homosexual employees; Eurocentric employees; Afrocentric employees.
- Unique cultural values.
- Preparing the organisation for diversity management.
- Phasing in of employees from designated groups in the organisation.
- Employment Equity Legislation.
- Compiling and maintaining an Employment Equity Plan.
- Maintaining a diversity climate.
- Monitoring and evaluating the diversity management process.

3.5 Industrial Counseling and Group Dynamics 700 (BBG 700)

- Introduction to Group dynamics
- Leadership and group functioning
- Methods of group decision-making
- Setting of group objectives
- Occurrence of conflict and controversy in groups
- Coping with conflict of group interests
- Group utilisation in problem solving and decision-making
- Group development and socialisation
- Theory regarding negotiations
- How to negotiate
- The characteristics of the negotiator
- Techniques and strategies in negotiating
- The negotiation relationship

3.6 Psychometrics 700 (PSK 700)

- Ethical and legal aspects regarding psychological measurement
- Theory and application of psychological tests
- Introduction to tests commonly used in industry
- Psychometric report writing

3.7 Labour Relations 700 ABV 700

- Labour Relations theory, perspectives, history, influences and systems
- A legislative framework within which SA Labour Relations function
- Individual Labour Relations practices: Disciplinary & Grievances handling and dismissals relating to misconduct
- Individual Labour Relations practices: Managing impairment and poor

- work performance in the workplace
- Collective Labour Relations practices: Bargaining forums, structures, processes, agreements & negotiations
- Collective Labour Relations practices: Dismissals for operational requirements and transfer of undertaking
- Dispute resolution & Strikes and Lock- outs
- Individual assignment
- Revision and preparation for examination

3.8 Research Methodology 707 (NME 707)

- The difference between empirical research and library research
- The basic research process
- Conducting a proper literature review using the library and the Internet
- Sampling: Selecting participants for a study
- Data collection: various methods for collecting data for research purposes
- Questionnaire development (including validity and reliability assessment)
- Statistics: Descriptive and Inferential statistics & Parametric and Non-parametric statistics
- Writing a research report

3.9 Research Report 795 (MHB 795)

- This module requires the learner to demonstrate their ability to conduct independent research by conducting research on a topic in the Human Resource Management or Industrial Psychology field and writing an academic article for publication in an accredited academic journal.
- This is a 30 credit year module

3.10 Apart from the nine theoretical subject courses as indicated above, practical or skills training are provided in the following subjects:

- Interviewing and Counseling
- Report writing
- Research methodology and computer utilisation
- Psycho-technical training
- Group dynamics
- Presentation of lectures

3.11 Students are exposed to experiential learning in the utilisation of applicable research methods and aids through applicable assignments.

4. PROGRAMME ORGANISATION

4.1 General

The syllabus is presented in a schedule of 9 x 1½ hour lectures per week. The duration of each lecture is 1½ hours.

Lectures are usually presented on Mondays, Tuesdays and Wednesday

evenings from 18:00 to 21:00. Full-time and part-time working students attend lectures together.

The lectures are presented through the medium of Afrikaans and English and it is recommended that students have a working competence in both languages. Students will be able to present their papers, write examination and participate in discussions through the medium of either English or Afrikaans.

Lectures start at the end of January/ beginning of February and the programme extends over one academic year.

4.2 Assessment

Examination of four subject courses takes place in May/June by means of assignments and/or written papers of three hours each.

The other subject courses are similarly assessed in October/November. For the examination in Psychometrics, students are required to do an 6 hour open book examination.

4.3 Timetable and Study Guide

A timetable and study guide will be made available to students when lectures start.

4.4 Prescribed books

Students will be provided with a complete list of titles and authors of prescribed text books when they attend the first lecture sessions of the modules.

4.5 Format of lectures and student participation

A student oriented approach is followed and the lecturers function as facilitators during class discussions. Students are scheduled according to a programme to prepare and present the study themes as provided by the lecturers. Attendance of lectures is compulsory

4.6 Use of the library

Training is provided for the effective use of the library and students are encouraged to maximally utilise the library.

5. PROCEDURE OF APPLICATION

5.1 A limited number of students are allowed on the course because of limited

resources. Therefore, applicants are selected by a selection panel.

- 5.2 Prospective students from other Universities, as well as UP students, who have interrupted their studies for a year or more, have to complete **two application forms:**
- an on-line application for admission to postgraduate studies at UP (do this online on the UP website) and
 - a departmental application form for selection to the Honours course in Human Resource Management.
- 5.3 UP hard copy application forms for admission to postgraduate studies at UP is available at our Client Service Centre at: (012) 420-5132 or (012) 420- 5133. Prospective students can also apply online csc@up.ac.za
- 5.4 The Department of Human Resource Management DEPARTMENTAL selection form for admission to the Honours programme is available online at www.up.ac.za/hrm
- 5.5 The completed Departmental application form must reach the Department of Human Resource Management not later than **30 September 2014**. Read the front page of the Departmental Application form for all the application detail.
- 5.6 Applicants will be informed in writing of selection results by the Faculty of Economic and Management Sciences. Applicants have to make sure that the applicable e-mail address is provided on the application form.

6. BURSARIES AVAILABLE

- 6.1 Several University, NRF and private study bursaries and loans are available to postgraduate students with academic merit.
- 6.2 Information on bursaries and loans is available from Section Bursaries and Loans, Client Service Centre. Tel: 420-5104, 420-5111, 420-5112, 420-5113. Alternatively you can visit the Bursary and Loan website at <http://web.up.ac.za/default.asp?ipkCategoryID=35&subid=35&ipklookid=15>
- 6.3 For application for financial assistance for 2015, go to www.up.ac.za/fao
- 6.4 Information regarding programme costs, please contact Student Accounts at (012) 420-5114 or 420-5116 or visit <http://web.up.ac.za/default.asp?ipkCategoryID=122&subid=122&ipklookid=15>

7. ENQUIRIES

All BCom Honours HRM programme enquiries must be addressed to:
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Economic and Management Sciences Building, Room 3-78.1,
christa.smit@up.ac.za