



BCom *Human Resource Management*

- [University of Pretoria](#)
- [Study at UP](#)
- BCom Human Resource Management

Faculty of Economic and Management Sciences
Department: Human Resource Management

Programme Code: 07130144

SAQA ID: 7067

The BCom (Human Resource Management) degree introduces students to the key disciplines of:

- **Industrial and Organisational Psychology:** Using knowledge of the psychology of human behaviour to ensure that people work “better” in the workplace.
- **Human Resource Management:** Managing people using workplace policies and procedures to ensure that they are effective and productive.
- **Labour Relations Management:** Implementing Labour Relations programmes and acting as mediators through advising and counselling in the workplace.

A great benefit of this programme is that in addition to learning about the core human resource content, students also gain a wider knowledge of business by studying BCom modules, which will make graduates marketable for any number of business job opportunities. The undergraduate degree provides the necessary foundation for students to later specialise in Industrial and Organisational Psychology, Human Resource Management and Labour Relations Management at the postgraduate level.

Accreditation

The BCom (Human Resource Management) degree is accredited at the South African Board for People Practitioners (SABPP).

Characteristics of students who excel in this programme are:

- Effective communication
 - Problem-solving
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- Comfortable making hard decisions
- Multi-tasker
- Kindness and understanding
- Strong ethics

Most companies have a human resource (HR) division and opportunities exist for a graduate with experience to start their own company providing services based on their specialisation.

For more information visit www.up.ac.za/hrm

Career Opportunities

Human resources practitioners, human resources consultants, mediators, labour relations specialists, human resources managers, personnel managers, training officers, liaison officers, psychometrists and industrial psychologists. In their capacity as human resources practitioners, graduates will be responsible for matters such as developing human resource strategies and policies, human resource planning, recruitment and selection of employees, training and development of staff, labour relations and personnel administration.

Faculty Notes

All modules will only be presented in English, which is the University's official language of tuition, communication and correspondence.

The Faculty of Economic and Management Sciences aspires to be at the cutting edge of economic, financial and management education, as well as research and community engagement within the national, African and global context. Our mission is to advance relevant knowledge and develop employable, innovative and diverse graduates to co-create value for society.

- **Disclaimer:** *This publication contains information about regulations and programmes of the University of Pretoria. Amendments to or updating of the information may be effected from time to time without prior notification. The accuracy, correctness or validity of the information contained here is therefore not guaranteed by the University at any given time and is always subject to verification. The user is kindly requested to verify the correctness of the information with the University at all times. Failure to do so will not give rise to any claim or action of any nature against the University by*
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any party whatsoever.

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Programme Information

The purpose of this package is to equip learners with the required knowledge and practical skills to effectively manage human resources in any organisation. These include: perception (study, research); evaluation (appraisal, measuring, selection, placing, problem identification); optimal utilisation and influencing (change, training, development, motivation, negotiation and management) of human behaviour in its interaction with the environment (physical, psychological, social, organisational) as it manifests itself in the world of work.

Students who achieved 70% and above in English Home Language (an A or a B), and 80% and above in English First Additional Language (only an A) in the NSC (or equivalent) will be exempted from ALL 124 and therefore do not have to register and pass this module to complete their degrees. Students who achieved 69% and below in English Home Language (a C and below), and 79% and below in English First Additional Language (a B and below) have to register for ALL 124 and pass this module in order to be awarded their degrees.

Students who achieved 70% for English at Cambridge A level or AS level will be exempted from ALL 124.

Minimum duration of study

3 years, full-time

Total credits

388

Admission Requirements



Important information for all prospective students for 2024

The admission requirements below apply to all who apply for admission to the University of Pretoria with a **National Senior Certificate (NSC) and Independent Examination Board (IEB) qualifications**. [Click here](#) for this Faculty Brochure.

Minimum requirements

Achievement level

English Home Language or English First Additional Language

NSC/IEB

5

Mathematics

NSC/IEB

4

APS

30

Life Orientation is excluded when calculating the APS.

Applicants currently in Grade 12 must apply with their final Grade 11 (or equivalent) results.

Applicants who have completed Grade 12 must apply with their final NSC or equivalent qualification results.

Please note that meeting the minimum academic requirements does not guarantee admission.

Successful candidates will be notified once admitted or conditionally admitted.

Unsuccessful candidates will be notified after 30 June.

Applicants should check their application status regularly on the UP Student Portal at [click here](#).

Applicants with qualifications other than the abovementioned should refer to the Brochure: Undergraduate Programme Information 2024: Qualifications other than the NSC and IEB, available at [click here](#).

International students: [Click here](#).

Transferring students

A transferring student is a student who, at the time of applying at the University of Pretoria (UP) is/was a registered student at another tertiary institution. A transferring student will be considered for admission based on NSC or equivalent qualification and previous academic performance. Students who have been dismissed from other institutions due to poor academic performance will not be considered for admission to UP.

Closing dates: Same as above.



Returning students

A returning student is a student who, at the time of application for a degree programme is/was a registered student at UP, and wants to transfer to another degree at UP. A returning student will be considered for admission based on NSC or equivalent qualification and previous academic performance.

Note:

- Students who have been excluded/dismissed from a faculty due to poor academic performance may be considered for admission to another programme at UP, as per faculty-specific requirements.
- Only ONE transfer between UP faculties and TWO transfers within a faculty will be allowed.
- Admission of returning students will always depend on the faculty concerned and the availability of space in the programmes for which they apply.

Closing date for applications from returning students

Unless capacity allows for an extension of the closing date, applications from returning students must be submitted before the end of August via your UP Student Centre.

Additional Requirements

General Academic Regulations G1 to G15 apply to a bachelor's degree.

1. A student may not take more than the prescribed number of modules per semester unless permission has been obtained from the Dean.
2. A module that has already been passed may only be repeated with the approval of the Dean.
3. It remains the student's responsibility to ascertain, prior to registration, whether all the modules he/she intends taking can be accommodated in the class, test and examination timetables.
4. The Faculty of Economic and Management Sciences supports an outcomes-based education system and places a high premium on the development of specific academic competences. Class attendance of all modules and for the full duration of all programmes is therefore compulsory for all students.
5. The Dean has the right of authorisation regarding matters not provided for in the General Academic Regulations or the Faculty regulations.

Other programme-specific information

Note: See the alphabetical list of modules for prerequisites of all modules.

FRK 122 is a terminating module. Candidates taking this module will not be able to continue with Financial accounting in the second or third year.



OBS 310 may not be included in the same curriculum as BDO 319, 329 for degree purposes.

Specialisation modules: BDO 319, 329, 373, OBS 310.

"Major subject"

To be considered a "major subject" the equivalent of four 14-week modules, including two at 300-level, must be passed provided that:

- a module passed at 300-level shall only be recognised for degree purposes if the corresponding prescribed module(s) at 200-level has/have been passed, unless the Dean decides otherwise;
- the following modules which are offered at 300-level only, are also considered "major subjects": Labour law 311 (ABR 311), Labour relations 320 (ABV 320), and International business management 359 (OBS 359); and
- only two 14-week modules, or the equivalent thereof, that are not preceded by the 100- and 200-level modules, may be taken for degree purposes. In other words, at least four 14-week modules must be taken at 300-level that are preceded by the 100- and 200-level, except for modules offered on 200- and 300-level only.

It is thus the responsibility of students to ensure before registration, that their curricula comply with all the requirements of the applicable regulations.

Promotion to next study year

According to General Academic Regulation G3 students have to comply with certain requirements as set by the Faculty Board.

1. In order to register for the next year of study a student must pass at least 60% of the official credits listed for a year level of study for a three-year programme.
2. A student will be deemed to be in the second, third or a more senior year once he or she enrolls for any module in any of these levels of study.
3. If a student has passed less than the required minimum of at least 60% of the official credits listed for a year level, he/she will not be readmitted to the Faculty of Economic and Management Sciences. Such a student may apply in writing to the EMS Appeals Committee to be readmitted conditionally – with the proviso that the Appeals Committee may set further conditions with regard to the student's academic progress. The Committee may deny a student's application for readmission.
4. If a student has been readmitted conditionally, his/her academic progress will be monitored after the first semester examinations to determine whether he/she has complied with the requirements set by the EMS Appeals Committee. If not, his/her studies will be suspended.
5. A student whose studies have been suspended because of his/her poor academic performance has the right to appeal against the decision of the EMS Faculty Appeals Committee.
6. A student may be refused admission to the examination, or promotion to a subsequent year of study



or promotion in a module (if applicable) if he/ she fails to fulfil the attendance requirements. Class attendance in all modules and for the full duration of all programmes is compulsory for all students.

Pass with Distinction

- a. A degree may be awarded with distinction provided the candidate meets the following criteria:
 - i. Completes the degree within three years;
 - ii. Obtains a Cumulative Grade Point Average (CGPA) of 75%;
 - iii. Repeated passed modules will not be considered. The initial pass mark of module will be used when calculating the GPA.
- b. A degree will only be awarded with distinction to transferees from other degrees in the Faculty of Economic and Management Sciences, other faculties and from other universities who still complete their bachelor degrees within three years (including the years registered for the other degree and credits transferred and recognised).
- c. The GPA will be not be rounded up to a whole number.
- d. Exceptional cases will be considered by the Dean.

General Information

Application of amended programme regulations

Refer to General Academic Regulation G5.

Minimum credits: 148

Core modules

[ABR 311Labour law 311Credits: 20.00](#) Module content:

Basic principles of the employment contract. Collective labour law. Statutory conditions of employment. Individual labour disputes. Collective labour disputes. Settlement procedures.

Prerequisites Admission to the relevant programme.

Period of presentation Semester 1

[ABV 320Labour relations 320Credits: 20.00](#) Module content:

The theoretical basis of Labour Relations

In this section the basic concepts, historical context and theoretical approaches to the field of labour relations will be discussed. The institutional framework in which labour relations operates, will be



addressed with particular emphasis on the structural mechanisms and institutional processes. The service relationship that forms the basis of labour relations practices, will also be analysed.

Labour Relations practice

In this section students are taught the conceptual and practical skills related to practice aspects such as handling of grievances, disciplining, retrenchments, collective bargaining, industrial action and dispute resolution.

Prerequisites No prerequisites.

Period of presentation Semester 2

[BDO 319](#) [Industrial and organisational psychology 319](#) [Credits: 20.00](#) Module content:

Part 1: The Human Resource Management environment

This section will provide the necessary know-how on the management of a Human Resource (HR) office. This particular section provides an introduction to Human Resource Management (HRM). The environment and foundations of HR will be covered. Various HR system standard and function models including the SA Board for People Practices HR standards model will be explained. The focus will move to emerging HR practices to ensure “competence” such as competency -based HRM. Day-to-day HRM practices are addressed such as HR office administration and technology (HR information systems). This is followed by specific HRM functions such as job design and analysis and the managing of compensation and benefits. Recruitment and selection process to ensure the placing of qualified employees in jobs will be covered.

Part 2: Human Resources Provision

This section builds on the foundation provided in part 1. This module assists with having the right people in the right jobs at the right time through effective HR planning (HRP). This includes provision of theory which will assist HR managers to address strategy-linked HRP. To be able to ensure return on investment (ROI), organisations must ensure effective assessing and development of qualified employees by implementing performance management (PM) practices. This module will assist the HR professionals with theory related to internal staffing and career management practices. The section closes by discussing the role of HRM in virtual organisations as well as presenting international HRM theory that will assist the HR professional in the managing of international HRM.

Prerequisites BDO 121, BDO 214 GS, BDO 224 GS (Except for Business Management students)

Period of presentation Semester 1

[BDO 329](#) [Industrial and organisational psychology 329](#) [Credits: 20.00](#) Module content:

Part 1: The theoretical environment of Human Resource Development

This section focuses on the management of Human Resource Development (HRD) practices in organisations. The information will assist students to be able to understand the importance of education, training and development in South Africa and why education, training and development centres are important. Managing training and development will be addressed under the following headings: Managing training and development (T&D) in organisations, including contemporary issues in HRD. The focus moves to the education, training and development (ETD) environment in South Africa.



The administration of T&D in organisations and the relevant learning theories and principles that will be applicable to adult learning in the workplace will be discussed. This section closes with a discussion on employee onboarding and orientation.

Part 2: The practical environment of Human Resource Development

This section will address learning related to determining training and development needs. Emphasis will be on aspects related to needs analysis, curriculum (programme) design and development, training interventions and presentation. The focus moves to learner assessment and programme evaluation.

Prerequisites BDO 319 GS

Period of presentation Semester 2

[BDO 371 Human Resource practices 371](#) Credits: 12.00 Module content:

*Only available for BCom (Human Resource Management) students. In this practically simulated orientated module it will be expected of students to do the following:

Part 1: Human Resource Management

During the course of the first semester it will be expected of students to establish a HR Department. The focus will be on small and medium size organisations. Students will act as "human resource practitioners" in organisations. The full spectrum of human resource practices, standards and competencies will be applied and practised. This practical module will also be of value for students joining established HR Departments in corporate settings. International HRM will also be incorporated.

Part 2: Human Resource Development

During the course of the second semester it will be expected of students to establish a HRD (Training) Department. The focus will remain on small and medium size organisations. Students will act as "human resource development practitioners" in organisations. The full spectrum of human resource development practices, standards and competencies will be applied and practised. This practical module will also be of value for students joining established HRD Departments in corporate settings. International HRM is also incorporated.

Prerequisites Only available to BCom (Human Resource Management) students.

Period of presentation Year

[BDO 372 Industrial and organisational psychology 372](#) Credits: 16.00 Module content:

*Only available for BCom (Human Resource Management) students. The modules will focus on the use of psychological testing and other evaluation methods in organisational context. The following themes will be addressed: the transfer of test results in organisations; compilation of capability/competency profiles; conducting of interviews in the workplace and the practical application thereof. Application of ethical assessment practices in the work context; application of assessment centres; video simulation tests; situational judgement tests (SJT); value-scales and career guidance tests as well as an introduction to the measuring of personality will be included in the module.

Prerequisites Only available for BCom (Human Resource Management) students.

Period of presentation Semester 1



[BDO 373 Industrial and organisational psychology 373 Credits: 20.00](#) Module content:

*Only available for BCom (Human Resource Management) students. **Research methodology for human resources practice**

This module places research methodology within the context of human resource management and industrial and organisational psychology. Emphasis is placed on the practical application and conducting of research through practical research projects. This module places emphasis on: problem statement; identification of variables; the use and creation of a questionnaire and interview schedule for the collection of data; selection and application of basic research designs; use and interpretation of descriptive statistics; research ethics in practice; reporting of results through a research report.

Prerequisites Only available for BCom (Human Resource Management) students.

Period of presentation Semester 2

[OBS 310 Business management 310 Credits: 20.00](#) Module content:

Strategy formulation: the deliberate strategy process of formulating a vision and mission statement, conducting internal and external environmental analyses and selecting appropriate strategies. It will enhance an understanding of the level of strategy formulation, gaining competitive advantage in your market place and thinking strategically.

Prerequisites OBS 114 or 124 with admission to the examination in the other

Period of presentation Semester 1

Annual increase information:

- Module pricing is subject to change at the beginning of every year without prior notice.
- UPOne tuition fees will increase annually by approximately 5%.
- The annual increase will apply from the March intake, which is the second intake of the year.
- If the programme fee is paid in full upfront the student is still liable for the difference between the upfront payment and increased amount until the completion of the programme.
- If you have any historic debt owed to the University of Pretoria, any payment you make will go towards settling that debt first.
- All-inclusive total programme cost.

- SA/SADC
- International

Code	Module	Duration	Credits	Cost
Core modules				
ABR 311	Labour law 311		20.00	TBA
ABV 320	Labour relations 320		20.00	TBA



Code	Module	Duration	Credits	Cost
BDO 319	Industrial and organisational psychology 319	20.00	TBA	
BDO 329	Industrial and organisational psychology 329	20.00	TBA	
BDO 371	Human Resource practices 371	12.00	TBA	
BDO 372	Industrial and organisational psychology 372	16.00	TBA	
BDO 373	Industrial and organisational psychology 373	20.00	TBA	
OBS 310	Business management 310	20.00	TBA	
	Totals		148.00	TBA

Enquiries about the programme

[Click Here](#)



How to apply



Online Application





Note: Also consult General Rules and Information on the Yearbook website for additional information.

Disclaimer: Due to the continuous restructuring of the Faculty and this website, some of the information displayed here may not fully reflect the most recent developments in the Faculty. Any discrepancies that are experienced may be taken up with Student Administration of the Faculty.