



Accredited Africa Training Institute for Capacity Development

Unit FO409, Hatfield Plaza · 1122 Burnett St, Hatfield 0028 · Pretoria, Gauteng · South Africa

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COURSE BROCHURE

Basic Human Resources Practices For Business Training

Business, Commerce and Management Studies / Generic Management

Unit Standard 116367 · NQF Level 6 · 8 Credits · 5 Days

COURSE OVERVIEW

This course provides learners with foundational knowledge and practical skills in human resources practices essential for business operations. It covers key HR functions including recruitment, performance management, employment relations, and compliance with South African labour legislation, enabling participants to contribute effectively to their organisation's HR processes.

Category	Business, Commerce and Management Studies
Subfield	Generic Management
Unit Standard	116367
Accreditation	SAQA Accredited · NQF Level 6 · 8 Credits
Duration	5 days
Training Method	Online, On-Campus, In-House
Certificate	Issued via AATICD LMS – verifiable online

LEARNING OUTCOMES

- Apply the basic principles of human resources management within a business context.
- Implement recruitment and selection procedures in line with organisational requirements.
- Demonstrate understanding of performance management processes and their application.
- Analyze employment relations practices and their compliance with South African labour law.
- Evaluate the role of HR in supporting business objectives and employee development.
- Design basic HR documentation such as employment contracts and performance appraisal forms.

WHO SHOULD ATTEND

- This course is designed for small business owners, supervisors, team leaders, and individuals new to HR roles who need to understand and apply basic HR practices within their workplace.

COURSE OUTLINE

Day 1: Introduction to Human Resources Management

- Definition and scope of Human Resources Management
- Evolution of HR: from personnel to strategic partner
- Overview of HR functions: recruitment, training, compensation, employee relations
- South African labour legislation: Basic Conditions of Employment Act, Labour Relations Act
- Ethical considerations in HR practices
- Case study: HR's role in a small business

Day 2: Recruitment and Selection

- Job analysis and writing job descriptions
- Person specifications: knowledge, skills, attitudes
- Internal vs external recruitment methods
- Screening applications and shortlisting
- Interviewing techniques: structured, behavioural, panel
- Selection tests and assessment centres
- Employment equity and affirmative action
- Making the job offer and induction planning

Day 3: Employee Training and Development

- Training vs development: definitions and benefits
- Training needs analysis at organisational, task, and individual levels
- Learning styles and adult learning principles
- Designing training objectives and content
- Training methods: on-the-job, off-the-job, e-learning
- Evaluating training: Kirkpatrick's four levels
- Skills Development Act and the role of SETAs
- Creating a personal development plan

Day 4: Performance Management and Employee Relations

- Performance management vs performance appraisal
- Setting goals and expectations using SMART criteria
- Performance appraisal methods: rating scales, 360-degree feedback
- Conducting effective feedback sessions
- Managing underperformance: coaching and corrective action
- Grievance procedures and handling complaints
- Disciplinary procedures: code of conduct, warnings, dismissal
- Employee wellness and work-life balance

Day 5: Compensation, Benefits, and HR Strategy Integration

- Direct and indirect compensation: salary, bonuses, benefits
- Job evaluation and pay structures
- Statutory deductions: UIF, PAYE, SDL
- Leave administration: annual, sick, family responsibility
- Strategic HRM: aligning HR with business goals
- HR metrics and basic reporting
- Developing an HR policy manual

- Course wrap-up and action planning

ASSESSMENT & CERTIFICATION

Delegates are assessed through exercises and a final test. A mark of **50% or above** earns an **AATICD Certificate of Completion**, issued digitally with a unique verification code. This course carries **8 NQF credits** at **NQF Level 6**.

PRICING (PER DELEGATE, EX-VAT)

Delegates	Training Method	Price per Delegate	Total
1	Online	R 25,300.00	R 25,300.00
1	In-House	R 32,900.00	R 32,900.00
1	On-Campus (Pretoria)	R 38,000.00	R 38,000.00

UPCOMING SESSIONS

Start	End	Method	Venue
10 Aug 2026	14 Aug 2026	On-Campus	Durban, South Africa
10 Aug 2026	14 Aug 2026	On-Campus	Abu Dhabi, UAE
10 Aug 2026	14 Aug 2026	On-Campus	Pretoria, South Africa
10 Aug 2026	14 Aug 2026	On-Campus	Dubai, UAE
10 Aug 2026	14 Aug 2026	On-Campus	Cape Town, South Africa
10 Aug 2026	14 Aug 2026	On-Campus	Mauritius
17 Aug 2026	21 Aug 2026	On-Campus	Dubai, UAE
17 Aug 2026	21 Aug 2026	On-Campus	Pretoria, South Africa

Contact us if no suitable date is listed – on-demand sessions can be arranged for groups.

HOW TO GET A QUOTE OR APPLY

1. **Get an instant quotation online:** visit www.aaticd.co.za, open the page for this course (Unit Standard 116367) and click **Get A Quote / Apply**. Select your training method and number of delegates – your quotation is generated immediately and emailed to you with the course brochure attached.
2. **Apply by email:** send the course title, your preferred training method (Online, In-House or On-Campus Pretoria), the number of delegates and your preferred dates to apply@aaticd.co.za – our team will reply with a formal quotation.
3. **Apply by phone or WhatsApp:** call **+27 12 004 8389** or WhatsApp **+27 65 077 6310** and we will prepare your quotation and reserve your seats.
4. **Confirm your booking:** accept the quotation and settle the invoice. As soon as payment is confirmed your delegates are enrolled and receive their AATICD LMS login details by email, along with joining instructions for their chosen training method.

Group discounts apply automatically – the more delegates you enrol, the lower the price per delegate. No payment is required to request a quotation.

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