



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

HR Administration Skills

Custom Courses / Human Resources and Training

Unit Standard AATICD-0068 · NQF Level 5 · 10 Credits · 5 Days

COURSE OVERVIEW

This course equips HR administrators with the essential skills to manage employee records, process payroll, and ensure compliance with South African labour legislation. Participants will learn to apply HR policies and procedures effectively within a corporate environment.

Category	Custom Courses
Subfield	Human Resources and Training
Unit Standard	AATICD-0068
Accreditation	SAQA Accredited · NQF Level 5 · 10 Credits
Duration	5 days
Training Method	Online, On-Campus, In-House
Certificate	Issued via AATICD LMS – verifiable online

LEARNING OUTCOMES

- Apply the Basic Conditions of Employment Act and other relevant legislation to HR administration tasks.
- Implement employee record-keeping systems that ensure data accuracy and confidentiality.
- Process payroll information in accordance with company policies and legal requirements.
- Demonstrate effective communication skills when handling employee queries and documentation.
- Analyze HR reports to identify trends and support decision-making.
- Evaluate HR administration processes and recommend improvements for efficiency.

WHO SHOULD ATTEND

- HR administrators, junior HR officers, and office managers responsible for HR administration tasks in small to large organisations.

COURSE OUTLINE

Day 1: Introduction to HR Administration

- Overview of HR administration and its strategic importance
- The HR administration function: recruitment, payroll, benefits, employee records
- Ethical considerations and confidentiality in HR
- Introduction to the Labour Relations Act, Basic Conditions of Employment Act, and Employment Equity Act
- Types of employee records: personal files, contracts, leave records
- Record-keeping requirements and retention periods

Day 2: Employee Records Management

- Setting up and organising employee files (manual and electronic)
- Leave administration: types of leave, calculations, and tracking
- Attendance management and absenteeism monitoring
- Data entry and updates in HRIS
- Protection of Personal Information Act (POPIA) requirements
- Auditing employee records for completeness and accuracy

Day 3: Payroll Administration and Benefits

- Payroll fundamentals: gross pay, deductions, net pay
- Statutory deductions: PAYE, UIF, SDL, pension fund contributions
- Administering employee benefits: medical aid, retirement funds, group insurance
- Calculating overtime, shift allowances, and leave pay
- Payroll reconciliation and error correction
- Generating payslips and payroll reports

Day 4: Recruitment and Onboarding Administration

- Advertising vacancies and managing applications
- Shortlisting and interview scheduling
- Drafting employment contracts and offer letters
- Onboarding checklists and induction coordination
- Employment Equity Plan reporting and record-keeping
- Maintaining a recruitment database

Day 5: Advanced HR Administration and Integration

- Disciplinary hearings: documentation and record-keeping
- Grievance procedures: logging, tracking, and resolution
- Termination processes: notice, final pay, certificates of service
- HR reporting: turnover rates, absenteeism, headcount
- Integration with finance, operations, and management
- Process improvement and automation in HR administration

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 **10 NQF credits** at **NQF Level 5**.

PRICING (PER DELEGATE, EX-VAT)

Delegates	Training Method	Price per Delegate	Total
1	Online	R 24,200.00	R 24,200.00
1	In-House	R 31,400.00	R 31,400.00
1	On-Campus (Pretoria)	R 36,200.00	R 36,200.00

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
17 Aug 2026	21 Aug 2026	On-Campus	Harare, Zimbabwe
17 Aug 2026	21 Aug 2026	On-Campus	Shenzhen, China
24 Aug 2026	28 Aug 2026	On-Campus	Bangkok, Thailand
24 Aug 2026	28 Aug 2026	On-Campus	Victoria Falls, Zimbabwe
31 Aug 2026	04 Sep 2026	On-Campus	Lusaka, Zambia
31 Aug 2026	04 Sep 2026	On-Campus	London, UK

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 AATICD-0068) 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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