



# HUMAN RESOURCE MONITORING AND REPORTING

## PURPOSE

The purpose of this course is to enable HR practitioners and line function managers to identify and monitor trends and provide the HR unit in their departments, as well as the DPSA with accurate information and reports regarding for example employee absenteeism and abuse of sick leave, grievance and disciplinary issues and matters on an on-going basis. It will further enable them to explore different methods or techniques to monitor and analyse individual, team and unit performance.

## TARGET GROUP

This course will be beneficial to Line function managers, Human Resource Managers and Practitioners in the Public Service requiring skills in Human Resource Monitoring and Reporting to enhance service delivery.

## MINIMUM REQUIREMENTS FOR ENROLMENT

It is assumed that the learner has the following knowledge and skills:

- Able to communicate, use language and have numeracy skills on an NQF level 4 (equivalent to Matric / National Senior Certificate).
- Have relevant work experience in Human Resources.

## Learning Outcomes

By the end of this course learners should be able to:

- Explore different methods or techniques for monitoring performance in a selected Public Service Department;
- Analyse the performance of department / unit;
- Identify critical human resource issues in a Department; and
- Adjust a Departmental operational plan to address unforeseen challenges

## ACCREDITATION

This course is accredited by the South African Board for People Practices (SABPP) and is aligned to SAQA Unit Standard ID 259146, NQF level 6, titled “Monitor the on-going performance of a selected Public Service Department in the context of human resource planning” Credits: 4. A Certificate of Competence will be issued upon successful completion of the course, including the summative assessment.

## Assessment Approach

The programme follows an integrated assessment approach which comprises of:

- Pre-attendance Reading and Activity;
- Practical work-based assignment - The work-based assignment constitutes a number of workplace activities, which will allow the participant to apply knowledge and skills gained in the workplace; and
- Summative Assessment: The work-based assignment should be packaged in the form of a Portfolio of Evidence. A qualified assessor will assess the Portfolio of Evidence. The Portfolio of Evidence will then be verified by an internal and external moderator. Participants have six (6) weeks to complete the workplace assignment and submit a Portfolio of Evidence.

## DURATION

This course is presented over 2 working days.