



USE OF HUMAN RESOURCE MANAGEMENT INFORMATION

PURPOSE

The purpose of this course is to enable line function managers and HR practitioners and managers to improve Human Resource management information in national and provincial departments and local government, through the effective and efficient use of HR Management Information Systems. On successful completion of the course learners will be able to meaningfully source, interpret, analyse and use the Human Resource Management Information system when generating reports and taking decisions on Human Resource issues.

TARGET GROUP

This course is intended line function managers and HR Practitioners / managers.

MINIMUM REQUIREMENTS FOR ENROLMENT

Learners enrolling for this course are in possession of a post-matric certificate and/or relevant work experience in Human Resources.

LEARNING OUTCOMES

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

- Discuss the use of information and ensure information accuracy, integrity and security.
- Discuss the context of Human Resource Management Information Systems in the Public Sector.
- Interpret and apply human resource management information as part of decision-making processes.

ACCREDITATION

This course is non-credit bearing. A Certificate of Attendance will be awarded to learners for full participation in the course.

ASSESSMENT APPROACH

The course follows an integrated assessment approach, which comprises of:

- Pre-course Assignment.
- Formative Assessment Activities which includes workplace based activities to apply knowledge and skills gained during the course.
- No Post Course Assignments / Assessments are required.

DURATION

- This course is presented over 2 working days.