



# Higher Certificate in Business Management (Employment Relations)

SAQA ID 83326 NQF level 5

## 🕒 Qualification duration

### Full-Time

Minimum: 1 year  
Maximum: 3 years

## ☰ Qualification description

Do you want to go straight into any industry with a foundation in the key areas of commerce? Do you dream of starting a business or studying a BCom after this programme? This higher certificate could be perfect for you.

The higher certificate prepares you for work in the business environment as it introduces you to the core disciplines of the modern workplace with specialisation in Employment Relations.

It is also a good stepping-stone for those who do not meet the entry requirements for a degree but wish to gain entry to the Eduvos Bachelor of Commerce after completing this programme.

The focus of the higher certificate is on the key areas of business management, human resource management and marketing. You will also cover Academic English, Computers, Business Communication and Bookkeeping. Within the curriculum, you will be introduced to topical business subject areas such as the elements of the marketing mix, Microsoft Office Applications, recruitment, management and leadership, governance and sustainability in business.

Because of our unique teaching and learning approaches, you will also start developing essential skills for the world of work, such as effective problem solving, critical thinking, working in teams and communicating effectively.

## 🏛️ Qualification accreditation

- Accredited by the Higher Education Quality Committee (HEQC) of the Council on Higher Education (CHE)
- Registered with the South African Qualifications Authority (SAQA)

## This qualification is offered at the following campuses:

- All Eduvos Campuses, except Midrand.

## ✅ Entry requirements

1. South African National Senior Certificate (NSC) with Bachelor's degree, Diploma or Higher Certificate endorsement.
2. Or a National Certificate (Vocational) level 4 issued by the Council of General and Further Education and Training with Bachelor's degree, Diploma or Higher Certificate endorsement.
3. Or a Certificate of evaluation on a minimum NQF level 4 for foreign qualification confirmed by SAQA.
4. Or a letter or certificate confirming an exemption from Universities South Africa (USAf) for any other School leaving results.
5. Or completion of a Bachelor's degree, Diploma, Higher Certificate or equivalent.

## 📁 Possible career options

The career choices for you, as a Higher Certificate in Business Management (Employment Relations) graduate, are varied and employment options include:

- Employment Relations Officers and Administrators
- Union Representatives.
- Officers in the Human Resource or Employment Relations office assisting with employment contracts, and grievances.
- Labour Relations Officers
- Human Resource Administrators

## 📦 Qualification structure

- Academic English
- Bookkeeping
- Business Communication
- Business Law
- Collective Bargaining and Conflict Handling
- Computer Skills
- Employment Relations
- Introduction to Business Management
- Introduction to Human Resource Management
- Work Integrated Learning