MDEV PROGRAMME: 2016

COURSE: HUMAN RESOURCE MANAGEMENT
SUBJECT CODE: CDEA192

STUDY GUIDE AND COURSE OUTLINE

1. Lecturing Dates.
2. Module Designation.
3. Entry Assumptions
4. Notional Hours.
5. Syllabus.
7. Facilitator and Contact Information.
8. Consultation Hours.
9. Specific Outcomes.
10. Instructional Style and Methodology.
11. Course Content.
13. Recommended Reading.
15. Assignments.
16. Study Schedule and Test Dates.

1. LECTURING DATES:

SECTION A: HUMAN RESOURCES MANAGEMENT

<table>
<thead>
<tr>
<th>Month</th>
<th>Date</th>
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<tbody>
<tr>
<td>September</td>
<td>28</td>
</tr>
<tr>
<td>September</td>
<td>29</td>
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<td>September</td>
<td>30</td>
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SECTION B: LABOUR RELATIONS

<table>
<thead>
<tr>
<th>Month</th>
<th>Date</th>
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<tbody>
<tr>
<td>July</td>
<td>23</td>
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<td>July</td>
<td>24</td>
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</tbody>
</table>
2. **MODULE DESIGNATION**

- Qualification standard (s) : MDEV
- Faculty : Management and Law
- School : Graduate School of Leadership
- Department : MDEV Programme
- Discipline : Development Planning and Management
- Name of Module : Human Resource Management
- Module Code : **CDEA192**
- NQF Field : Development
- NQF Sub – Field : Human Resource Management
- NQF Level : 09
- Year Level : 02
- Credit Total : 12
- Issue Date : 
- Implementation date : 01 January 2015

3. **ENTRY ASSUMPTIONS**

Relevant Honours’ degree or equivalent

4. **NOTIONAL HOURS**

<table>
<thead>
<tr>
<th>Student Activity</th>
<th>Hours for whole module</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lectures</td>
<td>40</td>
</tr>
<tr>
<td>Reading and Tutoring</td>
<td>50</td>
</tr>
<tr>
<td>Assessment</td>
<td>30</td>
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<tr>
<td><strong>TOTAL</strong></td>
<td><strong>120</strong></td>
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</tbody>
</table>

5. **MODERATION**

External

6. **FACILITATORS AND CONTACT INFORMATION:**

**Section A: HUMAN RESOURCE MANAGEMENT**

- **Name:** DR KS MILONDZO
- **Tel:** (015) 268 4247
- **Fax:** (015) 268 3874
- **E-mail:** khazamula.milondzo@ul.ac.za
- **Office:** 0006 B-Block Edu-Park
  TGSL Campus
  University of Limpopo

**CONSULTATION HOURS**

<table>
<thead>
<tr>
<th>Days</th>
<th>Time</th>
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</thead>
<tbody>
<tr>
<td>Monday</td>
<td>08h00-16h00</td>
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<tr>
<td>Wednesday</td>
<td>08h00-16h00</td>
</tr>
</tbody>
</table>
Section B: LABOUR RELATIONS

Name: Ms DG Mbajorgu  
Tel: (015) 268 4247  
Fax: (015) 268 3874  
E-mail: khazamula.milondzo@ul.ac.za
Office: 0006 B-Block  
TGSL Campus  
University of Limpopo

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7. COURSE CONTENT

Section A

- Essential knowledge and skills related to the practice of HRM in SA.
- Factors & challenges facing HRM in SA.
- Need for a strategic HRM perspective.
- Conflict management at work.
- Job analysis.
- Workforce planning & staffing decisions.
- Recruitment.
- Selection.
- Induction.
- Compensation management.
- Training, development and career management.
- Performance management.

Section B

- Who is the employee.
- Sources of South African labour law.
- Employee / Employer.
- Employment legislation and policies.
- Conceptualisation labour law.
- Acts and regulations.
- Unfair labour practice.
- Dismissal.
- Dispute referral times.
- Affirmative action and employment equity.
- Institutions where labour disputes can be referred to for adjudication.
- Collective bargaining.
8. **SPECIFIC OUTCOMES**

After completion of this module, the student will be able to:

**Section A**

- Display an understanding of the concepts of human resource management, human resource planning and research.
- Manage conflicts at work.
- Attract human resources.
- Build capacity for sustainable development.
- Design jobs, job descriptions and specifications;
- Appraise, develop and compensate staff;
- Perform training and career development initiatives.

**Section B**

- Students are expected to demonstrate an understanding of the basic principles that underlie labour relations as developed in South African law and international law.
- Students must have the ability to interpret labour legislation and apply it in factual situations and to gain practical knowledge on how to utilise labour laws in practical situations.
- Students are expected to have the ability to mention and explain the sources of labour law and the reasons for the modification of common law as a source of labour law/relations.
- Students are expected to have a broad overview of the law aspects/concepts applicable in their field such as collective bargaining, affirmative action and employment equity. Students are expected to explain, critically analyse and critically discuss such concepts.
- Students are expected to identify and demonstrate an understanding of the dispute resolution process in institutions such as bargaining councils, the CCMA, Labour Court, and Labour Appeal Court.

9. **INSTRUCTIONAL STYLE AND METHODOLOGY**

The aim of this course is to apply practice-oriented lecturing to enable the student to apply the knowledge in the work environment. The instructional style consists of:

- Lectures
- Individual Assignments
- Group Discussions
- Case Study
- Tests
- Examination
NB: Emphasis is placed on the practical application of theory. The aim of the course is student-orientated. Students must consistently attempt to reach a high level of independent study. Study units must be prepared in advance of lectures and in accordance with the course content and course programme. Students must further enhance their learning experience by doing extra reading from the list of recommended reading.

12. PRESCRIBED BOOKS

Section A


Section B

  Finnemore M and Joubert Y
- van Niekerk (2012) law @ work, Lexis Nexis
- 2016 Study Guide on CDEA 192 (to be emailed)
- Cases law is included in the study guide

13. 13.1 RECOMMENDED READING

Section A

Textbooks:

Journals:
- SA Journal of Industrial Psychology
- SA Journal of Human Resource Management
- Education labour relation council: erlc

Section B

NB: additional study material will be emailed or made available in class.

13.2 DATABASES USED BY UNIVERSITY OF LIMPOPO LIBRARY

1. www.sabinet.co.za
   SA E – Publications
   User ID: 350010j0
   Password: 3500diw
   For online reference services on Sabinet
   User ID: 350010w9
   Password: 3500

   ebscohost
   USER ID: S8403295
   Password: Password

3. www.sciencedirect.com
   Science Direct
   No Password required

4. www.emeraldinsight.com
   Emerald
   User ID: zstud
   Password: student

13.3 Hard Copy Journals in the Library of University of Limpopo

Section A: Financial Management Journals

- Employee Relations
- Employee Relations Law Journal
- International Journal of Human Resource
- International Journal of Manpower
- Journal of Human Resources
- Journal of Human Resources
- People Management

14. ASSESSMENT OF STUDENTS

Forms of Assessment:

Three format assessments will be written for both Section A and B

Individual assignment, case studies, presentations, test and examination

1415.1 Formative Assessments
50% of the final mark

14.2 **Summative Assessment:**

Final mark: = \((\text{Year mark} + \text{Exam mark}) ÷ 2\)

Please Take Note: a 50% year mark is required for examination entry in all MDEV modules

15. **TESTS AND ASSIGNMENTS**

15.1. **TESTS**

Each test carries a **weight of 15%**

15.2. **ASSIGNMENTS**

**PLEASE TAKE NOTE OF THE FOLLOWING:**

Assignments must be handed in on the scheduled due date where applicable. The following penalties will apply for the late handing in of assignments:

- 10% reduction within the first three (3) days.
- 20% reduction within seven (7) days.
- No assignments will be accepted after seven (7) days.

**NB**

It is the responsibility of the student and not TGSL to forward assignments handed in to the appropriate lecturer (via E-mail, fax, or registered mail). TGSL will not forward any late assignments to outside lectures on the student’s behalf!

Pay special attention to references and quotes used in your assignments. **THE HARVARD method of reference is used for all management sciences subjects. Furthermore, make sure that your references, quotes and bibliography are technically correct.** Contact the librarian of the Faculty of Management on (015) 268 2321 or 015 268 2959 if you need advice on how to do references, quotes and how to meet the technical requirements of your bibliography or for any assistance in the Library.

15.1 **INDIVIDUAL ASSIGNMENT**

Questions will be handed out in class to individual students.

The individual assignment carries a **weight of 20%**

15.2 **GROUP ASSIGNMENTS (if applicable)**

The group assignment carries a **weight 15%**
### 17. STUDY SCHEDULE: CDEA 192

#### Section A

<table>
<thead>
<tr>
<th>LECTURE DATES</th>
<th>TOPICS</th>
<th>READING</th>
<th>TEST DATES</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>14/07/2016</strong></td>
<td>Essential knowledge and skills related to the practice of HRM in SA.</td>
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<td></td>
<td>Factors &amp; challenges facing HRM in SA.</td>
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<td></td>
<td>Need for a strategic HRM perspective.</td>
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<td></td>
<td>Conflict management</td>
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<td><strong>15/07/2016</strong></td>
<td>Job analysis.</td>
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<td>Workforce planning &amp; staffing decisions.</td>
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<td>Recruitment.</td>
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<td>Selection.</td>
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<td>Induction.</td>
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<td>Compensation management.</td>
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<tr>
<td><strong>26/09/2016</strong></td>
<td>Work covered during on 29 and 30 September 2014</td>
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<td>Training, development and career management.</td>
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<td>Performance management.</td>
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#### Section B

<table>
<thead>
<tr>
<th>LECTURE DATES</th>
<th>TOPICS</th>
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<tbody>
<tr>
<td><strong>27/09/2016</strong></td>
<td>1. Who is the employee</td>
</tr>
<tr>
<td></td>
<td>2. Sources of South African labour law</td>
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<td>3. Employee / Employer</td>
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<td>4. Employment legislation and policies</td>
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<td>10. Affirmative action and employment equity</td>
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<td>11. Institutions where labour disputes can be referred to for adjudication</td>
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<td>12. Collective bargaining</td>
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<td>13. Dispute resolutions procedures</td>
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<td>14. Bargaining Councils And Statutory Councils</td>
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<td></td>
<td>15. CCMA and the Alternative Dispute Resolution Process (ADRs)</td>
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<td>16. Labour Court</td>
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<td>17. Labour Appeal Court</td>
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<td></td>
<td>18. Supreme Court Of Appeal</td>
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| 28/09/2016 | 1. Trade unionism- collective bargaining  
2. Functions of trade unions and their representatives  
   - Communication in the workplace  
   - Employee participation  
3. Collective Agreements and other workplace agreements  
4. Disputes of rights and interests  
   - Strikes and lock outs  
   - The difference between difference of ‘interests’ and disputes of ‘rights’  
   - Measures to enforce disputes of interests including strikes  
5. What is NEDLAC and its purpose? |

*A doctor’s certificate must be provided to the appropriate lecturer to qualify for a test on medical grounds.*