

**NATIONAL CERTIFICATE: N6 HUMAN RESOURCE MANAGEMENT (LEGAL)**

SUBJECT	ASSESSMENT TASK	MARK ALLOCATION	CONTENT COVERAGE	STUDY PROGRAMME
<b>1 PERSONNEL MANAGEMENT N6</b>	Assignment 1	100	1.Motivation 2.Communication 3.Group dynamics 4.Leadership 5.Using information systems to manage human resources	Week 1-2: Study module 1 Week 3-4: Study module 2 Week 5-6: Study module 3 Week 7-8: Study module 4 Week 9: Study module 5 Week 10: Complete & submit assignment 1* Week 11: Complete & submit assignment 2* Week 12: Complete & submit assignment 3*
	Assignment 2	100		
	Assignment 3	100		

\*Assessment Tool: Marking Memorandum

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SUBJECT	ASSESSMENT TASK	MARK ALLOCATION	CONTENT COVERAGE	STUDY PROGRAMME
<b>2 PERSONNEL TRAINING N6</b>	Assignment 1	90	1.Competency based training 2.Facilitation skills 3.Designing and developing a training programme	Week 13: Study module 1 Week 14: Study module 2 Week 15-16: Study module 3 Week 17: Complete & submit assignment 1*
	Assignment 2	65	4.Presenting a training programme in practice 5.Evaluating training programmes 6.Managing training programmes	Week 18: Study module 4 Week 19: Study module 5 Week 20-21: Study module 6 Week 22: Complete & submit assignment 2*
	Assignment 3	100	Revision	Week 23: Revision Week 24: Complete & submit assignment 3*

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SUBJECT	ASSESSMENT TASK	MARK ALLOCATION	CONTENT COVERAGE	STUDY PROGRAMME
<b>3 LABOUR RELATIONS N6</b>	Assignment 1	120	1.Introduction 2.Communication and labour relations 3.Disciplinary codes and procedures	Week 25-27: Study unit 1 Week 28-29: Study unit 2 Week 30-33: Study unit 3 Week 34: Complete & submit assignment 1* Week 35: Complete & submit assignment 2* Week 36: Complete & submit assignment 3*
	Assignment 2	120		
	Assignment 3	100		

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SUBJECT	ASSESSMENT TASK	MARK ALLOCATION	CONTENT COVERAGE	STUDY PROGRAMME
<b>4 MERCANTILE LAW N5</b>	Assignment 1	100	1.Law of agency 2.Suretyship 3.Law of insolvency 4.Partnerships 5.Company law 6.Close corporation	Week 37: Study module 1
	Assignment 2	100		Week 38: Study module 2
	Assignment 3	100		Week 39: Study module 3
				Week 40-41: Study module 4
				Week 42-43: Study module 5
				Week 44-45: Study module 6
				Week 46: Complete & submit assignment 1*
				Week 47: Complete & submit assignment 2*
				Week 48: Complete & submit assignment 3*

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