

**NATIONAL CERTIFICATE: N6 HUMAN RESOURCE MANAGEMENT**

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: Study module 3 Week 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: Study module 6 Week 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 COMPUTER PRACTICE N6</b>	Assignment 1	125	1.Information systems 2.Operating systems 5.Word	Week 37: Study module 1 Week 38: Study module 2 Week 39: Study module 5 Week 40: Study module 5 Week 41: Complete & submit assignment 1*
	Assignment 2	115	3.Computer viruses 4.Troubleshooting 6.Spreadheets	Week 42: Study module 3 & 4 Week 43-46: Study module 6 Week 47: Complete & submit assignment 2*
	Assignment 3	100	Revision	Week 48: Complete & submit assignment 3*

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