

SHORT LEARNING PROGRAMME

SECTION A: CATALOGUE

| | |
|---------------------------------|--|
| CODE: | HEQC/H06/EMS/PHRM (Credit-bearing SLP) |
| TITLE: | Public Human Resource Management (Public Sector) |
| NQF LEVEL: | 6 |
| CREDITS: | 6 |
| NOTIONAL LEARNING HOURS: | 60 |
| FORMAL CONTACT TIME: | 20 hours |

LEARNING ASSUMED TO BE IN PLACE

- A formal qualification on NQF level 5 *plus* relevant experiences.
- The general regulations of the University of the Free State will also be applicable.

LEARNING OUTCOMES:

Learners will be able to:

- Demonstrate an understanding of the milieu of public human resource management (legislative framework and political context), the public management functions, skills, applications and techniques for public human resource management, theories underlining training and motivation and undertake training in the public sector. Managerial approaches to motivation.
- 2.Undertake job analyses (job design, description and specification).
- 3. Design and conduct an appraisal interview.
- 4. Develop human resource management system for a division of department in the public sector.

BRIEF DESCRIPTION OF CONTENT:

1. An in depth handling of Human Resource Management issues in the public sector
 - public management functions and HRM
 - Skills, applications, techniques for HRM
 - Training, motivation leadership, selection
 - Critical issues in PHRM
2. Job analysis (design, description and specification) preparing job advertisements interviewing techniques.
3. Motivation theories and their applications, training and development.
4. Legal framework and implications in public human resource management.
5. Ethics, values and accountability in public human resource management

CRITICAL OUTCOMES SUPPORTED BY SHORT LEARNING PROGRAMME:

- Conduct human resource management in a public sector context.
- Management of conflict skills applied against set standards.

- Negotiation and communication skills.

METHODS OF ASSESSMENT:

A portfolio of evidence, consisting of individual and group assignments, activities, group discussions, individual feedback, case studies, role-play and simulation.

ORGANISING FIELD: 3

(1=Agriculture and Nature Conservation)

(2=Culture and Arts)

(3=Business, Commerce and Management Studies)

(4=Communication Studies and Language)

(5=Education, Training and Development)

(6=Manufacturing, Engineering and Technology)

(7= Human and Social Studies)

(8=Law, Military Science and Security)

(9=Health Sciences and Social Services)

(10=Physical, Mathematical, Computer and Life Sciences)

(11=Services)

(12=Physical Planning and Construction)

APPROVAL DATE: 22 April 2004

REVIEW DATE: 2008

DEPARTMENTAL OR PROGRAMME "HOME": Public Management

DEVELOPER / COORDINATOR: Dr. A.M. Sindane
Sindanea.ekw@ufs.ac.za
+27 (0)51 – 401 2594