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**SOUTH AFRICAN QUALIFICATIONS AUTHORITY (SAQA)**

In accordance with Regulation 24(c) of the National Standards Bodies Regulations of 28 March 1998, the Standards Generating Body (SGB) for

**Human Resource Management and Practices**

registered by Organising Field 03, Business, Commerce and Management Studies, publishes the following Unit Standards for public comment.

This notice contains the titles, fields, sub-fields, NQF levels, credits, and purpose of the unit standards. The Unit Standards can be accessed via the SAQA web-site at [www.saqa.org.za](http://www.saqa.org.za). Copies may also be obtained from the Directorate for Standards Setting and Development at the SAQA offices, **Hatfield Forum West, 1067 Arcadia Street, Hatfield, Pretoria.**

Comment on the Unit Standards should reach SAQA at the address below and ***no later than 29 October 2008***. All correspondence should be marked **Standards Setting – SGB for Human Resource Management and Practices** and addressed to

The Director: Standards Setting and Development  
SAQA

*Attention: Mr. D Mphuthing*

Postnet Suite 248

Private Bag X06

Waterkloof

0145

or faxed to 012 – 431-5144

e-mail: [dmpthuthing@saqa.org.za](mailto:dmpthuthing@saqa.org.za)

**DR. S. BHIKHA**

**DIRECTOR: STANDARDS SETTING AND DEVELOPMENT**



## SOUTH AFRICAN QUALIFICATIONS AUTHORITY

**UNIT STANDARD:**

***Demonstrate knowledge and understanding of South African Government planning, reporting and regulatory structures and their implications for Departmental planning processes***

SAQA US ID		UNIT STANDARD TITLE	
259140		Demonstrate knowledge and understanding of South African Government planning, reporting and regulatory structures and their implications for Departmental planning processes	
ORIGINATOR		PROVIDER	
SGB Human Resource Management and Practices			
FIELD		SUBFIELD	
3 - Business, Commerce and Management Studies		Human Resources	
ABET BAND	UNIT STANDARD TYPE	NQF LEVEL	CREDITS
Undefined	Regular	Level 6	5

***This unit standard does not replace any other unit standard and is not replaced by another unit standard.***

**SPECIFIC OUTCOME 1**

Explain Cabinet planning structures and related processes.

**SPECIFIC OUTCOME 2**

Explain the role of Treasury in the Government's planning cycle.

**SPECIFIC OUTCOME 3**

Explain monitoring and oversight mechanisms in the Public Service.

**SPECIFIC OUTCOME 4**

Demonstrate insight into how Government priorities are operationalised in a Department's planning processes.

**SPECIFIC OUTCOME 5**

Apply knowledge of the statutory framework governing strategic human resource planning in the Public Sector to a strategic Human Resource plan.

**QUALIFICATIONS UTILISING THIS UNIT STANDARD**

None



## SOUTH AFRICAN QUALIFICATIONS AUTHORITY

**UNIT STANDARD:**

*Demonstrate analytical competencies needed for effective human resource planning in the Public Service*

SAQA US ID	UNIT STANDARD TITLE		
259141	Demonstrate analytical competencies needed for effective human resource planning in the Public Service		
ORIGINATOR		PROVIDER	
SGB Human Resource Management and Practices			
FIELD		SUBFIELD	
3 - Business, Commerce and Management Studies		Human Resources	
ABET BAND	UNIT STANDARD TYPE	NQF LEVEL	CREDITS
Undefined	Regular	Level 6	5

*This unit standard does not replace any other unit standard and is not replaced by another unit standard.*

**SPECIFIC OUTCOME 1**

Contextualise a Department within the Public Service.

**SPECIFIC OUTCOME 2**

Analyse workforce competencies required to achieve a Department's mandate.

**SPECIFIC OUTCOME 3**

Demonstrate analytical and thinking skills required for human resource planning.

**SPECIFIC OUTCOME 4**

Critically analyse research findings.

**QUALIFICATIONS UTILISING THIS UNIT STANDARD**

None



## SOUTH AFRICAN QUALIFICATIONS AUTHORITY

**UNIT STANDARD:**

***Demonstrate knowledge and insight into the relationship between strategic human resource planning and an organisation's strategic planning***

SAQA US ID	UNIT STANDARD TITLE		
259143	Demonstrate knowledge and insight into the relationship between strategic human resource planning and an organisation's strategic planning		
ORIGINATOR	PROVIDER		
SGB Human Resource Management and Practices			
FIELD	SUBFIELD		
3 - Business, Commerce and Management Studies	Human Resources		
ABET BAND	UNIT STANDARD TYPE	NQF LEVEL	CREDITS
Undefined	Regular	Level 6	3

***This unit standard does not replace any other unit standard and is not replaced by another unit standard.***

**SPECIFIC OUTCOME 1**

Explain the role of a strategic plan in the achievement of an organisation's mandate.

**SPECIFIC OUTCOME 2**

Explain the role of a strategic human resource plan in enabling an organisation to reach its deliverables.

**SPECIFIC OUTCOME 3**

Discuss the importance of integrated human resource planning.

**SPECIFIC OUTCOME 4**

Develop a human resource intervention to meet changing or emerging needs.

**QUALIFICATIONS UTILISING THIS UNIT STANDARD**

None



## SOUTH AFRICAN QUALIFICATIONS AUTHORITY

**UNIT STANDARD:**

**Analyse qualitative and quantitative data required to inform a strategic human resource plan**

SAQA US ID	UNIT STANDARD TITLE		
259145	Analyse qualitative and quantitative data required to inform a strategic human resource plan		
ORIGINATOR		PROVIDER	
SGB Human Resource Management and Practices			
FIELD		SUBFIELD	
3 - Business, Commerce and Management Studies		Human Resources	
ABET BAND	UNIT STANDARD TYPE	NQF LEVEL	CREDITS
Undefined	Regular	Level 5	5

***This unit standard does not replace any other unit standard and is not replaced by another unit standard.***

**SPECIFIC OUTCOME 1**

Determine the type of data required to inform a strategic human resource plan.

**SPECIFIC OUTCOME 2**

Gather relevant qualitative and/or quantitative data.

**SPECIFIC OUTCOME 3**

Report research findings.

**QUALIFICATIONS UTILISING THIS UNIT STANDARD**

None



## SOUTH AFRICAN QUALIFICATIONS AUTHORITY

**UNIT STANDARD:**

***Monitor the on-going performance of a selected Public Service Department in the context of human resource planning***

<b>SAQA US ID</b>	<b>UNIT STANDARD TITLE</b>		
259146	Monitor the on-going performance of a selected Public Service Department in the context of human resource planning		
<b>ORIGINATOR</b>	<b>PROVIDER</b>		
SGB Human Resource Management and Practices			
<b>FIELD</b>	<b>SUBFIELD</b>		
3 - Business, Commerce and Management Studies	Human Resources		
<b>ABET BAND</b>	<b>UNIT STANDARD TYPE</b>	<b>NQF LEVEL</b>	<b>CREDITS</b>
Undefined	Regular	Level 6	3

***This unit standard does not replace any other unit standard and is not replaced by another unit standard.***

**SPECIFIC OUTCOME 1**

Explore different methods or techniques for monitoring performance in a selected Public Service Department.

**SPECIFIC OUTCOME 2**

Analyse the performance of a Department.

**SPECIFIC OUTCOME 3**

Identify critical human resource issues in a Department.

**SPECIFIC OUTCOME 4**

Adjust a departmental strategic human resource plan to address unforeseen challenges.

**QUALIFICATIONS UTILISING THIS UNIT STANDARD**

None