

**STATEMENT OF WORK EXPERIENCE/LOGBOOK**

<b>Instructional Programme Code:</b>	50904417 National N Diploma: Human Resource Management
<b>SAQA Qualification ID:</b>	90674: National N Diploma, NQF Level 6, 360 credits
<b>SAQA Learning Programme ID:</b>	67039 National N Diploma: Human Resource Management NQF Level 6, 360 credits

<b>Learner Details</b>	
<b>Name &amp; Surname:</b>	
<b>ID Number:</b>	

<b>Employer Details</b>	
<b>Company Name:</b>	
<b>Address:</b>	
<b>Supervisor Name:</b>	
<b>Work Telephone:</b>	
<b>E-Mail:</b>	

<b>Employer Details</b>	
<b>Company Name:</b>	
<b>Address:</b>	
<b>Supervisor Name:</b>	
<b>Work Telephone:</b>	
<b>E-Mail:</b>	

Human Resource Management Compulsory subjects:	
<ul style="list-style-type: none"> <li>• Personnel Management</li> <li>• Personnel Training</li> <li>• Labour Relations</li> </ul>	
Additional:	
<ul style="list-style-type: none"> <li>• Workplace Competencies</li> </ul>	

**Personnel Management:**

WM-01	Recruitment		
	Scope Work Experience	Date	Signature
WA0101	Contribute in the drafting of a comprehensive job specification for the vacant position.		
WA0102	Assist in devising a suitable strategy for recruiting the candidates in the organisation.		
WA0103	Assist with attracting job seekers to the organisation. Internal and External		
WA0104	Contribute towards clarifying and contributing to compiling requirements for an appointment		
WA0105	Assist with job descriptions		
WA0106	Consult with relevant personnel regarding job requirements and workforce strategy		
WA0107	Check compliance of job descriptions with legislative requirements, and diverse workforce		
WA0108	Obtain approvals to advertise position		
	Supporting Evidence	Date	Signature

SE0101	<p><b><u>Source documents:</u></b></p> <ul style="list-style-type: none"> <li>• <b><u>Job Specifications:</u></b> Outline major and minor responsibilities, the skills, experience and qualifications needed, grade and level of pay, starting date, whether temporary or permanent, and mention of special conditions.</li> </ul>		
SE0102	<p><b><u>Source documents:</u></b></p> <ul style="list-style-type: none"> <li>• <b><u>Strategies:</u></b> Type of recruitment method to be used, what geographical area be considered for searching the candidates, which source of recruitment to be practiced, and what sequence of activities to be followed in recruiting candidates in the organisation.</li> </ul>		
SE0103	<p><b><u>Internal:</u></b> circulars and memo's to company employees</p> <p><b><u>External:</u></b> Advertisements that appeared in newspaper, radio or internet</p>		
<b>WM-02</b>	<b>Selection</b>		
	<b>Scope Work Experience</b>	Date	Signature
WA0201	Assist in the Screening procedures		
WA0202	Assist with short-listing candidates		
WA0203	Schedule interviews and informing interviewees of times, dates and venues		
WA0204	Assist in the employment tests		
WA0205	Assist in the employment Interview process		
WA0206	Be involved with convening a selection panel and developing interview questions		

WA0207	Assist in ensuring that interview questions comply with legislative requirements		
WA0208	Checking of References		
WA0209	Assist in the final Selection process		
WA0210	Prepare selection reports and make recommendations to senior personnel for appointment		
WA0211	Advise candidates of the outcome of the interview and respond to any queries		
WA0212	Complete required documentation according to organisation's procedures and observe confidentiality and privacy requirements		
	<b>Supporting Evidence</b>	Date	Signature
SE0201	<u>Screening procedures:</u> Schedule used for sorting of curriculum vitae's of successful and unsuccessful candidates. Letters that notified candidates of interviews		
SE0202	<u>Employment tests:</u> Evidence of Arrangements for personality, aptitude, behaviour tests to be conducted on potential candidates		
SE0203	<u>Employment interview:</u> Evidence of arrangements for interview, minutes taken during interview,		
SE0204	<u>References:</u> Schedule of proof that candidate references were contacted – feedback captured feedback on candidate work ethics and conduct at previous employer		
SE0205	<u>Final Selection:</u> Appointment letters		
<b>WM 03</b>	<b>Induction</b>		
	<b>Scope Work Experience</b>	Date	Signature

WA0301	Assisting in drafting and issuing of employee contracts		
WA0302	Involved in the introduction of new employees to managers and other employees		
WA0303	Supply new employee with organisation policies		
WA0304	Supply new employee with all required materials and resources		
WA0305	Arrange successful candidate's induction according to organisational policy		
	<b>Supporting Evidence</b>	Date	Signature
SE0301	<b>Contracts:</b> Ensure that employee receives, reads and signs contract		
SE0302	<b>Organisation Policies:</b> Ensure that all new employees understand the policies of the organisation- attendance register of induction session about policies – signed register that policies were received for self-study		
SE0303	<b>Materials and resources:</b> All employees must receive required resources to fulfil duties. Computer, stationary, office etc. – signed inventory list		
<b>WM 04</b>	<b>HRIS and skills inventory</b>		
	<b>Scope Work Experience</b>	Date	Signature
WA0401	Update/create skills inventories within the HR Information System		
WA0402	Leave and absenteeism		
WA0403	Persal systems and personnel details		
	<b>Supporting Evidence</b>	Date	Signature
SE0401	System documentation as needed		

<b>WM 05</b>	<b>Other areas of exposure from an HR perspective</b>		
	<b>Scope Work Experience</b>	Date	Signature
WA0501	Leave and absenteeism records		
WA0502	Promotions, demotions and transfers		
WA0503	Career management and development		
WA0504	Dealing with issues and challenges regarding organisational culture		
WA0505	Change and HR role in the process		
WA0506	Conflict situations and dealing with groups and their dynamics		
WA0507	Motivation of staff		
WA0508	Improving communication		
WA0509	Succession planning		
WA0510	Job analysis and job redesign		
	<b>Supporting Evidence</b>	Date	Signature
SE0501	Employee records filed		
SE0502	Records of leave registers		
SE0503	Performance management agreements		
SE0504	Staff appraisal forms		
SE0505	Relevant documentation completed related to HR matters		

**Personnel Training**

<b>WM-01</b>	<b>Determine training needs of staff</b>		
	<b>Scope Work Experience</b>	<b>Date</b>	<b>Signature</b>
WA0101	Obtaining information/data from valid sources to determine training needs in the organisation		
WA0102	Gained experience with any of the following: Sector Skills Plans; Workplace Skills Plans; Individual Staff Skills Plans; Organisation Reports on HR; Impact Reports; Financial Reports [HR component]		
	<b>Supporting Evidence</b>	<b>Date</b>	<b>Signature</b>
SE0101	Workplace Skills Plans;; Organisation Reports on HR; Impact Reports; Financial Reports [HR component]		
SE0102	Individual Staff Skills Plans		
SE0103	Performance agreements		
SE0104	Organisation Reports on HR		
SE0105	Impact Reports		
SE0106	Financial Reports [HR component]		
<b>WM-02</b>	<b>Management of training of staff</b>		
	<b>Scope Work Experience</b>	<b>Date</b>	<b>Signature</b>
WA0201	Involved with the induction of staff into the application of their skills within their workplace		
WA0202	Sourcing/Maintaining information to assist and support training needs where necessary		
WA0203	Providing guidance to staff towards the competent application of their skills in the workplace		
WA0204	Maintaining records of assistance and support provided		
WA0205	Assisting with the assessment of staff performance		

WA0206	Arranging internal and/or external training for staff		
	<b>Supporting Evidence</b>	Date	Signature
SE0201	Induction manual and relevant materials		
SE0202	Performance agreements		
SE0203	Mentor and coaching evidence		
<b>WM-03</b>	<b>Plan and Prepare for facilitation/workshop/training</b>		
	<b>Scope Work Experience</b>	Date	Signature
WA0301	Arranging relevant training that meets required outcomes for managers, supervisors, quality assurance staff, health and safety staff, etc.		
WA0302	Developing a plan to cater for the needs of training, taking into account possible learning barriers, previous learning experiences, literacy and numeracy levels, language, culture, special needs, etc		
WA0303	Ensuring that learning material is prepared to suit the purpose of the facilitated activities (including familiarity with different media, e.g. data projector/OHP, flipcharts, photocopies, an any other training equipment used).		
WA0304	Convening resources , locations and personnel for facilitation		
WA0305	Assisting with the preparation of any other requirements for facilitation (e.g. ice-breakers, triggers, challenges, key questions, tasks, scenarios, etc.)		
	<b>Supporting Evidence</b>	Date	Signature
SE0301	Compilation of feedback forms for facilitator and attendees, and/or any other required admin, e.g., etc.		
SE0302	attendance registers		
SE0303	Training materials		
<b>WM-04</b>	<b>Plan and organise a conference/seminar/meeting</b>		
	<b>Scope Work Experience</b>	Date	Signature

WA0401	Gained experience in planning and organising a meeting effectively		
WA0402	Designing and completing a checklist with important aspects to be arranged when planning a conference, seminar or meeting		
WA0403	Compiling the programme for conferences or seminars		
WA0404	Compiling agendas for meetings		
WA0405	Distributing programmes or agendas to attendees		
	<b>Supporting Evidence</b>	Date	Signature
SE0401	Relevant materials		
SE0402	Meeting/conference/seminar packs		
SE0403	Attendance registers		

### Labour Relations

<b>WM-01</b>	<b>Collective bargaining</b>		
	<b>Scope Work Experience</b>	Date	Signature
WA0101	Deal with union(s) database		
WA0102	Work with bargaining structures and units		
WA0103	Assist with preparation for negotiation meetings		
WA0104	Be present in negotiations meetings		
WA0105	Handle grievances		
WA0106	Be present to observe disciplinary process in disciplinary hearings		

WA0107	Assist in the administration of collective agreements		
	<b>Supporting Evidence</b>	<b>Date</b>	<b>Signature</b>
SE0101	Membership records and recognition agreements		
SE0102	Documented members and roles, records of attendance		
SE0103	Meeting documentation packs		
SE0104	Attendance records and representative lists		
SE0105	Records of grievances, followed procedure and outcomes		
SE0106	Record of charges, handling of evidence, representations and/ or outcomes		
SE0107	Implementation dates and/or records of parties to ensure implementation and administrative process records where there is measurable changes		

**Workplace Competencies**

WM01	Interpersonal Skills		
	<b>Scope Work Experience</b>	<b>Date</b>	<b>Signature</b>
WA0101	Demonstrate sensitivity to the needs and feelings of others.		
WA0102	Maintain open lines of communication with others.		

WA0103	Demonstrate flexibility for change based on the ideas and actions of others.		
WA0104	Establish a high degree of trust and credibility with others		
WA0105	Interact respectfully and cooperatively with others who are of a different race, culture, or age, or have different abilities, gender, or sexual orientation.		
<b>WM02</b>	<b>Integrity – Displaying strong moral principles and work ethic.</b>		
WA0203	Abide by a strict code of ethics and behaviour, even in the face of opposition.		
WA0104	Perform work-related duties according to laws, regulations, contract provisions, and company policies		
WA0105	Treat others with honesty, fairness and respect.		
WA0106	Make decisions that are objective and reflect the just treatment of others.		
<b>WM03</b>	<b>Leadership &amp; Team Building</b>		
WA0301	Exhibit passion for goal attainment		
WA0302	Lead others using positive statements		
WA0303	Encourage creative thinking and innovation		
WA0304	Determine the roles and responsibilities that leaders and members bring to an organization		
WA0305	Enlist others in working toward a shared vision		
WA0306	Recognize others' efforts		

WM04	Professionalism		
WA0401	Maintain composure and keep emotions in check.		
WA0402	Dress appropriately for occupational and worksite requirements.		
WA0403	Project a professional image of oneself and the organization.		
WA0404	Take pride in one's work and the work of the organization.		
WA0405	Take responsibility for completing one's own work assignments.		
WA0406	Diligently check work to ensure that all essential details have been considered.		