

RPL TOOLKIT – INSTRUMENT 02 – ASSESSMENT MATRIX (MODULES)*To be completed by the accredited SDP*

RPL Candidate Details		SDP Details	
Candidate Name		SDP Entity Name	
Candidate ID No.		SDP Representative Name	
RPL Occupational Qualification Title	Advanced Occupational Certificate: Human Resource Management Officer	SDP QCTO Accreditation No.	
SAQA ID	121151	Assessor Name	
Credits and NQF Level	134, L6	Assessor Registration No.	

The assessment matrix gives an outline of the various means of verification for every module across all three components of learning

Performance Criteria All criteria must be aligned with the curriculum of the SAQA Registered Occupational Qualification	SAQA Credits	Means of Verification tick ✓ if applicable, cross x if not					Met/Not Met	Gap Credits
		POE	Testimonial	Questioning/ Interview	Assessment Task	Workplace Observation		
Knowledge Modules (insert/delete rows as per qualification):								
242303-001-00-KM-01, Creating and Implementing Organisational Architecture for Organisational success and sustainability, NQF Level 6, 8 Credits.								
242303-001-00-KM-02, Making Talent Management and workforce plans work, NQF Level 6, 7 Credits.								
242303-001-00-KM-03, Operationalising Learning and Development (L&D) and Organisational Growth Strategies, NQF Level 6, 8 Credits.								

242303-001-00-KM-04, Implementing Employment Relations Strategies, NQF Level 6, 20 Credits.								
242303-001-00-KM-05, Delivering Human Resource Management Services, NQF Level 6, 7 Credits.								
Total number of credits for Knowledge Modules: 50								
Practical Skill Modules (insert/delete rows as per qualification):								
242303-001-00-PM-01, Implementing fit-for-purpose HR Architecture. NQF Level 6, 8 Credits.								
242303-001-00-PM-02, Facilitating effective Talent Management. NQF Level 6, 8 Credits.								
242303-001-00-PM-03, Implement Learning and Development and Organisational Growth initiatives. NQF Level 6, 12 Credits.								
242303-001-00-PM-04, Operationalise Employment Relations strategies and plans. NQF Level 6, 10 Credits.								
242303-001-00-PM-05, Deliver HRM Services. NQF Level 6, 10 Credits.								
Total number of credits for Practical Skill Modules: 48.								
Work Experience Modules (insert/delete rows as per qualification):								
242303-001-00 WM-01: Organisational and Work design and implementation processes, NQF Level 6, 8 Credits.								
242303-001-00 WM-02: Talent Management Processes, NQF Level 6, 4 Credits.								
242303-001-00 WM-03: Learning and Development and Organisational Growth Processes, NQF Level 6, 8 Credits.								
242303-001-00 WM-04: Employment Relations Facilitation Processes, NQF Level 6, 12 Credits.								
242303-001-00 WM-05: HRM Service Delivery Processes, NQF Level 6, 4 Credits.								
Total number of credits for Work Experience Modules: 36.								
TOTALS								

Assessor Declaration

I, the undersigned RPL Assessor and registered Subject Matter Expert, confirm that the assessment matrix has been completed accurately and reflects my professional judgement of the candidate's competence against the requirements of the registered Occupational Qualification. All decisions recorded are based on valid, authentic, current and sufficient evidence, supported by appropriate means of verification and documentary proof. I declare that the assessment was conducted fairly, transparently and in accordance with Services SETA and QCTO assessment requirements.

Assessor/SME Name: _____

Services SETA Constituent Registration No.: _____

Signature: _____

Date: _____