Assessment Task: Human Resource Management

What is human resources management? (Individual activity)

Study what you have learned so far and do additional research if necessary. Answer the questions below.

a) Name five features that are covered in human resource management. [5 marks]

b) What is skills development? [1 mark]

c) Name three laws that would impact on the work of the human resources department. [3 marks]

d) What is the importance of recruitment in human resources? [1 mark]

[Total: 10 marks]
### Suggested Solutions

<table>
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<tr>
<th>Question number</th>
<th>Possible marks</th>
<th>Solution</th>
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| 1               | 10             | a) Managing the organisation of manpower  
                  Administering personnel matters  
                  Managing personnel matters  
                  Managing labour matters  
                  Managing industrial matters (any five valid answers) [5 marks]  
                  b) Skills development is the training and development that the employer provides to his or her employees in the workplace. [1 mark]  
                  c) Basic Conditions of Employment Act; Labour Relations Act; Employment Equity Act; Skills Development Act. (any three) [3 marks]  
                  d) Recruitment helps you find the right person for the job. [1 mark]  |