

# Foundation Certificate in Human Resource Management (New)

The FCHRM programme is a practical course that is designed specifically for those with little or no human resource experience, but who are interested in this field.

## Who should attend

HR support staff who wish to gain a comprehensive overview of the key aspects of Human Resource Management. It is also appropriate for any managerial and other professional staff who wish to have a quick introduction and applications of Human Resource Management.

## Course Content

Module 1: Managing HR and Payroll Administration (21 hours)

Module 2: Resourcing and Contracts of Employment (15 hours)

Module 3: Managing Industrial/Employee Relations (18 hours)

The modules listed above maybe conducted in a different sequence. Module content / syllabus will be provided upon request.

## Course Duration

- 3 months; 54 training hours
- Lessons are conducted twice a week, from 7pm to 10pm

## Assessment Methods

Candidates are assessed through assignments and written examinations at the end of each module.

## Graduation and Degree

Students who successfully complete and pass the modules stipulated in the course structures will be awarded the **Foundation Certificate in Human Resource Management** from **SHRI Academy Pte Ltd**.

## Advancement

Matured FCHRM graduates are encouraged to enrol in the **Certificate in Human Resource Management** programme, thereby progressing to **Diploma in HR Leadership with Business Partnering** or **Diploma in Organisational Psychology**.

## Admission Requirements

	Fresh Graduate	Mature Adults
<b>1. Minimum Academic Qualification:</b>	At least 3 GCE 'N' Level credit passes in any subjects	Secondary 1
<b>2. Minimum Working Experience:</b>	NIL	8 Years
<b>3. Minimum Age:</b>	16 Years	24 Years
<b>4. Minimum Language:</b>	GCE 'N' Level credit pass (Min D8) in English and 50% score in SHRI English Placement Test or Workplace Literacy (WPL - Listening, Speaking, Reading and Writing) Level 3	GCE 'N' Level credit pass (Min D8) in English and 50% score in SHRI English Placement Test or Workplace Literacy (WPL - Listening, Speaking, Reading and Writing) Level 3

## Funding Support

SkillsFuture: All Singaporeans aged 25 and above can use their S\$500 SkillsFuture Credit from the Government to pay for a wide range of approved skills-related courses. Visit the SkillsFuture Credit website ([www.skillsfuture.sg/credit](http://www.skillsfuture.sg/credit)) to choose from the courses available on the SkillsFuture Credit course directory

Skills Development Fund (SDF) Training Assistance: SDF training assistance is available; Company-sponsored candidate must log on to [www.skillsconnect.gov.sg](http://www.skillsconnect.gov.sg) to apply for SDF training assistance.

For SkillsFuture and training assistance details, kindly contact Ms. Karen Ee via phone (65) 6422 3788, or email [karen@shri.org.sg](mailto:karen@shri.org.sg)

SkillsFuture credit is applicable for self-sponsored students only.  
SDF is applicable for company-sponsored students only.

## Total Course Fee Payable

Fee Breakdown	Amount (S\$)
Course Fee	1,600.00
<b>Total Course Fees</b>	<b>1,600.00</b>
Add 7% GST	112.00
<b>Total Course Fees Payable for Self-Sponsored</b>	<b>1,712.00</b>
<b>Company-Sponsored (SDF)</b>	
Less SDF Training Grant	108.00
<b>Total Course Fees Payable for Company-Sponsored</b>	<b>1,604.00</b>

Application Fee – **S\$107.00 inclusive of GST** (non-refundable and non-transferable, payable upon application)

^Progression waiver is applicable for students who sign for any other programmes within 12 months from date of graduation.

All fees to be payable in full before course commencement.

For more information on [UTAP](#) funding Contact Ms Karen: +65 64223788 or [karen@shri.org.sg](mailto:karen@shri.org.sg)

All applications must be submitted with the following:

- Completed application form\*
- One recent passport-size photograph
- Front & Back photocopies of NRIC/ Passport
- Certified true copies of academic certificates & transcripts\*\*
- Application Fee

\* Application forms are obtainable from SHRI Academy or [click here](#) to download

\*\* Applicants are required to bring along their original documents (for verification purposes) including copies of education qualifications and result transcripts.

### Payment Mode:

- NETs, Credit Card (subject to additional admin charges)
- ATM Transfer
- Cheque, Bank Draft, Money Order, Cashier's Order  
Payable to : SHRI Academy Pte Ltd
- Internet Banking and Telegraphic Transfer directly to:

Account Name : SHRI Academy Pte Ltd

Bank Name : DBS Bank Ltd

Account No. : 003-906454-3 (Current Account)

Branch Name : DBS MBFC Branch

Bank Code : 7171

Branch Code : 003

Swift Code : DBSSSGSG

Students should email and notify SHRI Academy immediately of any payment made by Bank Transfer, ATM Transfer or Telegraphic Transfer.

### Next Intakes

Please indicate your choice of intake for registration purposes.

Intake	Commencement Date	Application Closing Date
2nd	6 Mar 2018	12 Feb 2018
3rd	8 May 2018	30 Apr 2018
4th	3 Jul 2018	22 Jun 2018
5th	11 Sep 2018	31 Aug 2018
6th	8 Nov 2018	15 Oct 2018

For further information, please contact Ms. Karen Ee via phone (65) 6422 3788 or email [karen@shri.org.sg](mailto:karen@shri.org.sg)



Cert No. : EDU-2-2107  
Validity : 12/09/2017 - 11/09/2021

SHRI Academy  
CPE Registration No. 200722689Z  
CPE Registration Period: 30-01-2016 to 29-01-2020