

Postgraduate Diploma in HR and Reward Management (Teach Out)

SHRI Academy's PGDipRM programme will equip learners with knowledge on how to connect organisational excellence to people management by systematically developing, and rewarding the organisation's people. Learning resources will include simple, efficient, easy-to-follow methods for assessing, planning, and developing high-value people to meet your organisation's current and future needs.

The programme will benefit HR and non-HR practitioners including those with direct or related responsibilities for driving the Reward agenda in their organisation.

Upon successful completion of this programme, graduates shall be able to:

- Understand the potential of integrating your company's infrastructure of HR assessment, planning, and development tools.
- Explain how to align your company's people with the current and future needs of the organisation by placing employees in positions that maximize their value.
- Allocate resources to employees based on actual and/or potential contribution to organisational excellence
- Describe powerful reward systems that support different talent management strategies.
- Articulate how to create a reward system to significantly improve your organisation's Performance

Who should attend

HR Professional and support staff with an acceptable degree and working experience who aspire to specialise in Reward Management within the Human Resource Management function and understand the practical implementation in the business organisation. It is also appropriate for managerial and other professional staff who wish to have comprehensive knowledge and applications of Organisational Psychology and Reward Management.

Course Content

Module 1 – Human Resource Management (36 Hours)

This module gives an overview of the key functions of the human resource department including a segment dedicated to International Human Resource Management.

- Human Resource Management Functions
- Human Resources Strategies, Policies and Procedures
- Job and Competency Analysis
- Performance Management
- Human Resource Planning
- Recruitment and Selection
- International HRM

Module 2 – Manpower Legislation & Industrial Relations

This module details employment legislation within the framework of Singapore's industrial relations system. The module equips participants with the essential obligations required by key employment statutes. It also allows an understanding of the framework and operations of the Singapore Industrial Relations system. The module ends with a segment on regional and international industrial relations.

Module 3 – Human Resource Development (36 Hours)

This module provides learners with knowledge and skills for human resource development functions. Through a project/assignment, learners will develop and acquire the necessary skills and expertise. The module includes an overview of People Developer programme.

- The Training Process and Theories
- Approaches and Techniques to Training Needs Analysis
- Set Training Objectives and Design Training Programmes
- Planning and Resource Requirements
- Implementing and Monitoring Training Programme
- Evaluation of Training Effectiveness
- The People Developer Programme and Future Trends in HRD

Module 4 – Development of Compensation Structures for Organisational Effectiveness (30 Hours)

This module provides an in-depth understanding and appreciation of the need to be current and updated in developing compensation structures in the global market place against a backdrop of leading international reward management practices, with focus on design of compensation packages.

- Globalization and its impact on compensation
- Current business trends and models
- Influences on compensation structures
- Company's pay philosophy
- Culture
- Market trends
- Technology
- Factors in compensation design
- Compensation elements
- Compensation challenges in a dynamic environment

Module 5 – Management of Reward Strategy to Drive for Superior Performance (30 Hours)

This module focuses on the importance of the role of a reward strategy in businesses to drive superior performance by examining the current and future trends against a backdrop of international practices.

- Total rewards in the global workplace
- Drivers of total rewards strategy
- Performance management systems
- Performance and recognition
- Reward programs to drive superior performance
- Variable pay
- Development and career opportunities
- Work-life programs

The modules listed above may be conducted in a different sequence.

Course Duration

Intensive Weekend Classes

- 6 months; 180 training hours
- Lessons are conducted on 2 Friday evenings (7pm – 10pm) and 2 weekends (full day; 9am – 5.30pm) per month/ module.

Assessment Methods

Candidates are assessed by individual assignment and/or group assignment with class presentation and written examination at the end of each module except for **Strategic and Change Management** module whereby assessment is based on group and individual assignments. Candidates must obtain a pass mark in both their **individual assignment and/ or group assignment with class presentation and written examination** to pass the module.

Graduation and Degree

Students who successfully complete and pass the modules stipulated in the course structures will be awarded the **Postgraduate Diploma in HR and Reward Management** from SHRI Academy Pte Ltd and graduates may use the title “PGDipRM” after their names.

Advancement

PGDipRM graduates holding bachelors degree are encouraged to enroll for the **Master of Science in Human Resources (Top-Up)** programme, jointly offered by Edinburgh Napier University (UK) and SHRI Academy, subject to validation of the programme and acceptance by the University.

Exemption Criteria

- Exemptions will be granted to SHRI Postgraduate & Graduate Diploma graduates.
- Approval for exemption is on a case-by-case basis at the sole discretion of the SHRI Academy Academic and Examination Board.

Admission Requirements

	Fresh Graduate	Mature Adults
1. Minimum Academic Qualification:	Bachelor's Degree in any discipline	Diploma with at least 8 years working experience
2. Minimum Working Experience:	NIL	8 Years
3. Minimum Age:	21 Years	30 Years
4. Minimum Language:	GCE 'O' Level credit pass in English; or IELTS 6.0 or Workplace Literacy (WPL - Listening, Speaking, Reading and Writing) Level 6, or its equivalent	GCE 'O' Level credit pass in English; or IELTS 6.0 or Level 6 in ESS (Employability Skills System) or Workplace Literacy (WPL - Listening, Speaking, Reading and Writing) Level 6, or its equivalent

Programme Fees

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

Total Course Fees Payable

Fee Breakdown	Amount (S\$)
Course Fee	5,153.36
Membership Entrance Fee	120.00
Membership Subscription Fee – 1 Year	50.00
Total Course Fees	5,323.36
Add 7% GST	372.64
Total Course Fees Payable	5,696.00

All fees to be payable in full prior to the orientation/course commencement date.

1st Installment payment to be payable in full prior to the orientation/ course commencement date.

For more information on UTAP funding Contact Ms Lynn: +65 64223785 or lynn.koo@shri.org.sg

Application Procedures

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

** 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
Intensive Weekend Classes		
40th (Last Intake)	5 Jan 2018	29 Dec 2017

For further information, please contact Ms. Lynn via phone (65) 6422 3785, or email lynn.koo@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