

# Postgraduate Diploma in Human Capital Management (Teach Out)

**SHRI Academy's PGDipHCM** equips human resource practitioners with the necessary techniques for the professional discharge of their daily responsibilities. The course will benefit HR practitioners and non-HR managers and executives who are responsible for operational and intra-departmental manpower and people matters.

The programme curriculum has two key features that make it especially appealing to participants:

- The curriculum is practical-oriented in focus, approaching each topic from the human resource practitioner's vantage-point and taking into account theoretical dimensions.
- The curriculum will bring participants to the forefront of regional and international human resource issues.

The course will serve as a 'toolbox' for HR practitioners and non-human resource managers/executives to use in their day-to-day HR functions.

## Who should attend

Graduates in any discipline who wish to consider a career in Human Resource Management or Graduates in other professions who wish to switch to explore HR career and be equipped with comprehensive and foundation knowledge of Human Resource Management and its applications.

## 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 – Reward Management

This module provides a sound foundation for participants to implement an effective Total Reward System and fitting it to the organisation's strategy. An overview of salary and benefits administration is also included.

## Module 5 – Strategic and Change Management

This module explores and evaluates the concepts and theories of “Strategic and Change Management” and develops learners' cognitive processes integral to strategic management. Special emphasis is given to the approach of human resource functions towards total operations.

- Strategic Management Process: An Overview
- The 3 Strategy-making Tasks
- Industry and Competitive Analysis
- Company Situation Analysis
- Strategy and Competitive Advantage
- Matching Strategy to Company's Situation
- Diversification Strategy and Analysis
- HR Dimension in Corporate Strategic Management
- Change Management

Note: 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 Human Capital Management** from **SHRI Academy Pte Ltd** and graduates may use the title “PGDipHCM” after their names.

## Advancement

PGDipHCM graduates holding bachelor's 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.

## 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
<b>1. Minimum Academic Qualification:</b>	Bachelor's Degree in any discipline	Diploma with at least 8 years working experience
<b>2. Minimum Working Experience:</b>	NIL	8 Years
<b>3. Minimum Age:</b>	21 Years	30 Years
<b>4. Minimum Language:</b>	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
<b>Total Course Fees</b>	<b>5,323.36</b>
Add 7% GST	372.64
<b>Total Course Fees Payable</b>	<b>5,696.00</b>

*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](mailto: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		
86th (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](mailto: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