

Certificate in Human Resource Management (Enhanced)

SHRI Academy's CHRM programme is an intensive course that is designed to equip people who have an interest in HR career with a strong HR foundation and prepares them for a successful career in human resource positions.

With a Certificate in HRM from SHRI Academy, students will be ready to meet today and future human resource challenges in any organisation. This course paves the way for students to advance to the Diploma in HR Leadership with Business Partnering or Diploma in Organisational Psychology programme.

Who should attend:

HR professionals or 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 – HR Planning
- Module 2 – Recruitment and Compensation
- Module 3 – Human Resource Development
- Module 4 – Managing Manpower Relations
- Module 5 – Employee Engagement

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

Course Duration

- 9 months; 162 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 **Certificate in Human Resource Management** from SHRI Academy Pte Ltd.

Advancement

CHRM graduates are encouraged to enroll in the Diploma in HR Leadership with Business Partnering or Diploma in Organisational Psychology programme.

Admission Requirements

	Fresh Graduate	Mature Adults
1. Minimum Academic Qualification:	At least 2 GCE 'O' Level credit passes in any subjects OR Nitec awarded by ITE	At least 1 GCE 'O' Level credit passes in any subjects OR Basic Certificate in Human Resource Management awarded by SHRI OR Foundation Certificate in Human Resource Management by SHRI
2. Minimum Working Experience:	NIL	8 Years
3. Minimum Age:	16 Years	30 Years
4. Minimum Language:	GCE 'O' Level credit pass in English or Workplace Literacy (WPL - Listening, Speaking, Reading and Writing) Level 4 or GCE 'N' Level credit pass (Min D8) in English and 50% score in SHRI English Placement Test	GCE 'O' Level credit pass in English or Workplace Literacy (WPL - Listening, Speaking, Reading and Writing) Level 4 or GCE 'N' Level credit pass (Min D8) in English and 50% score in SHRI English Placement Test

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) 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 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

SkillsFuture credit is applicable for self-sponsored students only.

SDF is applicable for company-sponsored students only.

Programme Fees

Total Course Fee Payable

Fee Breakdown	Amount (S\$)
Course Fee	2,800.00
Membership Entrance Fee	120.00
Membership Subscription Fee – 1 Year	50.00
Total Course Fees	2,970.00
Add 7% GST	207.90
Total Course Fees Payable for Self-Sponsored	3,177.90
Less SDF Training Grant	300.00
Total Course Fees Payable for Company-Sponsored	2,877.90

Application fee is non-refundable and non-transferable.

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

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.

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 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 (Part-time)	Commencement Date	Application Closing Date
102nd	22 Jan 2018	15 Jan 2018
103rd	21 May 2018	30 Apr 2018
104th	23 Jul 2018	2 Jul 2018
105th	29 Oct 2018	8 Oct 2018

For further information, please contact Ms. Karen Ee via phone (65) 6422 3788 or email 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