

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 |
|---|---|---|
| 1. Minimum Academic Qualification: | At least 3 GCE 'N' Level credit passes in any subjects | Secondary 1 |
| 2. Minimum Working Experience: | NIL | 8 Years |
| 3. Minimum Age: | 16 Years | 24 Years |
| 4. Minimum Language: | 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) 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.

Total Course Fee Payable

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

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

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 |
|--------|-------------------|--------------------------|
| 7th | 8 Jan 2019 | 21 Dec 2018 |
| 8th | 7 Mar 2019 | 28 Feb 2019 |
| 9th | 7 May 2019 | 16 Apr 2019 |
| 10th | 9 Jul 2019 | 18 Jun 2019 |
| 11th | 10 Sep 2019 | 20 Aug 2019 |
| 12th | 5 Nov 2019 | 15 Oct 2019 |

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