

# 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   |
|---|---|---|
| <b>1. Minimum Academic Qualification:</b> | At least 2 GCE 'O' Level credit passes in any subjects<br>OR<br>Nitec awarded by ITE  | At least 1 GCE 'O' Level credit passes in any subjects<br>OR<br>Basic Certificate in Human Resource Management awarded by SHRI<br>OR<br>Foundation Certificate in Human Resource Management by SHRI               |
| <b>2. Minimum Working Experience:</b>     | NIL   | 8 Years   |
| <b>3. Minimum Age:</b>                    | 16 Years  | 30 Years  |
| <b>4. Minimum Language:</b>               | 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](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.

## 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           |
| <b>Total Course Fees</b>                               | <b>2,970.00</b> |
| Add 7% GST   | 207.90          |
| <b>Total Course Fees Payable for Self-Sponsored</b>    | <b>3,177.90</b> |
| Less SDF Training Grant                                | 300.00          |
| <b>Total Course Fees Payable for Company-Sponsored</b> | <b>2,877.90</b> |

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

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)

^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 |
|--------------------|-------------------|--------------------------|
| 106th              | 4 Mar 2019        | 15 Feb 2019              |
| 107th              | 24 Apr 2019       | 8 Apr 2019               |
| 108th              | 5 Aug 2019        | 24 Jul 2019              |
| 109th              | 25 Nov 2019       | 4 Nov 2019               |

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