



SBL Scheme

CERTIFICATE IN HUMAN RESOURCE MANAGEMENT

The MEF Academy Certificate Program in Human Resources Management is designed to provide practical knowledge and skills for individuals currently employed in the human resources and administration function and who are considering entering the Human Resources field.

The program is designed to:

- Formalize the competency standards required for effective administration of the human resource administration activities
- Provide basic qualification and recognition for human resource non-executives, clerical assistants and executives.
- Provide an overview of the practice of Human Resources Management, focusing on key HR administration areas which equip participants with skills in performing and supervising activities in the HR department
- Develop knowledge and skills in providing practical assistance in human resource practices including motivation, maintaining and retaining organization employees

WHO SHOULD OBTAIN THIS CERTIFICATION?

Organizations are encouraged to provide formal certification in training competencies for the following categories of staff:

- Human Resource Management (HRM) / Personnel executives, assistance, non-executives and clerical staff seeking formal qualification in HRA.
- Other company personnels currently involved and/or providing assistance in HR administration functions and activities
- Individuals with or without experience, having an interest in HRM and seeking to pursue a career in HRM.

ENTRY REQUIREMENTS:

- Qualification : Minimum SRP with or without working experience

COURSE STRUCTURE, OBJECTIVES AND ASSESSMENT:

Participants will attend 44 hours of training, over duration of 2 months, with classes conducted mainly after working hours. The program structure comprises five (5) integrated modules:-

	MODULES	OBJECTIVES	HOURS	DATES & TIMES
1.	HUMAN RESOURCE PLANNING	<ul style="list-style-type: none"> • Overview of HR function • Understanding HR planning process ➤ HR Policies & Procedures ➤ Skills of the HR Practitioner 	6 hours	5 th May (2hrs) 7 th May (2hrs) 12 th May (2 hrs)
2.	HUMAN RESOURCE ADMINISTRATION	<ul style="list-style-type: none"> ➤ Recruitment & Selection Process ➤ Job Analysis & Job Evaluation ➤ Conducting Interviews ➤ Employee Induction Program ➤ Probationary requirements ➤ Maintenance of employee records ➤ HR documentations ➤ Assignment: <i>Organisational HR Project (30%)</i> 	10 hours	14 th May (2hrs) 17 th May (4hrs) 19 th May (2hrs) Project Based Assessment (2 hours)
3.	PERFORMANCE & REWARD ADMINISTRATION SYSTEMS	<ul style="list-style-type: none"> ➤ Appraisal Interviews ➤ Understanding compensation structures ➤ Performance management systems ➤ Payroll administration processes ➤ Assignment: <i>Performance Management Systems Project (30%)</i> 	10 hours	24 th May (8hrs) Project Based Assessment (2 hours)
4.	INDUSTRIAL RELATIONS (IR) and SAFETY & HEALTH	<ul style="list-style-type: none"> ➤ Overview of OSHA 1994 & Regulations ➤ A Safety & Health Policy ➤ Overview of Employment Act 1955 ➤ Overview of Industrial Relations Act 1967 ➤ Discipline & Termination 	8 hours	2 nd June (2hrs) 4 th June (2hrs) 7 th June (4hrs)
5.	ORGANISATIONAL BEHAVIOUR, COMMUNICATION & DEVELOPMENT	<ul style="list-style-type: none"> ➤ What is Organisational Behaviour? ➤ Creating the Employee – Organisational Linkage ➤ HR Communications Systems ➤ Training Needs Analysis & Employee Development 	6 hours	16 th June (2hrs) 18 th June (2hrs) 23 rd June (2hrs)

6.	ASSESSMENTS	➤ Examination (40%)	4 hours	19th July (4 hrs)
	TOTAL HOURS	OVER DURATION OF 2 MONTHS	44 hours	

The course is highly participative and practical in nature. A range of learning methods will be used which are designed to combine sufficient theory and practice. Assessments will be continuous for the duration of the program through a combination of:-

- Learning activities structured into the content
- Specific organization-based research assignments
- Formal examinations
- Comprehensive project papers

All modules, learning activities, research assignments, examinations and project papers are designed to ground input material whilst drawing relevance to participant's organization and work functions. This ensures maximum transfer of learning to the workplace.

ASSESSED COMPETENCIES

<p><u>Research & Project Paper Assignments</u> Participants are required to submit an assignment (2,500 words/ 10 pages) on:</p> <ul style="list-style-type: none"> ➤ Organisational HR Management Project (30%) ➤ Performance Management Systems Project (30%) 	<p>60% of competency assessment</p> <p>30% for each assignment</p>
<p><u>Examination</u> Participants are required to prepare & sit for a comprehensive examination on all 5 modules to display level of understanding on each module</p>	<p>40% of competency assessment</p>

CERTIFICATION

Certificate in Human Resource Management will be awarded by the MEF Academy upon completion of all program requirements.

COURSE FEES

RM2,600 per participant, with RM400 discount for MEF members / individuals working with MEF member companies.

VENUE : MEF Training Centre,
3A06 -3A07, Block A,
Pusat Dagangan Phileo Damansara II
No. 15, Jalan 16/11, Off Jalan Damansara,
46350 Petaling Jaya,
Selangor Darul Ehsan,
Malaysia.

REGISTRATION PERIOD : Jan – April 2009

DATE OF COMMENCEMENT : 5 May 2009

PROGRAM SCHEDULE: 6PM – 8PM (WEEKDAYS, TUESDAY & THURSDAY)
9AM – 5PM (WEEKENDS - SUNDAY)



APPLICATION FOR ADMISSION
CERTIFICATE IN
HIUMAN RESOURCE MANAGEMENT 2009

1. PERSONAL PARTICULARS

FULL NAME : _____

DATE OF BIRTH : _____ AGE : _____

NRIC NO : _____

MARITAL STATUS : _____

RESIDENTIAL ADDRESS :

Tel No : _____

OFFICE ADDRESS :

Tel No : _____

Fax No: _____

Email : _____

2. CURRENT APPOINTMENT

(if self-employed, retired or unemployed, please indicate accordingly)

DESIGNATION : _____

NAME OF EMPLOYER : _____

OFFICE ADDRESS : _____

NUMBER OF YEARS : _____

Describe your main duties :

3. QUALIFICATIONS OBTAINED

School/College/University	Qualifications / Year
_____	_____
_____	_____
_____	_____

4. PREVIOUS EMPLOYMENT

Employer	Designation	Year
_____	_____	_____
_____	_____	_____

5. **Is your employer a member of MEF ?** Please tick the appropriate box.

Yes. Cheque(s) of RM2,200 payable to Malaysian Employers Federation

No. Cheque(s) of RM2,600 payable to MEF Academy Sdn Bhd

I declare that all the information provided in this application is true and correct and I enclose herewith a cheque/bank draft No.

_____ **for the RM** _____ **being full payment of fees.**

Signature of Applicant

Date

**NOMINATION / CONFIRMATION
BY MEF MEMBER ORGANISATION**

MEF member companies nominating employees to attend this course, are required to complete this section, with the required contact details of the organization.

For self-sponsored applicants, who are seeking MEF member discount, please obtain confirmation of your employment from your organization and MEF membership number.

We hereby nominate / confirm* Mr./ Ms _____

Designation : _____ from _____

to attend the above programme.

**Please delete if not applicable*

Our Cheque No. _____ RM _____ payable to
Malaysian Employers Federation is attached herewith.

Contact person : _____

Designation : _____

Company : _____

MEF membership : _____

Address : _____

Telephone : _____

Fax : _____

Email : _____

Signature :

Date :

Company Official Stamp: