



## *CERTIFICATE in HUMAN RESOURCE MANAGEMENT*

**Commencement Date: 23 March 2025**

**Duration: 8 weekends (Sunday Class)**

**Venue: Online Class via MS Teams**

**Course Fee: RM 4,600 per pax (inclusive 8% SST)**

MEF Academy Certificate in Human Resources Management (CHRM) 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. This Certificate HRM course covers the broad scope of HRM functions, employee administration and management as well as the core Employment legislations in Malaysia, delivered by industry experts and speakers.

This uniquely designed course is developed as the foundation for the pathway towards the MEF Academy Diploma in Human Resource Management & Development, which provides the foundation to:

- Formalize the competency standards required for effective administration of the human resource administration activities
- Provide basic qualification and recognition for personnel who are non- executives, clerical assistants and executives in the Human Resource Department so that they enhance their positions after completion of this course and in future, the Diploma HRM.
- Provide an overview of the practice of Human Resources Management, focusing on key HR administration areas which will equip participants with skills in performing and supervising activities in the HR department
- Develop knowledge and skills in providing practical assistance in human resource and legal practices of managing and retaining organization employees.





# COURSE STRUCTURE AND SCHEDULE

Course Structures *Dates are subject to change		Module / Speaker	Course Structures *Dates are subject to change
<b>Module 1</b> 2 weekends 14 hours ONLINE 23 MARCH 2025 20 April 2025 (9am – 5 pm) Vignesh K Velayuthan Sr Consultant - Training	<b>Introduction to Human Resource Management</b> <b>HR Management Theories and practices .</b> <b>Overview of HR Functions</b> – Skills, Qualifications of HR Professionals  <b>Understanding HR Administration &amp; Planning</b> - processes, duties and roles <b>Appointment letters</b> – outlines of terms <b>Employee Induction</b> – orientation  Case Studies & Assignment 1	<b>Module 3</b> 2 weekends 14 hours ONLINE 18 MAY 2025 25 MAY 2025 (9am – 5 pm) Vignesh K Velayuthan Sr Consultant - Training	<b>Introduction to Performance Management &amp; Appraisals</b> <b>Performance Management System (PMS)</b> – overview and importance <b>Performance Appraisals</b> – understanding evaluation process – types of appraisals and ratings - performance KPI / Competencies and Bell Curve  <b>Introduction to Performance Management &amp; Appraisals (cont'd)</b> <b>Performance Gap /Training Needs Analysis</b> – process identifying training requirements  Case Studies & Assignment 2
	<b>Introduction to Human Resource Management (contd)</b> <b>Recruitment &amp; Selection</b> - processes Job Requisition - justification and approval Job Specifications and Job Description Planning and organizing interviews	<b>Module 4</b> 2 weekends 14 hours ONLINE 15 JUNE 2025 22 JUNE 2025 (9am – 5 pm) Muhammad Zulfadlee Thye Bin Abdullah Consultant - IR	<b>Introduction to Core Employment Legislations</b> <b>Overview of Employment Act 1955</b> - on employer-employee relations - key provisions EA1955  <b>Overview of Industrial Relations Act 1967</b> - Rights of workmen and employers protection - Key provisions IRA1967  <b>Overview of Trade Union Act 1959</b> - Workers right to participate in unions
<b>Module 2</b> 7 hours ONLINE 4 MAY 2025 (9pm – 5pm) Anis Fahmy Pauzi Sr Consultant - OSH	<b>Overview of Occupational Safety and Health</b>  Introduction to M'sian legislation OSH Act 1994 Workplace OSH	<b>Examination (4 Hours)</b> 13 JULY 2025 (9am – 1pm)	<b>Online Examination</b>

## 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 HRM.
- Other company personnel involved and/or providing assistance in HR administration functions
- Individuals with or without experience, seeking to pursue a career in HRM.
- Newcomers to the HRMD career may complete the Certificate level (Modules 1 – 4) and secure the pathway to the Diploma DHRM.

## Certification

- Certificate in Human Resource Management will be awarded by the MEF Academy. This Certificate in Human Resource Management is the foundational pathway towards the Diploma in Human Resource Management

Course fees RM4,600\*\*\* p/pax includes 8% SST.

**Special RM300 discount for participants of relevant MEFA courses e.g. “HR for Beginners” or “Employment Act or Industrial Relations Act” .**

\*\*\*Course fees are Claimable under HRDC Claimable Courses/ SBL Khas Scheme with **Upfront 30% to training provider.** Individual payable to MEF Academy Sdn Bhd.



## ASSESSMENT

### Research Assignments

Participants are required to submit 2 assignments (2,500 words / 10 pages)

50% of assessment

### Examination

Participants are required sit for comprehensive online examination on all 4 modules to display level of understanding on each module

50% of assessment

## COURSE REGISTRATION

Scan the QR Code or Click at the Link below:

<https://forms.office.com/r/2iVnmgXacp>

(REGISTRATION) CERTIFICATE IN  
HUMAN RESOURCE MGT 2025



**ENQUIRIES: Adminmefa (adminmefa@mef.org.my)**  
•Contact Number: 03 7498 7242  
•Hotline: 016 254 1844