



CERTIFICATE IN HUMAN RESOURCE MANAGEMENT (CHRM) (2 MONTHS FULLY ONLINE COURSE)



The 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.

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.

ENTRY REQUIREMENTS:

- Qualification : Working experience or Minimum SPM (without working experience).

CERTIFICATION & EXEMPTIONS

Certificate in Human Resource Management will be awarded by the MEF Academy in collaboration with the Asia e-University. This Certificate Human Resource Management (CHRM) is the foundational pathway towards the Professional Diploma in Human Resource Management & Development (EDHRM). Upon completion of this Certificate level, successful participants who wish to pursue the EDHRM, will qualify for 30% discounted fees of the EDHRM fees.

COURSE STRUCTURE, OBJECTIVES AND ASSESSMENT:

Participants will attend ONLINE training conducted on weekends, the program structure of four (4) modules:-

Module / Speaker & Dates are subject to change	CERTIFICATE IN HUMAN RESOURCE MANAGEMENT
<p>Module 1</p> <p>12 hours ONLINE</p> <p>20 February 9am – 5pm</p> <p>27 February (9am – 1pm)</p>	<p><u>Introduction to Human Resource Management</u></p> <p>HR Management Theories and practices . Overview of HR Functions – Skills, Qualifications of HR Professionals Understanding HR Administration & Planning - processes, duties and roles Recruitment & Selection - processes</p> <ul style="list-style-type: none"> • Job Requisition - justification and approval • Job Specifications and Job Description • Planning and organizing interviews <p>Appointment letters – outlines of terms Employee Induction - orientation Case Studies & Assignment</p>
<p>Module 2</p> <p>12 hours ONLINE</p> <p>27 February (2pm – 5pm)</p> <p>6 March (9am-5pm)</p>	<p><u>Introduction to Performance Management & Appraisals</u></p> <p>Performance Management System (PMS) – overview and importance Performance Appraisals – understanding evaluation process – types of appraisals and ratings - performance KPI / Competencies and Bell Curve Performance Gap /Training Needs Analysis – process identifying training requirements Case Studies & Assignment</p>
<p>Module 3</p> <p>12 hours ONLINE</p> <p>13 March (9am-5pm)</p> <p>20 March (9am – 1pm)</p>	<p><u>Introduction to Core Employment Legislations</u></p> <p>Overview of Employment Act 1955 - on employer-employee relations - key provisions EA1955</p> <p>Overview of Industrial Relations Act 1967 - Rights of workmen and employers protection - Key provisions IRA1967</p> <p>Overview of Trade Union Act 1959 - Workers right to participate in unions</p>
<p>Module 4</p> <p>4 hours ONLINE</p> <p>20 March (2pm – 5pm)</p>	<p>Overview of Occupational Safety and Health</p> <ul style="list-style-type: none"> • Introduction to M’sian legislation • OSH Act 1994 • Workplace OSH
<p>27 March (9AM – 1PM)</p>	<p>EXAM CERTIFICATE HRM (ONLINE 4 hours)</p>

ASSESSMENT

<u>Assignments</u> Participants are required to submit comprehensive Assignments on respective modules of this Certificate human resource management	50% of assessment
<u>Examination</u> Participants are required to prepare & sit for examination on all modules to display level of understanding on each module	50% of assessment

COURSE FEES

- **Course fees RM4,000**
- **Special RM300 discount for participants of relevant MEFA courses eg. “HR for Beginners” or “Employment Act or Industrial Relations Act”**

**** Inclusive of examination, Study Pack, Starter Kit and supporting materials*

****Course fees are claimable under HRDF SBL Khas Scheme.*

**** Course fees are inclusive 6% SST*

****The details, syllabus, timetables and lecturers above are subject to confirmation and may be changed at the discretion of MEF Academy.***



APPLICATION FOR ADMISSION
CERTIFICATE IN
HUMAN RESOURCE MANAGEMENT
YEAR 2022

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 :

QUALIFICATIONS OBTAINED

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

3. PREVIOUS EMPLOYMENT

Employer	Designation	Year
_____	_____	_____
_____	_____	_____

4. Is your employer a member of MEF? Please tick ✓ the appropriate box.

Yes. Membership No: _____

No.

I declare that all the information provided in this application is true and correct and confirm the payment of Course Fees as follows:

RM4,000 inclusive 6% SST

I enclose herewith the Registration Fess cheque/bank draft No. _____

Signature of Applicant

Date

CHECK LIST:

- | | |
|---|--|
| <input type="checkbox"/> Application Fees | <input type="checkbox"/> Copies of PMR/SPM/STPM/Diploma/Degree |
| <input type="checkbox"/> Copies of transcript | <input type="checkbox"/> Copy of IC/Passport |
| <input type="checkbox"/> Application Form | <input type="checkbox"/> Nomination Form – If MEF Member |

APPLICATION PROCEDURES

1. All sections of the form must be completed and the declaration signed and dated.
2. Enclose 1 certified copy of all academic certificates and transcript.
3. Enclose 1 copy of recent passport size photo. Please write your name at the back of the photograph.

**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:

*** Please send the completion registration form to roszana@mef.org.my