

SkillsFuture Earn and Learn Programme for ITE Graduates Leading to **Diploma in Business Practice** (Human Resource Management)



PROGRAMME BENEFITS

- \$5,000 sign-on incentive for fresh ITE graduates (Singapore Citizens only)
- Course fee fully sponsored by employer
- Employment opportunity with choice employer
- Competitive starting salary
- Structured on-the-job training and mentorship
- Prospects of better wage and career advancement upon programme completion
- Skills-deepening through company-based projects, lectures, and tutorials

COURSE SYNOPSIS

The Earn-and-Learn Programme (ELP) leading to Diploma in Human Resource Management (DHRM) will equip students with essential competencies to support the Human Resource functions of organisations operating in a multi-cultural environment. Upon completion of the Diploma, students will gain the competencies that will enable them to support the growth of organisations through sound HR practices.

The ELP aims to provide a pathway for career development and further education through two (2) Modular Certificates (MCs). At the end of this programme, participants have the option to complete three (3) additional MCs for the award of a Diploma in Human Resource Management (DHRM).

ELIGIBILITY

- Fresh NITEC (min. GPA 2.0) and Higher NITEC graduates from relevant ITE courses, within one year of graduation or completion of National Service (ORD).
- Current employees working in the people operations functions, who graduated from ITE for not more than five years and meet the academic entry requirements.

Relevant courses from ITE*

Higher Nitec in Human Resource & Administration
 Higher Nitec in Accounting
 Higher Nitec in Banking Services
 Higher Nitec in Beauty & Spa Management
 Higher Nitec in Early Childhood Education
 Higher Nitec in Event Management
 Higher Nitec in Leisure & Travel Operations
 Higher Nitec in Logistics for International Trade
 Higher Nitec in Passenger Services
 Higher Nitec in Retail Merchandising
 Higher Nitec in Service Management
 Higher Nitec in Shipping Operations & Services
 Higher Nitec in Sport Management

*Applicants who have a NITEC or Higher NITEC certificate from a course other than those listed above and are employed in a role involving people operations may be considered for entry to the ELP on a case-to-case basis provided the employer is supportive of the trainee coming on board the ELP, and SMC is satisfied that the student would be able to cope with the rigour of the training, for example, through passing entrance test(s) and/or interview with the programme team, subjected to SkillsFuture Singapore's (SSG) final approval.

Modular Certificates under ELP	Modules (60 hours each)
Certificate in Human Resource Operations	<ul style="list-style-type: none"> B1719C Essentials of Human Resource Management B2719C Total Rewards Administration and Compliance B1729C Recruitment and Selection Operations
Certificate in Learning and Development Management	<ul style="list-style-type: none"> B1739C Learning and Development Administration B2729C Learning Needs Analysis B1749C Learning and Development Operations and Implementation

Module	Module Synopsis
Certificate in Human Resource Operations	
B1719C Essentials of Human Resource Management	This module introduces students to the relationship between human resource management and the organisation's business strategy. Students will gain an appreciation of how the various HR functions are interlinked for the smooth operation of the business.
B2719C Total Rewards Administration and Compliance	This module introduces students to the business criticality of total rewards administration and compliance. Students will be exposed to the spectrum of total reward processes, controls and legislative requirements. Students will be able to apply the acquired knowledge to improve the competitiveness and compliance posture of the company.
B1729C Recruitment and Selection Operations	This module introduces students to the fundamentals of selection and recruitment process. Students will learn about the administration of the hiring process in compliance with relevant legislations.
Certificate in Learning and Development Management	
B1739C Learning and Development Administration	This module will bring the students through the learning and development administration process. Students will acquire understanding of the local training schemes and funding in place and be able to align learning practices to these frameworks. They will explore the legal and ethical considerations relating to learning and development.
B2729C Learning Needs Analysis	The students will examine the business requirements and translates them into learning and development needs. Students will learn how to perform learning needs analysis and suggest learning and developmental plans.
B1749C Learning and Development Operations and Implementation	The module focuses on the knowledge and skills required to provide operational support for learning and development programmes. Students will learn about managing specific resources and operations pertaining to learning and development programmes.



ACE is the continuing education and training arm of RP. We promote lifelong learning amongst working adults so that they can remain valuable participants in a knowledge-based economy. ACE offers various academic and executive programmes for aspiring professionals.

Office Hours : Monday to Friday (9:00am - 12:30pm, 2:00pm - 5:30pm),
(9:00am - 12:30pm on eve of Major Public Holidays*)

Close on Saturdays, Sundays and Public Holidays.

*Major Public Holidays refer to New Year's Day, Chinese New Year & Christmas Day

Email : ace-help@rp.edu.sg

Website : www.rp.edu.sg/ace

Facebook : www.facebook.com/rpcpd



9 Woodlands Avenue 9, Singapore 738964 Tel:6510 3000 www.rp.edu.sg

All rights reserved. Reproduction in whole or in part without permission is prohibited. Information is correct at time of print. RP reserves the right to alter the course, modify the scale of fees, amend any other information or cancel classes with low enrollment.

ACE FEB/2017