



DIPLOMA IN HUMAN RESOURCE MANAGEMENT (DHRM)

For Whom

The course is targeted to the candidates who would like to consider a future HR career progression or option. For those who are already in the HR profession, the course would help them to enhance their employability, capabilities and market value.

Entry Requirement

- Minimum 3 'O' Level or equivalent qualifications, including English and any 2 Science subjects (or)
- International secondary level qualifications with English, Mathematics and Science (or)
- Mature-aged students with more than 3 years of relevant working experience will be considered (or)
- Other Candidates with industry experience will be considered on a case-by-case basis

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Course Overview

Human resource management is the organizational function that deals with issues related to people such as compensation, hiring, performance management, organization development, safety, wellness benefits, employee motivation, communication, administration and training.

The purpose of human resource management in an organization is to achieve maximum individual development, favourable working atmosphere and constructive relationship between employers and employees.

Course Module

- Management Concepts
- Human Resource Management
- Applied Operations Research
- Strategic HRM & Development
- Performance Management
- Training and Development
- Labour Welfare and Industrial Relations
- Stress Management

Course Duration

- Full Time: 344 hrs (One Year) including Assessment
- Part Time: 344 hrs (One Year) including Assessment

Medium of Instruction

English

Teaching Methodology

Face to face classroom teaching / Online

Learning Environment

Our ergonomically designed classrooms are fully air-conditioned, equipped with whiteboards; audio/video equipment and free wi-fi

Qualification or experience of facilitators

A facilitator & assessor of this course will possess the following:

1. Bachelor Degree in Human Resource or Master Degree in Human Resource
2. At least 5 years of relevant working experience in the field of Human Resource

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Key Person In-charge

Monish V (Administrative Manager)

Class Size

Maximum 25

Facilitator/Learner Ratio

1:25 for Theory Lesson & Assessment

Course Attendance Minimum

75% attendance | (90% attendance for International Students)

Assessment Advice

Passing Mark: Minimum 50 % (Theory: Minimum 35% & 15% Assignment)

Course Fee Inclusive of GST

S\$4905

Funding & Claims

NA

Miscellaneous Fee

| PURPOSE OF FEE | AMOUNT WITH GST |
|--|-----------------|
| <ul style="list-style-type: none">• Course Application Fee | S\$54.5 |
| <ul style="list-style-type: none">• Late Payment Fee | S\$109 |
| <ul style="list-style-type: none">• Deferment Administration Fee | S\$109 |
| <ul style="list-style-type: none">• Course Transfer Administration Fee | S\$109 |
| <ul style="list-style-type: none">• Supplementary Class (Tuition) / Make up Class Fee (Per Hour) | S\$43.6 |
| <ul style="list-style-type: none">• Supplementary Examination Fee (Per Module) | S\$109 |
| <ul style="list-style-type: none">• Appeal Evaluation Fee | S\$21.8 |
| ADMINISTRATIVE FEE (APPLICABLE TO INTERNATIONAL STUDENTS) | AMOUNT WITH GST |
| <ul style="list-style-type: none">• Medical Insurance | S\$87.2 |
| <ul style="list-style-type: none">• Administrative Fee for Student Pass Application | S\$54.5 |
| <ul style="list-style-type: none">• ICA Application Fees | S\$30 |
| <ul style="list-style-type: none">• ICA issuance Student Pass Application Fees | S\$90 |

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Awarded by

This academy is registered under PEI and awarded by Eversafe Academy Pte Ltd

Certification

- Based on the successful completion of the course and assessment, a certificate of achievement endorsed by Eversafe Academy Pte. Ltd., will be awarded to the trainee
- E-cert Available

The certificate of achievement will be issued to all the participants by the Eversafe Academy Pte. Ltd upon fulfilling the following graduation requirements:

- Passing the individual module by obtaining the minimum of 50% of marks for each module
- Passing all the modules in the course
- Course fee paid in full
- Minimum overall attendance of 75% for each module and the entire course

Course Venue

- 2 Kampong Kapur Road Little India Near, Jalan Besar, MRT Station Exit B, Singapore 208674
- 3 Soon Lee Street, #04-14/16&17, Pioneer Junction, Singapore-627606

Renewal Points for professionals

NA

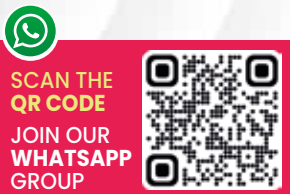
Registration Venue

No. 2, Kampong Kapur Road, Little India, Near Jalan Besar, MRT Station Exit B, Singapore - 208674

No. 3, Soon Lee Street, #04-14/16 & 17, Pioneer Junction, Singapore - 627606.

No. 2, Joo Koon Road, Singapore - 628966.

No. 2, Wan Lee Road, Singapore - 627934.



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Cert No : EDU-2-2153
Validity : 7/8/2022 to 6/8/2026

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SOP-17-F-09 (DHRM) Course Brochure, Ver 1.00 Rev 00, 01 July 2023



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