



**FREE under PSMB  
SMETap Scheme**



## **CERTIFICATE IN HUMAN RESOURCE MANAGEMENT**

The MEF Academy Certificate Program in Human Resources Management is approved by the Pembangunan Sumber Manusia Berhad (Human Resource Development Fund) and 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

### **PSMB / HRDF APPROVED COURSE**

- **UNDER SMETAP SCHEME** – for participants from Small & Medium Enterprises below, the full course fee will be 100% directly paid by PSMB/HRDF to MEF Academy under the government's Training Incentive Scheme for SMEs.

<b>Sector</b>	<b>Small Employer</b>	<b>Medium Employer</b>
Manufacturing	10 – 49 employees	50 – 150 employees
Service	10 – 19 employees	20 – 50 employees

Please refer to Employers Information System (EIS) at [www.hrdf.com.my](http://www.hrdf.com.my) to check companies' eligibility status & incentive scheme.

- **UNDER SBL SCHEME** – participants from any other organization may claim the full course fees from PSMB / HRDF, from company's levy accounts.

### **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 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 68 hours of training, over duration of 3 months, with classes conducted on Sundays. The program structure comprises five (5) integrated modules:-

	<b>MODULES</b>	<b>OBJECTIVES</b>	<b>HOURS</b>
1.	<b>HUMAN RESOURCE PLANNING</b>	<ul style="list-style-type: none"> <li>• Overview of HR function</li> <li>• Understanding HR planning process</li> <li>➤ HR Policies &amp; Procedures</li> <li>➤ Skills of the HR Practitioner</li> </ul>	En. Mohd Arshad <b>13 May 2012</b> (8 Hours)
4.	<b>INDUSTRIAL RELATIONS (IR) and SAFETY &amp; HEALTH</b>	<ul style="list-style-type: none"> <li>➤ Overview of Employment Act 1955</li> <li>➤ Overview of Industrial Relations Act 1967</li> <li>➤ Discipline &amp; Termination</li> <li>➤ Overview of OSHA 1994 &amp; Regulations</li> <li>➤ A Safety &amp; Health Policy</li> </ul>	En. Anis / IR Cons <b>20 May 2012</b> <b>27 May 2012</b> (16 Hours)
2.	<b>HUMAN RESOURCE ADMINISTRATION</b>	<ul style="list-style-type: none"> <li>➤ Recruitment &amp; Selection Process</li> <li>➤ Job Analysis &amp; Job Evaluation</li> <li>➤ Conducting Interviews</li> <li>➤ Employee Induction Program</li> <li>➤ Probationary requirements</li> <li>➤ Maintenance of employee records</li> <li>➤ HR documentations</li> <li>➤ <b>Assignment:</b> <i>Organisational HR Project (25%)</i></li> </ul>	Mr. Sri Vahlsan <b>3 June 2012</b> <b>10 June 2012</b> (16 Hours)
3.	<b>PERFORMANCE &amp; REWARD ADMINISTRATION SYSTEMS</b>	<ul style="list-style-type: none"> <li>➤ Performance management systems</li> <li>➤ Performance Appraisal Methods</li> <li>➤ Compensation &amp; benefits structures</li> <li>➤ Payroll administration processes</li> <li>➤ <b>Assignment:</b> <i>Performance Management Systems Project (25%)</i></li> </ul>	Mr. Dev Anand <b>17 June 2012</b> <b>24 June 2012</b> (16 Hours)
5.	<b>ORGANISATIONAL BEHAVIOUR, COMMUNICATION &amp; DEVELOPMENT</b>	<ul style="list-style-type: none"> <li>➤ What is Organisational Behaviour?</li> <li>➤ Employee Engagement</li> <li>➤ Best Practices</li> <li>➤ Organisational Development &amp; Training Needs Analysis</li> </ul>	Ms.Rani Nathan <b>1 July 2012</b> (8 Hours)
6.	<b>ASSESSMENTS</b>	<ul style="list-style-type: none"> <li>➤ Examination (50%)</li> </ul>	<b>15 July 2012</b> 4 Hours
	<b>TOTAL HOURS</b>	<b>OVER DURATION OF 3 MONTHS</b>	<b>68 hours</b>

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 assignments

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**

<b><u>Research &amp; Project Paper Assignments</u></b> Participants are required to submit an assignment (2,500 words/ 10 pages) on:  ➤ Organisational HR Management Project (25%) ➤ Performance Management Systems Project (25%)	<b>50% of competency assessment</b>
<b><u>Examination</u></b> Participants are required to prepare & sit for a comprehensive examination on all 5 modules to display level of understanding on each module	<b>50% of competency assessment</b>

#### **CERTIFICATION**

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

#### **COURSE FEES**

RM3,000 per participant, with RM400 discount for MEF members / individuals working with MEF member companies.

**VENUE :** Wisma PSMB  
Jalan Beringin  
Bukit Damansara  
50490 Kuala Lumpur

**REGISTRATION PERIOD :** April – May 2012

**DATE OF COMMENCEMENT :** 13 May 2012

**PROGRAM SCHEDULE:** 9AM – 4PM (SUNDAY)



**APPLICATION FOR ADMISSION**  
**CERTIFICATE IN**  
**HUMAN RESOURCE MANAGEMENT 2012**

**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 :

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**3. QUALIFICATIONS OBTAINED**

School/College/University

Qualifications / Year

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**4. PREVIOUS EMPLOYMENT**

Employer

Designation

Year

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

☐

Yes. Cheque(s) of RM2,600 payable to Malaysian Employers Federation

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No. Cheque(s) of RM3,000 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: