



# MALAYSIAN INSTITUTE OF HUMAN RESOURCE MANAGEMENT

MIHRM is a member of the World Federation of People Management & Malaysia's HR Professional Body



# PROFESSIONAL CERTIFICATE IN HUMAN RESOURCE MANAGEMENT

**Functional Qualification for Human Resource Executive.  
Leading to be a Certified Human Resource Professional**

The Professional Certificate in Human Resource Management provides comprehensive training in human resource management. This course has been conducted for the past 30 years and equips the participants with appropriate knowledge, skills and techniques to perform human resource functions and responsibilities in an organization.

(This Program is also available on e-Learning mode and is claimable under HRDF scheme)

**A Pre-Qualification for "CHRP"  
[Certified Human Resource Practitioner]**



MIHRM is a Class A Training Provider (serial no. 3215)

## ADMISSION REQUIREMENTS

1 year working experience in any field and SPM/MCE with credit in any 3 subjects.

Note: Work experience of applicants, particularly in Human Resource /Administration functions will be considered for admission requirements .

## COURSE DURATION

6 months (Part –Time)

Schedule:

Weekends only : 9.00 a.m-  
5.00p.m Saturdays or Sundays

## COURSE ASSESSMENT

50% examination and 50% assignment

## MEDIUM OF INSTRUCTION

This program is conducted in the English Language .

## COURSE FEE

RM 3,775.00 per participant (Peninsular Malaysia)

RM 4,775.00 per participant (Sabah/Sarawak)

[Inclusive of lecture fees, course notes, examinations, MIHRM membership and kit ]

NOTE :

Mode of payment : By cash / cheque / bank draft

- Payment by company sponsorship shall be in a lump sum via cheque or bank draft.
- Instalment plan is provided for self-sponsored participants.

Please liaise with the course coordinator for details.

## AWARD OF CERTIFICATE

Participants must obtain a grade of at least a PASS in all modules to qualify for the full certificate. Upon successful completion of the program, participants will be conferred the Professional Certificate in Human Resource Management

## MODULE

## DURATION

Module 1 Principles & Functions of HR Management	8 hours
Module 2 Organizational Behaviour	16 hours
Module 3 HR Planning and Recruitment	16 hours
Module 4 Compensation, Benefits & Appraisals	16 hours
Module 5 Human Resource Development	16 hours
Module 6 Employment Act 1955	16 hours
Module 7 Trade Union & Employer Organizations	16 hours
Module 8 Industrial Relations	8 hours
Module 9 Health, Safety & Environment	16 hours
Module 10 Social Security Act	8 hours



Your Learning Centre :

**ALLWAYS PEOPLE**  
Developing People In All Ways

Allways People Sdn Bhd  
RL2.003 & 2.003A  
2<sup>nd</sup> Floor  
The 19 USJ City Mall  
Persiaran Kewajipan  
47630 Subang Jaya  
Selangor

NOTE : Details on the course outline will be made available to the student upon registration.

## COURSE STRUCTURE

- 1 . The program has ten modules and there will be assignment for each module .
- 2 . On Completion of the ten modules, there will be a written examination .

## REGISTRATION PROCEDURE

- 1.Complete the Registration Form and submit to MIHRM with RM275.00 as Registration Fee. (Registration Form is available from our website)
- 2 . Payment of Course Fee shall be made on or before commencement of the program .
- 3.Mode of Payment: Cheque, money order, bank draft; payable to “Malaysian Institute of Human Resource Management”.  
MAYBANK Account No: 514187656230 [For confirmation, please fax “Bank-in Slip” to MIHRM via fax no: 03-79554076]