

HRSINGAPORE



Certified Human Resource Administrator (CHRA®) Course

(28th Intake) - Commencing 3 June 2016

- Confirmed!

Introduction

Since 2007, employees from more than two hundred companies and organizations from the government and private sector have attended this professional HR certification program which is considered beneficial by both employers and employees in the HR profession.

This industry oriented competency-based certification is the 1st HR Certification Program launched in Singapore and it covers the main human resource functions and qualifies participants as a Certified Human Resource Administrator upon successful completion of the program.

During this course, participants will learn about the latest up-to-date employment law & HR functions, gain required knowledge and develop skills in key areas of HR and be able to embark on an exciting, challenging and rewarding career in the Human Resource profession.

While this is primarily an entry-level course, current HR practitioners will also find this course useful for the purposes of enhancing their professional HR knowledge and requisite skills as a competent Human Resource Administrator/Human Resource Generalist and provides opportunities for their career development.

In the increasingly competitive workplace of today, HR certification will

become more relevant and therefore more valuable to the HR professionals and their organizations.

Course Modules

Module 1 - HR Functions

Module 2 - Employment Act

Module 3 - Job Analysis

Module 4 - Recruitment

Module 5 - Selection

Module 6 - Training

Module 7 - Performance Appraisal

Module 8 - Overview of Compensation

Course Objectives

- Acquiring knowledge on key HR functions
- Identifying basic rules and regulations on employment matters
- Explaining job descriptions for work applications
- Identifying the steps for the selection and recruitment process
- Identifying the various tasks for training administration
- Listing the tasks and methods to support the performance appraisal system
- Identifying the key components of salary and payroll system

For full course details, please click on: <http://hrsingapore.org/chra/>

Past Participants Comments

- "The course has been beneficial to apply in my work and now I am planning to propose things that I have learned from the course to our Head Office, which could benefit both employees and the organization itself. In addition, thanks to HRSINGAPORE for this valuable program that has been introduced to us and keep up the good work. The trainers are all well-versed on their chosen field and I was grateful to be part of this program" - *Lovveth, Shanghai Tunnel Engineering Co. Ltd.*
- "Learnt a lot more than expected!" - *Lydia Quek, The Oncology Centre*
- "The trainer is able to share his work experience which we can learn!" - *Noelle Chua, Abacus Asia Wealth Management*
- "I enjoyed all the sessions with my friends in the programme and it was a great platform for exchange of information and knowledge sharing!" - *Hariharan, Institute of Technical Education (ITE)*
- "The module on performance appraisal is very informative and comprehensive, providing participants with a realistic picture of challenges faced during performance appraisal sessions." - *Gina Sng, Ministry of Finance*
- "Trainer is very experienced and knowledgeable. He gives good examples and tips to apply during the selection process." - *Magdeline Tan, Securities Investors Association*

Some of Past Participants Companies

- Brunel International South East Asia
- Canadian International School
- Certis CISCO Security
- Consumers Association Of Singapore (CASE)
- Dyslexia Association of Singapore
- Far East Organization
- HSBC
- Industrial and Commercial Bank of China
- Ministry of Home Affairs HQ
- Mitsubishi Chemical Singapore
- Nanyang Technological University (NTU)

- National Trades Union Congress (NTUC)
 - National University of Singapore (NUS)
 - Nippon Express
 - Panasonic Refrigeration Devices
 - Singapore Tourism Board
 - Sumitomo Mitsui Construction
 - The Esplanade Co
 - The Ritz Carlton Millenia Singapore
 - Warren Golf & Country Club
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Administrative Details

Scheduled Dates

- 3, 10, 17, 24 June, 1, 8, 15, & 22 July 2016 (Fridays) - 28th Intake
- 1, 8, 15, 22, 29 September, 6, 14, 20, & 27 October 2016 (Thursdays) - 29th Intake
- 3, 10, 17, 24 September, 1, 8, 15, & 22 October 2016 (Saturdays) - 30th Intake

Duration

- Eight (8) Days
- 9.00 am to 5.30 pm

Cost

- S\$3,450 for Community Subscribers
 - PIC Claimable
 - WDA Reference - CRS-N-0003527
 - Installment plan is available for self-sponsored individuals
 - Singaporean aged 25 and above can utilize their SkillsFuture Credits for payments
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Certification

Certification will only be awarded upon attendance and successful completion of all the modules and Competency-Based Assessments conducted during the course.

Participants who successfully completed the course and passed all Competency-Based Assessments are entitled to use the designatory title "**CHRA**" after their names.

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