



Professional Conversion Programme (PCP) in HR

Competency in Human Resource Management

SPEC PCP in HR

Uncertainties with the COVID 19 restraints and impact on business

SME extremely cautious with adding fixed manpower cost to fill vacancies

Challenges of SMEs to monitor and provide guidance for new hires

Mature PMETs needed support and longer time to deliver new skills at workplace

Unemployed PMETs needed new competency to enhance employability and multi-task at SME



The background of the slide features three baguettes laid out horizontally on a dark, textured wooden surface. The baguettes are golden-brown with visible scoring marks on their crust. A semi-transparent white rectangular box is overlaid on the right side of the image, containing the text for the certificate.

Certificate in HRM at SHRI Academy

Module 1 – HR Planning

Module 2 – Recruitment and Compensation

Module 3 – Human Resource Development

Module 4 – Managing Manpower Relations

Module 5 – Employee Engagement

162 training hours, twice a week evening class,
from 7.00pm to 10.00pm.

The 9 months part-time Programme is designed to equip Non-HR personnel with a strong HR foundation and prepares them for a successful career in human resource positions.

Who Should Participate?

Employers who need to hire operational HR personnel employee to take on HR roles.

Mature unemployed or underemployed PMETs and freelancers who needed basic competency skills in Human Resource Management to enhance employability.





Course Entry Requirements

1. Minimum Age: 30 years with minimum 8 years working experience
2. Minimum Academic Qualification:
 - a. At least 1 GCE 'O' Level credit passes in any subjects OR
 - b. Basic Certificate in Human Resource Management awarded by SHRI Academy OR
 - c. Foundation Certificate in Human Resource Management by SHRI Academy.
3. Minimum Language:
 - ✓ GCE 'O' Level credit pass in English OR
 - ✓ Workplace Literacy (WPL - Listening, Speaking, Reading and Writing) Level 4, OR
 - ✓ GCE 'N' Level credit pass (Min D8) in English and 50% score in SHRI English Placement Test.

SPEC PCP in HR

- SPEC PCP in HR Train and Place Programme in HR Management over 9 months.
- Placement incentive for employer and 5 non-HR mature participants who are Singaporean or PRs and unemployed for more than 6 months.
- Trainee will be assigned an employer for job attachment during the 6 to 9 months. Participating employer contribute to SPEC flat \$2,500 monthly to cover administration, course fee, medical, leaves, benefits and CPF contribution.
- SPEC will provide 8 one-hour coaching sessions for trainee and/or employer by HR practitioner during the first 8 months.
- Placement as HR Officer with minimum salary of \$2,100 salary after 6 to 9 months. SPEC will **provide trainee \$1,800** and **participating company \$5,000** for successful placement after 9 months.





Commitment of PCP HR Trainee

- Singaporean or Permanent resident non HR Executives seeking full or partial HR jobs with placement incentive
- Complete the 162 hours 9 months part-time training CHRM programme with minimum 75% attendance
- Complete job attachment with host company.
- Attend 8 counselling and coaching session with an assigned HR practitioner.
- Reimburse SPEC \$3,000 for the full course fee due to resignation or termination of service during 9 months course duration.
- For application, please email queries and updated CV to secretariat@spec.org.sg .



SPEC look forward to serve your needs.
Please contact us at 80318318 or email us at secretariat@spec.org.sg