

# CERTIFICATE HUMAN RESOURCE MANAGEMENT (CHRM)



In collaboration with  
**AOU**  
ASIA eUNIVERSITY

**ONLINE COURSE &  
ONLINE EXAMINATION**

## COURSE OVERVIEW

The MEF Academy Certificate in Human Resources Management (CHRM) is designed to provide practical knowledge and skills on the broad scope of HRM functions, employee administration and management as well as the core Employment and Occupational Safety & Health legislations in Malaysia.

This unique Certificate HRM course is developed as the foundation towards the MEF Academy Diploma in Human Resource Management & Development. In collaboration with Asia eUniversity, participants will have a clear pathway from Certificate level to Diploma and Masters Human Resource Management.

The Certificate HRM formalizes the competency standards and basic qualification for personnel who are non- executives, clerical assistants and executives in the Human Resource Department. With this prestigious MEF Academy and Asia e University certificate, participants will be equipped with the practical aspects of Human Resources Management and develop knowledge and skills in human resource and legal practices of administrating, handling and managing organization employees.

## COURSE DETAILS

**Commencement Date: 27<sup>th</sup> November 2022**

**Duration: 2 Months (Sunday Class)**

**Venue: Online Class via MS Teams/Zoom**

**Course Fee: RM 4,300 per pax (inclusive 6% SST)**

*(Special RM300 discount for participants of relevant MEFA courses eg. "HR for Beginners" or "Employment Act or Industrial Relations Act")*

**CERTIFICATE HRM qualification is an industry based formalization of the competency standards for effective application of HRM issued by MEF Academy and Asia eUniversity.**

**This Certificate HRM is pathway towards the dual qualification Certified HR Practitioner, Certified HR Professional and Certified HR Manager which are DUAL QUALIFICATIONS under MEFA Diploma and Asia e University Masters HRM and Masters Business Administration.**

## 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 involved and/or providing assistance in HR administration functions
- Individuals with or without experience, seeking to pursue a career in HRM.
- Newcomers to the HRMD career may complete the Certificate level (Modules 1 – 4) and secure the pathway to the Diploma DHRM.

## Entry Requirements:

Qualification : Working experience or Minimum SPM (without working experience).

## Certification & Exemptions

Certificate in Human Resource Management will be awarded by the MEF Academy in collaboration with the Asia e-University. This Certificate Human Resource Management (CHRM) is the foundational pathway towards the Professional Diploma in Human Resource Management & Development (EDHRM)



## Course Fees

### •Course fees RM4,300

*Special RM300 discount for participants of relevant MEFA courses eg. "HR for Beginners" or "Employment Act or Industrial Relations Act"*

**\*\*\*Course fees are Claimable under HRDF SBL Khas Scheme OR Payable to MEF Academy Sdn Bhd.**

**\*\*\* Course fees are inclusive 6% SST**

## ASSESSMENT

### Assignments

Participants are required to submit comprehensive Assignments on respective modules of this Certificate human resource management

50% of assessment

### Examination

Participants are required to prepare & sit for examination on all modules to display level of understanding on each module

50% of assessment

## COURSE REGISTRATION



You may Scan the QR Code below or Click at the Link below:

<https://forms.office.com/r/FOESH0sh1z>

**For any further enquiries please email or call:**

(Admin)

Pn. Aspalela (Tel: 03 7955 7778 ext 136)

Ms. Roszanariah (Tel: 03 7955 7778 ext 144)

Email:

aspa@mef.org.my – Pn. Aspalela

roszana@mef.org.my - Ms. Roszanariah



# COURSE STRUCTURE AND SCHEDULE

Module / Speaker	Course Structures <i>*Dates are subject to changes</i>	Module / Speaker	Course Structures <i>*Dates are subject to change</i>
<b>Module 1</b>  <b>12 hours ONLINE</b>  <b>27 November 9am – 5pm</b>  <b>4 December (9am – 1pm)</b>	<u>Introduction to Human Resource Management</u>  HR Management Theories and practices . Overview of HR Functions – Skills, Qualifications of HR Professionals Understanding HR Administration & Planning - processes, duties and roles Recruitment & Selection - processes <ul style="list-style-type: none"> <li>• Job Requisition - justification and approval</li> <li>• Job Specifications and Job Description</li> <li>• Planning and organizing interviews</li> </ul> Appointment letters – outlines of terms Employee Induction - orientation Case Studies & Assignment	<b>Module 3</b>  <b>12 hours ONLINE</b>  <b>8 January (9am-5pm)</b>  <b>15 January (9am – 1pm)</b>	<u>Introduction to Core Employment Legislations (including Amendments Act 2022)</u>  Overview of Employment Act 1955 - on employer-employee relations - key provisions EA1955  Overview of Industrial Relations Act 1967 - Rights of workmen and employers protection - Key provisions IRA1967  Overview of Trade Union Act 1959 - Workers right to participate in unions
<b>Module 2</b>  <b>12 hours ONLINE</b>  <b>4 December (2pm – 5pm)</b>  <b>18 December (9am-5pm)</b>	<u>Introduction to Performance Management &amp; Appraisals</u> Performance Management System (PMS) – overview and importance Performance Appraisals – understanding evaluation process – types of appraisals and ratings – performance KPI / Competencies and Bell Curve Performance Gap /Training Needs Analysis – process identifying training requirements Case Studies & Assignment	<b>Module 4</b>  <b>4 hours ONLINE</b>  <b>15 January (2pm – 5pm)</b>  <b>19 January (9AM – 1PM)</b>	Overview of Occupational Safety and Health <ul style="list-style-type: none"> <li>• Introduction to M’sian legislation</li> <li>• OSH Act 1994</li> <li>• Workplace OSH</li> </ul> <b>EXAM CERTIFICATE HRM (ONLINE 4 hours)</b>

## TRAINER AND SPEAKER PROFILE



**MRS. T.RANI NATHAN** is the General Manager of MEF Academy (MEFA). She has over 25 years of working experience with the Malaysian Employers Federation (MEF) and previously as Consultant with PriceWaterhouseCoopers Consulting and IBM Consulting. She has Masters in Law (LLM Hons), LLB (UK Hons) and CLP (UM). She is a Certified HRDC Trainer as well as Master Trainer from United Nations Development Programs (UNDP), Certificate Training from International Labour Organisation (ILO), Japan Industrial Training Association and Australian Trade Training College. She specialises in training on Human Resources Management, Management Skills, Performance Management, Training & Development and Organisational Behaviour.

Mrs. T.Rani is also Senior Trainer for University collaboration courses University Swinburne (Sarawak), University Malaysia Sarawak (UNIMAS), Asia eUniversity and Open University Malaysia. Her corporate clients include University College Tunku Abdul Rahman, Panasonic, Malaysia Digital Economy Corp (MDEC), PADINI Holdings, YSP Industries, SONY Malaysia etc



**Mr. SRI VAHLSAN** is the Senior Consultant with the MEF Academy and Malaysian Employers Federation (MEF). He has more than 15 years working experience in the Hospitality and Education Industry. Mr Sri specializes in Competency Development and Human Resource and Operations. He has successfully delivered various training in Competency Based Recruitment & Selection, Competency Based Human Resource Management, Competency Based Training Needs Analysis and Competency Mapping for multinational organizations in Manufacturing, Oil & Gas, Services Industry (Banks & Hospitality) and GLCs.

He is a Licensed Practitioner of NLPTM (certified by The Society of NLP, Certified Trainer in Management Training Program issued by (NICC) & Japanese Business Federation (JITA) and a Certified Trainer issued by Human Resource Development Fund (HRDF). Academically he holds a Bachelor's Degree in Hospitality Management from Bournemouth University in UK and a Master in Management (specializing in Human Resource) Open University Malaysia (OUM).



**Mr. Goh Seng Wing** is a Senior Consultant – Industrial Relations with Malaysian Employers Federation. He has extensive experience in the interpretation of the employment law in Malaysia. Prior to commencing his profession with the Malaysian Employers Federation in April 2004, he had served the Department of Labour, Semenanjung Malaysia and the Department of Industrial Relations Malaysia for a total of 33 years. As a former Deputy Director General of Labour and a former Senior Director of Industrial Relations, Malaysia, he is able to exploit on his rich experiences obtained from the Government service in serving the members of the Organization. He has obtained a Master in Human Resource Management (OUM) and Certification in Training (HRDC). Mr Goh has conducted many training programs such as Employment (Amendment) Act 2022 and Minimum Wages. He has assisted in editing a number of publications for the Organization including the book “The Practical Guide on Compliance with the Employment Act of Malaysia” and participated in various Conferences and Workshops at the National, Regional and International Level including at the ILO in Geneva.



**Mr. Anis Fahmy** is a master's of science degree holder in OSH management awarded by Universiti Utara Malaysia. He started his career with NIOSH Malaysia in 1998. His job description includes training, audits, consultancy for industries, private sectors and government agencies. In 2003 he joined Malaysian Employers Federation as an Associate Consultants- OSH and was entrusted to advice member companies of the Federation on OSH legal compliance. His main function includes representing MEF in various technical committee in the Industrial Safety Standard Committee, Department of Standard Malaysia. For the last 17 years he is a member of the technical committee for safety of machinery and technical committee for ergonomics and technical committee occupational setting. He was involved in various publication such as Guidelines on Occupational Safety and Health Act 1994 – published by the DOSH, “*Garis panduan Keselamatan dan Kesihatan Pekerjaan*” – Ministry of Health, Malaysian Standard on Occupational Health and Safety Management Systems ISO 45000 and various industrial standard related to OSH.