

# ADVANCE YOUR CAREER WITH CIPD QUALIFICATIONS

**CHRP**

**CERTIFICATE IN HUMAN RESOURCE PRACTICE**



Supported by

**TalentCorp**  
MALAYSIA



# THE CHARTERED INSTITUTE OF PERSONNEL AND DEVELOPMENT (CIPD)

## CERTIFICATE IN HUMAN RESOURCE PRACTICE

Human Resource Personnel are increasingly becoming a valuable contributing member of any organisation and there is a huge need for highly skilled and competent Human Resource (HR) staff. In an effort to ensure that this objective is met, TalentCorp and SMR Group are partnering with the Chartered Institute of Personnel and Development (CIPD) to offer this highly in demand programme.

This CIPD Foundation qualification is suitable for those:

- Wanting to gain the essential knowledge and skills required to move into HR or L&D
- Working in either an HR or L&D support role but do not hold a formal HR or L&D qualification
- Line managers with responsibility for people management and development
- Looking to become a professional member of the CIPD.

If you are looking to acquire a wide range of relevant practical skills in HR and a professional qualification to further your career, this is the qualification you need.

The CIPD Level 3 Foundation Certificate in HR Practice (CHRP) provides a firm foundation in all areas of HR. It will help you develop essential HR skills and give you the confidence to be more effective at work and add value to your HR function. This foundation level qualification is ideal for HR professionals wishing to acquire a wide range of relevant, practical skills and a professional qualification to further their career within HR.

### Benefits

On successful completion of the qualification, you will:

- Have a sound understanding of the knowledge, skills and behaviours required of a professional HR practitioner
- Know how HR activities support your organisation's strategy and assist in the achievement of business objectives and how these are shaped by internal and external factors
- Be able to identify and understand the factors which affect your organisation's talent planning, recruitment and selection policies
- Describe the purpose and processes of performance and reward management and the role of HR in promoting and supporting good practice.



## PROGRAMME STRUCTURE

Week 1 & 2	Week 4 & 5	Week 7 & 8	Week 10 & 11
<p>Attend Workshop</p> <p>Modules:</p> <p>1. Developing Yourself as An Effective HR Practitioner</p> <p>2. Understanding Organisations and the Role of HR</p>	<p>Attend Workshop</p> <p>Modules:</p> <p>3. Recording, Analysing And Using Human Resources Information</p> <p>4. Resourcing Talent</p>	<p>Attend Workshop</p> <p>Modules:</p> <p>5. Supporting Good Practice in Performance and Reward Management</p> <p>6. Contributing to the Process of Job Analysis</p>	<p>Attend Workshop</p> <p>Modules:</p> <p>7. Developing Coaching Skills for the Workplace</p> <p>8. Supporting Change within Organisation</p>
Week 3	Week 6	Week 9	Week 12 & 13
Coaching Support For 8 Assignments: Assignments, Feedback and Coaching Support			
Month 4	Month 5	Month 7 & 8	Month 9
<ul style="list-style-type: none"> <li>Submission of Assignments</li> </ul>	<ul style="list-style-type: none"> <li>Marking &amp; Internal Verification</li> </ul>	<ul style="list-style-type: none"> <li>External Verification</li> </ul>	<ul style="list-style-type: none"> <li>Issuance of CIPD Certificates</li> </ul>

## PROGRAMME DETAILS

Entry Requisite	Basic HR
Programme Duration:	<p>Spread over 9 months</p> <ul style="list-style-type: none"> <li>✓ Workshop</li> <li>✓ Coaching Support</li> <li>✓ Assessment</li> <li>✓ Verification and</li> <li>✓ Certification</li> </ul>
Assessment:	<ul style="list-style-type: none"> <li>✓ No Examination</li> <li>✓ Assignment Based</li> </ul>
Method:	<p>The programme can be offered as a :</p> <ul style="list-style-type: none"> <li>✓ Full Time Week Day Class (Mon – Fri from 9.00 am - 5.00 pm) or</li> <li>✓ Part Time Weekend Class (Sat – Sun from 8.30 am - 4.30 pm)</li> </ul>
<p>Course Fee</p> <p>TalentCorp Incentive</p> <p>Company Investment</p>	<p>RM 12,000.00 Per Person</p> <p>RM 6,000.00 (50% of Programme Fee Upon Certification)</p> <p>RM 6,000.00 (HRDF Claimable and it is Subject to HRDF Approval)</p> <p><b>The Course Fee Includes:</b></p> <ol style="list-style-type: none"> <li>Facilitation of Sessions</li> <li>Manuals / Handouts</li> <li>Coaching on Assignments</li> <li>Administration with CIPD UK (Registration)</li> <li>Assessment and Internal Verification</li> <li>External Verifier Fees (UK)</li> <li>CIPD Student Membership Fees for 12 Months</li> </ol>



Approved Centre

#### About CIPD UK

The Chartered Institute of Personnel & Development (CIPD) is Europe's largest Human Resource development professional body. It is a globally recognised brand with over 135,000 members, and they pride themselves on supporting and developing those responsible for the management and development of people within organisations.

For more information, please visit <http://www.cipd.co.uk>



Over the past decades, SMR Group has grown to be a trusted name in inspiring lifelong learning and redefining human resource development. The redesigned SMR Group logo and refined vision, mission and values represent our emphasis on continuous growth and knowledge seeking, as we take new steps on our journey towards becoming a brand synonymous with world-class practices in unleashing human potential.

For more information, please visit <http://www.smrhub.com>

For more information contact **HASINAH**

Tel : +603 2296 9199

Fax : +603 2296 9099

Email : [hasinah@smrhub.com](mailto:hasinah@smrhub.com)

#### Corporate Office

**A** Suite 2A-23-1, Block 2A  
Level 23, Plaza Sentral,  
Jalan Stesen Sentral 5  
KL Sentral, 50470  
Kuala Lumpur, Malaysia

**T** +(603) 2279 9199

**F** +(603) 2279 9099

#### Operations Office

**A** 15-7, Signature Office ( Block A)  
The Boulevard, Mid Valley City  
Lingkaran Syed Putra, 59200  
Kuala Lumpur, Malaysia

**T** +(603) 2296 9199

**F** +(603) 2296 9099