

# FOUNDATION DIPLOMA IN HUMAN RESOURCE PRACTICE, CIPD UK

Starting 21st November 2020 at University of Cyberjaya

This qualification is ideal for practitioners looking to acquire a means of professional recognition through CIPD membership in the field of human resources practice. The qualification is designed to provide a solid foundation in HR, whether you are just starting out in your career or want to move to the next level.

**MODULE 1:** Developing Yourself as an Effective HR or L&D Practitioner

**MODULE 2:** Understanding Organisations and the Role of Human Resources

**MODULE 3:** Recording, Analysing and Using Human Resources Information

**MODULE 4:** Contributing to the Process of Job Analysis

**MODULE 5:** Resourcing Talent

**MODULE 6:** Supporting Good Practice in Performance and Reward Management

**MODULE 7:** Supporting Individual Learning through Coaching and Mentoring

**MODULE 8:** Supporting Good Practice in Managing Employment Relations

## DURATION

- 16 total classroom sessions, spread over 4 months (Sat - Sun)

## WHO IS IT FOR?

- Malaysian citizen from B40 household income group (household income less than RM3,860)
- Working at HRDF contributing company

## HOW TO APPLY

- Complete application form on HRDF portal (**PSMB/B40CAB/1/19**)
- Successful registration slip of Bantuan Sara Hidup (BSH) required. Applicant who are unable to provide the BSH slip are required to provide the declaration signed in front of Commissioner of Oath
- Payslip (latest 3 months) or Confirmation letter from employer of HRDF registered companies

## GLOBALLY RECOGNISED PROFESSIONAL CERTIFICATION PROGRAMME

Student will receive a certificate of completion from Chartered Institute of Personnel Development (CIPD), UK

## Why CIPD FDHRP

- Gain an internationally recognized CIPD UK Qualifications
- Gain associate membership of the CIPD, allowing you to use the designation Assoc CIPD
- Explore the full range of HR topics
- Experience the best in collaborative learning supported by experienced facilitators
- Accelerate career progression
- 100% Fully Funded for B40 Category