

**List of Competencies for On-the-Job Training (OJT)  
Work-Study Diploma in Human Resource Management**

Note: LOC is subject to changes due to curriculum review/ development

<b>S/N</b>	<b>List of Competencies (Standard)</b>	<b>Company to indicate '✓' for OJT competencies it can provide</b>
1	Source for talent	
2	Recruit candidates	
3	Facilitate onboarding and offboarding	
4	Manage internal communications	
5	Provide support for employee relations	
6	Support setting of performance standards	
7	Manage employee performance data	
8	Provide support for quality improvement	
9	Implement employee compensation programmes	
10	Implement employee benefits programme	
11	Review compensation and benefits plan	
12	Compute statistical data	
13	Perform data visualisation	
14	Analyse workforce learning needs	
15	Coordinate learning programmes	
16	Support learning programmes delivery	
17	Evaluate technologies suitable for HR business needs	
18	Implement technology solutions	
19	Implement change management activities	
20	Assess Environment, Social & Governance (ESG) factors	
21	Process ESG initiatives	
22	Propose ESG initiatives	
	<b>Sub-total of Competencies (Standard)</b>	
<b>List of Competencies (Company-specific)</b>		
1		
2		
3		
4		

S/N	List of Competencies (Standard)	Company to indicate '✓' for OJT competencies it can provide
5		
	<b>Sub-total of Competencies (Company-specific)</b>	

**Note:**

- a) Company must be able to provide OJT for at least **75%** of the List of Competencies (Standard).
- b) If company is unable to meet the 75%, please propose alternate **course-related** competencies which are unique to company operations. Alternate competencies are capped at 25%.  
[i.e. 50% of the list of competencies (standard) + 25% alternate competencies (Company-specific)].
- c) All alternate competencies (Company-specific) must be reviewed and endorsed by ITE.
- d) Trainees must receive OJT and be assessed for **All** competencies selected in this List.

Total no. of competencies selected by company for OJT	
Total no. of competencies listed ( <i>standard &amp; company specific</i> )	
Percentage of selected competencies	

**Completed By:**

\_\_\_\_\_  
**Name**

\_\_\_\_\_  
**Company**

\_\_\_\_\_  
**Designation**

\_\_\_\_\_  
**Date**

For ITE's Completion			
Reviewed by CED / College <i>(For Company-specific Competencies)</i>			Verified by IBT Officer
Name:			MIMI BEK
Designation:		Date:	

## Training Pattern for WSDip in Human Resource Management

### **ONCE A WEEK RELEASE**

- Academic year starts every April and ends on March the following year.
- Total of 40 academic weeks for 1<sup>st</sup> academic year, another 40 academic weeks in the 2<sup>nd</sup> year and 20 weeks in the final year.
- Off-JT in ITE College Central
- Off-JT day must be a paid working day, included in employment contract to equip trainees with necessary skills sets.
- Off-JT day must be a paid working day, included in employment contract.

## Synopsis of Proposed Modules

### Work-Study Diploma in Human Resource Management

<b>S/N</b>	<b>Modules</b>	<b>Hours</b>
1	<b>Talent Acquisition &amp; Recruitment</b> On completion of the module, trainees would be able to make use of digital recruitment tools to find and attract top talents. They will be able to write compelling job postings for both the traditional and social media platforms and use metrics to measure its effectiveness. They will leverage technology to streamline administration, selection and recruitment processes to improve their work productivity.	<b>90 hrs</b>
2	<b>Workplace Relationship Management</b> On completion of the module, trainees would be able to support managers in communicating organisational policies through sound behavioural and technical competencies in the areas of Ethics, Labour Relations, Employment Law and Supervisory Leadership.	<b>100 hrs</b>
3	<b>Performance Management &amp; Administration</b> On completion of the module, trainees would be able to support the manager by using digital tools to administer performance management programmes. They will be able to support the administrative work pertaining to the communication, feedback and analysis on the effectiveness of the programmes.	<b>100 hrs</b>
4	<b>Compensation &amp; Rewards</b> On completion of the module, trainees would be able to implement and administer the employees' compensation and rewards plans using organisations' records and payroll software system.	<b>90 hrs</b>
5	<b>Organisational Learning &amp; Development</b> On completion of the module, trainees would be able to analyse employee learning needs as well as coordinate and implement training programmes. They would be able to use data analytics to evaluate and better support learning programmes delivery.	<b>100 hrs</b>

S/N	Modules	Hours
6	<p><b>Data &amp; People Analytics</b></p> <p>On completion of the module, trainees would be able to perform administrative functions in collating and analysing the various HR metrics and data sources, to assist in the manager in creating a HR strategy for people planning and decision making.</p>	100 hrs
7	<p><b>Technology for Business Productivity</b></p> <p>On completion of the module, trainees would be able to perform administrative functions using the latest office productivity tools that will improve the efficiency of data manipulation and visualisation for business decision-making.</p>	100 hrs
8	<p><b>Sustainability Management</b></p> <p>On completion of the module, trainees would be able to help forward sustainability in an organisation. They will be able to define the company's social purpose, incorporate sustainability in their processes and measure the organisation's sustainability management performance.</p>	100 hrs
9	<p><b>Company Project</b></p> <p>On completion of the module, trainees should have applied their acquired competencies in an authentic project that would value-add to the company.</p>	80 hrs
10	<p><b>On-the-Job Training</b></p> <p>On completion of the module, trainees should be able to apply the skills and knowledge acquired at ITE College and workplace to take on the full job scope, including supervisory function where appropriate, at the company.</p>	3140 hrs