

# Diploma in Human Resources Management

EQF Level 5 | 60 ECTS





# ACADEMY



## ABOUT US

IDEA Academy is a leading further and higher education institution, with its main campus based in the European Union member country of Malta. We offer a broad selection of programmes in a wide variety of fields that focus on emerging technologies, ranging from foundation programmes right up to master's degrees. All our qualifications are recognised internationally.

Our mission is to provide quality, affordable, industry-driven education to adult students. In doing so, we adopt a student-centric, blended approach to learning that equips you with the tools to help you stand out at your workplace.



# Diploma in Human Resources Management

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## COURSE DESCRIPTION

Effective, enthusiastic and empathetic HR professionals play a vital role in employing and nurturing the right staff to ensure an organisation's success.

This programme will take you through the principles of HR management and emerging practices, whilst covering topics like cultural diversity, job assessment and information systems.

This course will also guide you in identifying areas where change can bring about improved levels of efficiency within your organisation, as well as how to help employees accept change positively. You will also explore the effects of new sociological trends and research methods on the field of HR.



## TARGET AUDIENCE

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This course is targeted at professionals with HR experience, such as:

- HR coordinator
- HR manager
- training manager
- payslip coordinator
- HR supervisor

The target group can be extended to those who have the experience but lack a formal qualification and wish to have a more thorough background in the subject in order to progress further in their careers.

## CAREER PATHS

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The programme aims to prepare you for positions in middle-management and other senior roles such as that of an HR manager, head of HR and HR director of any organisation, both in the private and public sector.

## STRUCTURE & ASSESSMENT

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The programme comprises a total of 10 modules. Methods of assessment depend on the module and can be assessed in various modes.

## ENTRY REQUIREMENTS

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Candidates who apply for this course must possess:

- a qualification at EQF Level 4 (one 'A' Level or equivalent in any subject)

AND

- a pass in English\* and Mathematics at EQF Level 3 ('O' Level or equivalent).

Preference is given to applicants having a year of work experience related to the field of study.

Students whose first language is not English will be required to demonstrate evidence of an adequate level of English proficiency.

## PAYMENT PLANS AND SCHEMES

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We offer the possibility for our students to pay in installments or to design a flexible monthly scheme. Refer to [uae.ideaeducation.com](http://uae.ideaeducation.com) to know more.





## PROGRAMME OUTLINE

| MODULE/UNIT TITLE                            | COMPULSORY OR ELECTIVE | ECTS   |
|--|------------------------|--------|
| 1. Introduction to Human Resource Management | Compulsory             | 6 ECTS |
| 2. Strategic Human Resources Management      | Compulsory             | 6 ECTS |
| 3. Effective HR Management                   | Compulsory             | 6 ECTS |
| 4. General Management Issues Related to HR   | Compulsory             | 6 ECTS |
| 5. Resourcing and Talent Planning            | Compulsory             | 6 ECTS |
| 6. Motivation in the Workplace               | Compulsory             | 6 ECTS |
| 7. Employee Commitment at Work               | Compulsory             | 6 ECTS |
| 8. Structuring and Managing Organisations    | Compulsory             | 6 ECTS |
| 9. Managing People                           | Compulsory             | 6 ECTS |
| 10. The Organisation Development             | Compulsory             | 6 ECTS |

You are required to complete all 10 compulsory modules (60 ECTS) to fulfil the requirements of this diploma.

**Total credits: 60**



[uae.ideaeducation.com](http://uae.ideaeducation.com)

IDEA Academy is fully accredited by the Malta Further and Higher Education (MFHEA License No: 2014-FHI-015) and IDEA Academy Training Center LLC is regulated by the Knowledge and Human Development Authority (KHDA Permit No: C-630698).

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