

# National Diploma in Human Resource Management

NQF Level 6

This programme provides a comprehensive background and practical experience in the field of human resource. Trainees will have the opportunity to explore their skills in HRM, people, and critical thinking needed to succeed in the competitive national or global market.

## Target Group

This qualification is designed for the following prospective candidates:

- HR officers and managers who are newly appointed to the role and who lack previous generalist experience
- HR assistants, administrators and secretaries who support senior HR staff
- Employees working for new and expanding organisations who acquire responsibilities for HR practices
- Individuals working in HR related areas
- Individuals working in specialist areas who wish to progress into or have more knowledge of generalist roles
- Line managers or supervisors who have responsibilities for HR activities
- Owners or managers of small businesses who have overall responsibility for their HR activities
- Individuals aspiring to or embarking in a career in HR

## Programme Intended Learning Outcomes

At the end of this programme, learners will be able to:

- Apply detailed knowledge and understanding of core functions and common practices of Human Resource Management in contemporary organisations.
- Develop, implement, and evaluate processes related to employee recruitment, selection, and retention within familiar and unfamiliar contexts.
- Communicate clearly in a well-structured manner integrated solutions to solve problems in managing employees.
- Design and implement performance enhancement processes in the organization.
- Plan, organize, and implement legislative requirements and organizational policies when coordinating employee relations.
- Appraise and apply techniques and processes that are needed to facilitate effective compensation and reward in routine and non-routine contexts.

## Training Duration

1 Year

## Medium of Instruction

English/ Arabic

## Course Outline

Unit No.	Unit Title	Teaching Hours	NQF Credit
1	Human Resources Management within an Organisational Context	36	12
2	Strategic Human Resource Management	36	12
3	Job Analysis and Human Resource Planning	36	12
4	Aspects of Bahrain Labour Law	36	13
5	Recruitment and Selection	36	11
6	Training and Development	36	12
7	Performance Management	36	13
8	Development Planning for a Career in Business	36	13
9	Rewards and Compensation	36	11
10	Employee Relations	36	11

## Assessments

Varied types of assessments are given throughout the duration of the course including practical activities and written exams.

## Certification

A National Diploma Level 6 qualification will be awarded to the candidate who successfully fulfills all the requirements of the programme.

## Entry Requirements

Access and admission to the qualifications is open to all learners:

- With a Secondary Certificate or equivalent qualification
- Who passed the English placement test (including learners with physical disabilities)
- With relevant working experience within a business context

## Course Fee

BD 2214 (Includes VAT.)