

HR WSQ Competency-based Training



Human Resource Workforce Skills Qualifications (HR WSQ)

The HR WSQ system underpins skills formation of Human Capital Specialists and Professionals, and equips them for greater access to training and the attainment of nationally-recognised certifications. It is designed to enable an individual to seek upgrading and career progression in a practical and flexible manner through bite-sized learning.

HR WSQ consists of 2 main functional categories

Human Capital Management

- Performance Management
- Recruitment and Selection
- Compensation and Benefits
- Employee Relations and Communications
- Employee Health and Well-being
- HR Information Systems
- Manpower Planning
- Outsourcing and Insourcing

Human Capital Development

- Organisational Development
- Learning and Development
- Career Management
- Talent Management

Certificate in Specific Functional Areas

An individual will be certified HR Professional in a specific functional area, upon attainment of a prerequisite set of competencies.

- Certified HR Professional (Compensation & Benefits)
- Certified HR Professional (Recruitment & Selection)
- Certified HR Professional (Talent Management)
- Certified HR Professional (Industrial Relations)
- Certified HR Professional (Performance Management)

HR WSQ Qualifications

There are altogether 8 HR WSQ qualifications corresponding to 4 different levels available. Each level corresponds to the level of complexity for each module.

Level	WSQ Qualifications
	WSQ Specialist Diploma in Human Capital Management
5	WSQ Specialist Diploma in Human Capital Management (Human Capital Management) WSQ Specialist Diploma in Human Capital Management (Human Capital Development)
4	WSQ Professional Diploma in Human Capital WSQ Professional Diploma in Human Capital (Human Capital Management) WSQ Professional Diploma in Human Capital (Human Capital Development)
3	WSQ Advanced Certificate in Human Capital
2	WSQ Higher Certificate in Human Capital

What is Competency-based Programme?

Competency-based curriculum is designed around the "competencies" required for the performance of a job. It focuses on the skills, knowledge and attitude required to perform a task and the person's ability to transfer and apply skills and knowledge to his workplace.

How Do I Obtain My Qualifications?

A Statement of Attainment (SOA) is awarded to an individual when the individual successfully completes a competency module and is assessed to be competent. A nationally recognised certificate is awarded to participants who have the requisite number of SOAs for each level of certification.

For more information

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Human Capital Singapore HR WSQ Training Calendar 2012

Human resource is a strategic and scarce resource. Effective management of this precious human resource is critical to maintaining competitiveness and achieving growth.

Founded on best international practices and validated by industries and employers, the HR WSQ training leads to nationally-recognised certifications that gives HR professionals and people managers an edge by expanding skill sets and facilitating career progression.

HCS is the national Continuing Education and Training (CET) centre that conducts the HR WSQ competency-based training programmes.

HUMAN CAPITAL SINGAPORE 2012 COURSE CALENDAR
WEEKDAY CLASSES

COMPETENCY CODE	COURSE NAME	FEES	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
HR WSQ CORE MODULES														
HR-GEN-201C-0	Participate in a work team	S\$220				11-13					5-7			
HR-GEN-202C-0	Provide human resource information	S\$220			7-9						19-21			
HR-GEN-203C-0	Process human resource information	S\$220		1-3						22-24				
HR-GEN-204C-0	Support organisational events	S\$220	4-6						25-27					
HR-GEN-301C-0	Ensure compliance with relevant laws and regulations	S\$280								6-8		10-12		
HR-GEN-302C-0	Analyse and present research information	S\$280							11-13				7-9	
HR-GEN-303C-0	Manage projects	S\$280						6-8						12-14
HR-GEN-304C-0	Support change processes	S\$280					9-11						21-23	
HR-GEN-401C-0	Align human resource services with business needs	S\$350						6-8						26-28
HR-GEN-402C-0	Develop workplace and business relationships	S\$350							11-13				7-9	
HR-GEN-404C-0	Manage budgets and finances	S\$350								6-8		3-5		
HR-GEN-405C-0	Measure human resource functional effectiveness	S\$350									5-7			5-7
HR-GEN-501C-0	Create human resource strategies aligned with business needs	S\$420	4-6						25-27					
HR-GEN-502C-0	Manage organisational risks	S\$420		1-3						22-24				
HR-GEN-503C-0	Apply financial knowledge within a human resource environment	S\$420			7-9						19-21			
HR-GEN-504C-0	Enhance organisational effectiveness	S\$420				11-13						3-5		
HR-GEN-505C-0	Develop organisational response to national manpower initiatives and strategic priorities	S\$420					9-10						21-22	
REMUNERATION & BENEFITS														
HR-PRB-202E-1	Process payroll	S\$220	11-13		7-9	11-13		6-8	11-13		12-14	10-12	7-9	12-14
HR-PRB-302E-1	Manage payroll	S\$280	18-20		14-16	18-20	16-18	13-15		15-17		17-19		19-21
HR-PRB-402E-1	Implement and evaluate remuneration programmes	S\$350	25-27				23-25				26-28			
HR-PRB-403E-1	Implement international compensation programme	S\$350		22-24				20-22				23-25		
HR-PRB-503E-1	Develop strategies for total remuneration	S\$420			21-23				18-20				21-23	
HR-PRB-501E-1	Develop strategies for executive compensation	S\$420				25-26				22-23				26-27
HR-PRB-203E-1	Administer Performance Review Process	S\$220	4-6	29	1,2		2-4	27-29		29-31		31	1,2	
HR-PRB-404E-1	Implement Performance Management Programme	S\$350	25-27		21-23	25-27		20-22	25-27		26-28	23-25		26-28
HR-PRB-502E-1	Develop Strategies for Performance Management	S\$420		1-3		3-5		6-8		1-3		3-5		5-7
RESOURCING														
HR-RS-201E-0	Administer recruitment and selection process	S\$220		15-17						22-24				
HR-RS-301E-0	Implement recruitment and selection methods	S\$280	4-6	29	1,2		2-4	27-29	4-6	29-31	5-7	31	1,2	
HR-RS-302E-0	Conduct interviews and make hiring decisions	S\$280	18-19		14-15		16-17		18-19		19-20		14-15	
HR-RS-401E-0	Recruit and select staff for international assignments	S\$350					2-4			29-31				
HR-RS-402E-0	Develop and implement recruitment and selection strategies	S\$350		1-3	28-30		30,31	1		1-3		3-5		5-7
HR-RS-405E-1	Implement manpower planning processes	S\$350				3-5				29-31				
HR-RS-403E-1	Define job profiles	S\$350						27-28						19-20
HR-RS-502E-1	Develop strategies for manpower planning and resourcing	S\$420		29	1,2							31	1,2	
HR-RS-406E-1	Implement strategies to employ, retain and re-employ older employees	S\$350									5-6			12-13
TALENT MANAGEMENT														
HR-TM-301E-1	Provide career advice	S\$280				25-27						17-19		
HR-TM-401E-0	Implement talent management programmes	S\$350	11-13	15-17		18-20	9-11		11-13	15-17		17-19	14-16	19-21
HR-TM-404E-1	Implement international assignment programme	S\$350						13-15			26-28			
HR-TM-501E-0	Develop strategies for talent management	S\$420	25-27		21-23	25-27	23-25	13-15			26-28	23-25		26-28
HR-TM-502E-0	Develop a framework and strategies for succession management	S\$420		8-10	28-30		30,31	1		6-8		10-12		12-14
HR-TM-503E-1	Develop strategies for career planning	S\$420		8-10									14-16	
EMPLOYEE HEALTH & WELL-BEING														
HR-EHW-301E-1	Implement employee health and well-being in the workplace	S\$280			14-16						12-14			
HR-EHW-401E-0	Develop and evaluate health and well-being programmes	S\$350				3-5			18-20					
EMPLOYEE RELATION AND COMMUNICATIONS														
HR-ERC-301E-0	Manage industrial relations processes	S\$280	25-27				23-25					17-19		
HR-ERC-401E-0	Resolve grievances and disputes	S\$350		22-24				20-22					14-16	
HR-ERC-501E-0	Develop strategies and policies for employee relations	S\$420								15-17			7-9	
HR-ERC-502E-0	Promote harmonious tripartite relations	S\$420			21-23				25-27					
HR-ERC-403E-1	Implement employee engagement programmes	S\$350				18-19							21-22	
HR-ERC-505E-1	Develop strategies for managing diversity	S\$420			14-16						19-21			
LEARNING & DEVELOPMENT														
HR-LD-201E-0	Provide learning administration services	S\$220				3-4							1-2	
ORGANISATIONAL DEVELOPMENT														
HR-OD-401E-0	Measure organisational climate	S\$350					30,31	1					28-30	
HR-OD-402E-1	Develop and implement change management strategies and plans	S\$350		15-17						1-3				
HR-OD-501E-0	Lead organisational design	S\$420						13-15			12-14			
HR-OD-502E-1	Promote Innovation	S\$420			28-30				4-6					
SYSTEMS & PROCESSES														
HR-HRSP-201E-1	Operate human resource information system	S\$220				11-12						23-24		
GENERAL ELECTIVES														
HR-GEN-403E-1	Establish human resource needs of small to medium enterprise	S\$350		22-24						15-17				
HR-GEN-411E-1	Implement and evaluate risk, crisis management and contingency plans	S\$350			28-30				18-20					
HR-GEN-407E-0	Implement fair employment practices	S\$350				18-19		20-21						
HR-GEN-409E-0	Implement wage restructuring	S\$350		8-9			9-10			6-7				5-6
HR-GEN-410E-1	Manage Internal and External Service Providers	S\$350					23-25							19-21
HR-GEN-511E-1	Develop a business case for new initiatives	S\$420			7-9							10-12		
HR-GEN-509E-1	Provide human resource consultancy services	S\$420	18-19								12-14			