

# GRADUATE DIPLOMA HUMAN RESOURCE MANAGEMENT

[www.simge.edu.sg](http://www.simge.edu.sg)

The programme is developed and awarded by Singapore Institute of Management, Singapore.



A Member of the SIM Group

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**SAKAI**

**SIM**  
GLOBAL  
EDUCATION

# WELCOME MESSAGE



Gain a Global Edge at **SIM GE** for the global workplace in the future economy

Welcome to SIM Global Education (SIM GE) – A global campus with over 10 top ranking international universities from the UK, the US, Europe and Australia. As a premier institution of higher learning, we are a gateway to the world with a wide range of academic programmes to choose your ideal learning pathways from.

SIM GE is the global education arm of the Singapore Institute of Management (SIM Group) which is an initiative of the Economic Development Board to support Singapore's industrialisation. As one of the largest and leading private educational institutions in Singapore, we take pride in our reputation for quality academic standards and a vibrant student experience.

At SIM GE, we are committed to delivering a holistic education to empower individuals in their

respective fields and communities. We also aim to inspire passion in them to excel and to strive for bigger goals.

In today's fast-changing world, the ability to adapt and evolve will give you an edge. With our multicultural learning environment and diverse campus life, you will gain the skills, knowledge and insights you need, to be career ready. These will enable you to gain a Global Edge as you make your mark in the global workplace of the future.

I invite you to come and be a member of our community, and discover how, like them, you can fulfil your aspirations by embarking on an exciting educational journey with us.

**Dr Lee Kwok Cheong**  
*Chief Executive Officer*  
SIM Global Education

# SIM GROUP



## **SIM Global Education** **A leading private education institution**

SIM Global Education is the global education arm of the Singapore Institute of Management (SIM Group). Founded in 1964 on the initiative of the Economic Development Board to support Singapore's industrialisation, the SIM Group is today a diverse and vibrant organisation with a wide range of programmes, activities and services.

SIM Global Education (SIM GE) offers quality overseas academic programmes awarded by top ranking and reputable universities from the United Kingdom, the United States, Europe and Australia. SIM GE's approach towards a holistic education is to develop students with a global edge for the global workplace with ability and adaptability for employability in the future economy. With 142,000 alumni and about 20,000 students from over 40 countries, SIM GE is a leading private education institution in Singapore.

THE  
GLOBAL  
EDGE

ABILITY

ADAPTABILITY

EMPLOYABILITY

40  
COUNTRIES

142,000  
ALUMNI



Over 10  
international  
universities,  
1 global  
campus



Scan  
for Virtual  
Campus Tour



## Why Study at SIM GE?

### ▲ AWARD-WINNING INSTITUTION

Top 3 Best Private Institute for eight consecutive years in the annual AsiaOne People's Choice Awards.

### ▲ THROUGH-TRAIN PATHWAY

Over 80 full-time and part-time academic programmes through over 10 partner universities at diploma, undergraduate and postgraduate levels.

### ▲ GLOBAL PERSPECTIVES & INSIGHTS

Exposure to diverse cultures and a global network of faculty and peers bring broader perspectives to learning.

### ▲ STUDENT-CENTRIC CAMPUS

Wi-Fi enabled campus with comprehensive facilities for students' academic and recreation needs.

### ▲ VIBRANT STUDENT LIFE

Participate in over 70 student clubs with year-round activities in arts, culture and sports.

### ▲ DEDICATED STUDENT SUPPORT

Support services include academic support at Student Learning Centre, a dedicated Student Services Centre, Student Wellness Centre, and initiatives such as financial assistance schemes and counselling services.

### ▲ BOND-FREE SCHOLARSHIP & BURSARY

Scholarships are available to students who excel in academics, sports or arts.

### ▲ NETWORK FOR SUCCESS

A multitude of learning resources and networking events for students and graduates offered through SIM GE platforms and SIM Membership.

### ▲ ALUMNI ENGAGEMENT

Stay connected even after graduation – benefit from events organised by SIM GE Alumni Office or volunteer your time through initiatives such as Structured Alumni Mentorship.

# NETWORK FOR GREATER SUCCESS



With a blend of 40 nationalities from across the globe, SIM GE's remarkable global mix of cultural diversities provides an excellent platform for cultural exchange and knowledge sharing. A diverse student population, coupled with international faculty, is your gateway to a learning experience with a global mindset.

Tap into the rich resource pools offered by our membership activities and stay plugged into the latest industry trends through 12 professional Interest Groups. Connect with other like-minded professionals for sharing of best practices and experiences. With a community boasting about 37,000 individual and corporate members, you can leverage our networks for greater success.

Your relationship with us continues even after you graduate. The SIM GE Alumni Family will help you develop and expand your network as you further your career aspirations. You can look forward to privileges and preferential access to professional development courses. Take advantage of our unparalleled networking opportunities such as Industry Forums, Networking Sessions, CEO Dialogue, annual Homecoming dinners, and Overseas Alumni Chapter events. Be updated on our calendar of events through SIM GE and SIM Membership newsletters and publications.

Embark on your journey with us to build meaningful connections as a student, a graduate and a professional.



Homecoming



Networking Session



SIM GE Industry Forum





Interact and build rapport with **industry experts** through our networking platforms



CEO Dialogue

"SIM Membership has expanded my personal and professional network with great opportunities to learn, share and meet people from various industries and professions."  
(2016)

**Harold Kwan**  
SIM GE Alumnus



Overseas Alumni Chapter

# GRADUATE DIPLOMA IN HUMAN RESOURCE MANAGEMENT



## Overview

Since 1978, SIM has had a successful history of offering Graduate Diplomas in the various business fields and industry - from the first Graduate Diploma in Personnel Management to subsequent ones in Marketing, Financial Management and Business Administration.

Today, our signature programmes are well-recognised amongst executives and managers looking to upgrade their knowledge and skills to be successful in management and productivity in Singapore, and beyond.

## Real Solutions for Real Market Needs

The popularity of our SIM programmes is attributed to its problem-centred and practical curricula and pedagogy.

SIM lecturers, who are industry practitioners, infuse the programmes with pragmatic market-based insights, and effectively facilitate the incubation of ideas and solutions from the participants.

The cross-pollination of ideas, robust discussions, and critical thinking serve to engender real solutions for real market needs, thus preparing participants to be adaptable to the challenges in an ever-changing market.

## Designing A Future-Ready Roadmap

The responsibility of optimising human resources is entrusted to human resource professionals who now face the challenge of designing training, reward, selection and industrial relations systems that will be the road-maps of our 21st century's new economy.

In this new dynamic economy, the need to manage and develop human resources to drive innovation and productivity while creating a quality work life, has become more strategic to organisational success than ever before.

**Graduate Diploma** is a popular alternative to a Master's degree as it provides a more focused curriculum.





“The knowledge shared by the lecturers helped one to relate the concepts you learned and the applications in the real world.” (2016)

**Kevin Quek**

Talent Management Manager,  
OCBC Bank

Graduate, Class of 2016

**Objectives**

The Graduate Diploma in Human Resource Management programme aims to:

- Equip you with relevant skills and practical knowledge in order to meet the changing job demands for human resource development and management roles; and
- Equip you with specialised knowledge in employee recruitment and selection, training and development, knowledge management and performance management.

**Outcomes**

Upon completion of the programme, you will typically be able to:

- Lead and facilitate the activities of the human resource function and manage the challenges of people management;
- Plan and utilise organisational human resources effectively;
- Practise effective recruitment and selection;
- Design and manage an effective performance-reward system;

- Build effective teams and facilitate innovation and organisational change;
- Facilitate proactive and sound tripartite industrial relations;
- Facilitate the development and investment of human resources;
- Support the management of human resources across borders; and
- Appreciate the implications of human resource management decisions.

**Duration and Intake**

Programme Duration	Intakes
1 Year Part-time	January, May and September

**Modules**

- Employment Relations and Law
- International Human Resource Management
- Managing Organisational Change and Development
- Performance Management and Rewards
- Staffing and Employee Development
- Strategic Human Resource Management

**Mode of Delivery**

Classroom learning comprising:

- Activities
- Exercises
- Lectures
- Tutorials

Each lesson is typically three hours.

**Assessment**

- Assignments/Projects
- Written Exams

**Candidature Period: 2 years**

There will not be any refund or recourse should the student fail to complete the programme within the candidature period.

**Minimum Class Size: 25**

In the event that the class cannot commence due to low take-up rate, applicants will be informed within one month before programme commencement.

“For someone without any formal HR training, this programme has equipped me with the knowledge to review, develop and implement HR initiatives for my company.” (2016)

**Then Tze Liang**

HR Manager in a Public Listed company

Graduate, Class of 2016

**Career Prospects**

There are ample employment opportunities in the private and public sectors. Not only are graduates equipped with business “know-how” to move up to supervisory or managerial positions, they now have the added career option to laterally switch to functional areas like human resource.

**Admission Criteria**

A degree from a recognised university.

Applicants whose academic qualifications are not attained in the English medium are required to demonstrate proficiency in English

with the minimum total score indicated as follows:

- Paper-based TOEFL 580; or
- Internet-based TOEFL 92; or
- IELTS 6.5

*Note: IELTS or TOEFL test scores must be less than two years at point of enrolment.*

**Programme Fees**

S\$5,778

*Fees are inclusive of prevailing GST and payable in three instalments. The amount of each instalment is dependent on the number of modules undertaken for each semester. Fees do not include textbooks. Please refer to SIM GE website for the latest fees.*

**SkillsFuture Credit**

Singaporeans aged 25 and above can use their credit to offset the programme fees.

**SkillsFuture Study Award for Human Resource**

Singaporeans with at least two years of HR work experience are eligible to apply.

Refer to [www.skillsfuture.sg/credit](http://www.skillsfuture.sg/credit) or [www.skillsfuture.sg/studyawards/human-resource](http://www.skillsfuture.sg/studyawards/human-resource) for more information.



*A class field trip to the Singapore Scout Association to learn more about HRM practices, the challenges and approaches in a voluntary welfare organisation.*

# APPLICATION AND ADMISSION

## How to Apply

Visit [www.simge.edu.sg/ge/how-to-apply](http://www.simge.edu.sg/ge/how-to-apply) for the application process, list of required supporting documents, documents verification process and more information.

For an international applicant applying to a full-time programme, you must submit an online Student's Pass (STP) application form. Your Student's Pass application is subjected to approval of the Singapore Immigration & Checkpoints Authority (ICA).

## Application Fees

An application fee is payable for each application form that is submitted. This fee (inclusive of the prevailing GST) is non-refundable and non-transferable. The fee will be fully refunded only if the intake does not commence. Unpaid applications will not be processed.

Payment Mode: MasterCard/Visa credit cards or eNETS

Application Fees	Local applicants	International applicants
	S\$96.30	S\$321.00*

*\*This does not include all fees related to Student's Pass application.*

## Private Education Act

Under the Private Education Act, legislated in December 2009, a Council for Private Education (CPE) was set up to regulate the private education industry in Singapore. From 03 October 2016, the Council for Private Education became part of a new statutory board – SkillsFuture Singapore (SSG). Under the new structure, the SSG Board appointed the Committee for Private Education (CPE) to carry out its functions and powers relating to private education under the Private Education Act.

All Private Education Institutions (PEIs) are required to comply with the regulations under the Act in order to continue operations.

Following are the requirements which Singapore Institute of Management Pte Ltd (SIM PL) has put in place:

## PEI-Student Contract

CPE, in aiming to enhance the confidence of students and their parents in the quality of education in Singapore, has stipulated that all PEIs must sign a PEI-Student Contract with students. The contract sets out the terms and conditions governing the relationship between the student and PEI. SIM PL will honour all terms and conditions in the contract and in all communication materials.

Students may request for a copy of the PEI-Student Contract from SIM PL or view it on the CPE website ([www.cpe.gov.sg](http://www.cpe.gov.sg)).

## Cooling-Off Period

There will be a cooling-off period of 7 working days after signing the PEI-Student Contract. Students have the right to cancel the contract within the 7 working days and be refunded the highest percentage of the fees already paid if the students submit written notice of withdrawal to SIM PL within the cooling off period (refer to Clause 2.3 of PEI-Student Contract). After the cooling-off period, SIM PL's refund policy will apply.

## Fee Protection Scheme

SIM PL adopts a compulsory Fee Protection Scheme (FPS) to protect the paid fees of both local and international students. The FPS serves to protect the student's fees in the event that the PEI is unable to continue operations due to insolvency, and/or regulatory closure. In addition, the FPS protects the student if the PEI fails to pay penalties or return fees to the student arising from judgments made against it by the Singapore courts.

SIM PL has appointed Etiqa Insurance Pte. Ltd. and Lonpac Insurance Bhd as our FPS insurance providers. Under the FPS insurance scheme, students' fees will be insured by the insurer pre-assigned by SIM PL. In case of events as stated above, students will be able to claim their paid fees from the respective FPS insurance provider.

More details of the FPS can also be found in the FPS Instruction Manual, available at [www.cpe.gov.sg](http://www.cpe.gov.sg).

## Medical Insurance

SIM PL has in place a group medical insurance scheme for all its students. This medical insurance scheme will have a minimum coverage as follows: an annual coverage limit of S\$20,000 per student, covers up to B2 ward in government and restructured hospitals and provides for 24 hours coverage in Singapore and overseas (if student is involved in SIM PL-related activities) throughout the course duration.

For more information on medical insurance, visit: [www.simge.edu.sg/ge/medicalinsurance](http://www.simge.edu.sg/ge/medicalinsurance)

## Refund and Transfer/Withdrawal Policies

For refund and transfer/withdrawal policies, please refer to [www.simge.edu.sg/ge/refund](http://www.simge.edu.sg/ge/refund).

## Confidentiality

SIM PL is committed to maintaining the confidentiality of the student's personal information and undertakes not to divulge any of the student's personal information to any third party without the prior written consent of the student SUBJECT TO the obligation of SIM PL to disclose to any Singapore government authority any information relating to the student in compliance with the law and/or to the organisation conferring/awarding the qualification.



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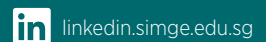
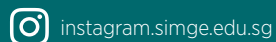
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This brochure contains key information, accurate as at time of print on 1 August 2017. For the most updated and complete corporate and programme information, refer to our website at [www.simge.edu.sg](http://www.simge.edu.sg). SIM reserves the right to change the information, including fees, herein at any time.



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