

# Process Human Resource Information (SFw HR)

Participants will be awarded the **Statement of Attainment** for **HRS-HRM-2028-1.1 Data Management** upon successful completion of the course.

## Course Objective

The course will address the skills and knowledge required to process documents. It covers receiving and retrieving of information to implement actions to support a range of human resource services.

## Target Audience

Human resource executives and executives who need to process human resource information.

## Course Outline

### ➤ Receive human resource information

- Receive information from various sources to prepare for processing
- Identify privacy and confidentiality concerns that apply to the types of information being processed
- Check information for accuracy and take action required to ensure information is appropriate for intended use or application

### ➤ Record human resource information

- Identify information required for accessing information systems including the human resource information system
- Maintain data in accordance with policies and procedures
- Identify any actions resulting from entry of data into human resource system

### ➤ Implement actions arising from information processing

- Provide information to employees responsible for follow up actions
- Implement any follow up actions as advised by relevant employees
- Communicate final outcomes to relevant parties in accordance with organizational policies and procedures

## Methodology

It is a competency-based learning with assessment. Case studies, experiential learning, discussions and presentation, facilitation and sharing, critique and review.

Please refer to SNEF website for available dates  
 Duration : 2 days, 9am to 5pm (14 hours)  
 Course Venue : SNEF Corporate Learning Centre @ Tanglin

Register online at SNEF website [www.snef.org.sg](http://www.snef.org.sg)  
 Click on 'Training' and Course Category '**Human Resource / Industrial Relation**'

- ❖ **80% Course Fee Subsidy, capped at \$17/hr (SC aged ≤ 39/SPR)**
- ❖ **90% Course Fee Subsidy, capped at \$25/hr (SC aged ≥ 40/ SMEs)**
- ❖ **Absentee Payroll**  
**90% of hourly basic salary, capped at \$10/hr. Eligibility period: 1 May – 31 Dec 2020**

SME	NON-SME	SELF-SPONSORED	Full Course Fee	Training Grant	Amount Payable
- All SC & SPR	- SC aged ≥ 40		\$353.10	-\$297.00	= <b>\$56.10</b>
	- SC aged ≤ 39		\$353.10	-\$238.00	= <b>\$115.10</b>
	- All SPR				

All prices stated are inclusive of 7% GST

**SC** : Singapore Citizen  
**SPR** : Singapore Permanent Resident  
 : Not Applicable  
**SMEs** : Defined as companies with:  
 (i) at least 30% local shareholding; AND  
 (ii) Group annual sales turnover of not more than \$100 million OR Group employment size of not more than 200 employees.

## Funding Eligibility

In order to enjoy the funding, participants need to fulfill the following requirements:

1. Singapore Citizens or Permanent Residents (PR) of Singapore
2. Attain at least 75% course attendance
3. Successfully complete assessment & certified as competent
4. Has not enjoyed funding for the same course before. **Note: This course is equivalent to Process Human Resource Information (HR-GEN-203C-0).**
5. For company-sponsored participants, training is fully sponsored by companies, which are registered or incorporated in Singapore

## Enquiries:

Malar DID: 6827 6934 / Training hotline: 6827 6927

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