

Develop Human Resource Policy Framework (SFw HR)

*Participants will be awarded the **Statement of Attainment for HRS-BIN-5090-1.1 Human Resource Policies and Legislation Framework Management** upon successful completion of the course.*

Course Objective

This unit addresses the knowledge and application skills to develop a broad policy framework to support the successful implementation of organisational human resource (HR) objectives. It includes the review, development and evaluation of HR framework, policies and procedures, development of communication and implementation plans and consultation with key stakeholders to support the implementation of the framework.

Target Audience

Human resource professionals/practitioners, managers, directors

Course Outline

- Review existing HR policy framework and procedures to evaluate them against organisational needs and legal, ethical and socio-cultural requirements
- Develop HR policies and procedures aligned to organisation's needs and in compliance with legal, ethical and socio-cultural requirements
- Develop communication and implementation plans to address the impact of changes
- Consult key stakeholders to obtain buy-in and approval of policies and procedures
- Evaluate policies and procedures to ensure effectiveness, clarity and relevance of the framework

Methodology

It is a competency-based learning with assessment. Case studies, experiential learning, discussions and presentations.

Duration : 2 days, 9am to 6.30pm (17 hours)
 Course Venue : SNEF Corporate Learning Centre @ Tanglin

Register online at SNEF website www.snef.org.sg
 Click on 'Training' and Course Category '**Human Resource / Industrial Relation**'

- ❖ **50% Course Fee Subsidy, capped at \$15/hr (SC aged ≤ 39/SPR)**
- ❖ **90% Course Fee Subsidy, capped at \$50/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		\$556.40	-\$468.00	= \$88.40
	- SC aged ≤ 39		\$556.40	-\$255.00	= \$301.40
	- All SPR		\$556.40	-\$255.00	= \$301.40

All prices stated are inclusive of 7% GST

- SC** : Singapore Citizen
- SPR** : Singapore Permanent Resident
- : Not Applicable
- WTS** : Workfare Training Support Scheme
- 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 [Develop Human Resource Policy Framework \(HR-GEN-412C-1\)](#).**
5. For company-sponsored participants, training is fully sponsored by companies, which are registered or incorporated in Singapore

Enquiries:

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