

# Develop Human Resource (HR) Policy Documents (SFw HR)

Participants will be awarded the **Statement of Attainment** HRS-BIN-4090-1.1 Human Resource Policies and Legislation Framework Management upon successful completion of the course.

## Course Objective

The course will address the skills and knowledge required to ensure that policies, procedures and activities comply with legal and contractual obligations. It covers identifying and mitigating compliance risks in the organisation.

## Target Audience

Human resource managers and above.

## Course Outline

- **Understand the Requirements of National Labour Legislations and Guidelines and their Impact Organisations**
  - National labour policies and legislation
  - Identify legislative and compliance requirements, and risks relevant to the organisation
- **Understand Legal, ethical and sociocultural considerations and identify Types of HR Policies to Address Organisational HR Standards and Guidelines**
  - Aligned to skills statement: Legal, ethical and sociocultural considerations of HR Policies
  - Identify types of HR policies to address organisation's HR standards and guidelines
- **Establish HR Policies for intended Users in Consultation with Relevant**
  - Components of HR policy documents
  - Intended users of HR policy
  - Outline the structures of HR policies in consultation with relevant stakeholders
- **Develop HR policy documents in adherence to legislative and compliance requirements**
  - Models and methods for identifying breaches in HR policy
  - Review HR policy drafts
  - Verify prepared HR policy content
  - Refine HR policy documents according to legislative and compliance requirements

## Methodology

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

- ❖ **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 | →              | \$449.40        | -\$378.00      | = <b>\$71.40</b>  |
|                | - SC aged ≤ 39 | →              | \$449.40        | -\$210.00      | = <b>\$239.40</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 Ensure Compliance with Relevant Laws and Regulations (HR-GEN-301C-0).**
5. For company-sponsored participants, training is fully sponsored by companies, which are registered or incorporated in Singapore

Please refer to SNEF website for available dates  
 Duration : 2 days, 9am to 6pm (16 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**'

## Enquiries:

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