

Why Consider a Certificate in Human Resource Management?

You know that the vitality and vibrancy of organizations depend on how well they manage their resources—especially their human resources. You are well aware that the need to properly manage human resources is heightened when operating in relatively small economies, challenged by scarce resources and a fierce global competition. You know that in such an environment, the ability to attract, develop, and retain high quality staff is probably an organization's key competitive advantage. The UWI Open Campus has developed a three-tiered set of certificate programmes in Human Resource Management (HRM) to help you improve your proficiency and marketability as a HRM professional.

How to Apply

1. You need an active email address (if you don't yet have an email address, get a free one from any of the public providers such as Yahoo, Gmail or Hotmail).
2. Go to: <http://www.open.uwi.edu/pre-university-professional/how-apply/> and follow the 6 easy steps outlined on screen.
3. When you have successfully completed the online application you will receive an automatic "application receipt document" that includes your application number. Print out the receipt, attach a photo to it, and sign and date the application.
4. To submit the application, take the documents listed below to your local Open Campus Country Site (to find the nearest Open Campus Country Site location, click on your country's flag on our website at www.open.uwi.edu).
5. Once enrolled we will place you in the appropriate Tier, based on your qualifications, experience and career ambition.

Include the following with the materials you submit:

- Your signed application receipt document
- Your birth certificate
- Your academic certificates/grade slips and other professional certificates/diplomas (where applicable)
- Your marriage certificate/deed poll (whichever is applicable) if the present name is different from that on documents. Each name must be spelt correctly and also correctly hyphenated, where necessary.

How Much Will this Programme Cost?

The cost for one 3-credit hour course in the programme is US\$300.00 or its equivalent in your local currency. This covers tuition and examination costs, instructional materials (excluding textbooks), teleconferences and tutorials as appropriate.

For additional information

Call us in Barbados at: (246) 417-4497
or for a local number click on your country's flag
on our website at www.open.uwi.edu

Email us at:

pre-university@open.uwi.edu, or

Go to our website at:

<http://www.open.uwi.edu/pre-university-professional/home>



CERTIFICATE IN HUMAN RESOURCE MANAGEMENT





Programme at a Glance

The programme is offered entirely online. So you may arrange your study to fit your schedule. You may work from your home, office, hotel room, wherever there is Internet connection. The programme is divided into three Tiers, roughly equivalent to Levels I, II & III of the Caribbean Vocational Qualifications framework. Tier II incorporates Tier I; Tier III incorporates Tiers I & II; and the Tiers are distinguished as follows:

- The **Tier I** certificate consists of 3 courses (9 credits) and may be completed in 4 months/1 semester. It prepares persons for entry-level, semi-skilled positions within the industry.
- The **Tier II** certificate consists of 6 courses (18 credits): the 3 courses making up Tier I + 3 additional courses. The Tier-II certificate, which may be completed in 8 months/2 semesters, prepares persons as skilled workers: technical/specialized, independent workers.
- The **Tier III** certificate consists of 8 courses (24 credits): the 6 courses making up Tier II + two additional courses. The Tier III certificate, which may be completed in 12 months/3 semesters, prepares persons as skilled workers with supervisory responsibilities, e.g., a first line supervisor, trainer or instructor

Programme Structure

CLASSIFICATION	COURSE TITLES	TIER
<i>Special Topics</i> (6 credits)	Labour Relations	Tier III Courses (6 credits)
	Employee Law	
<i>Field-Specific Core</i> (12 credits)	Health & Safety in the Workplace	Tier II Courses (9 credits)
	Training and Development	
	Recruitment and Placement	
<i>General Education</i> (6 credits)	Intro to HRM	Tier I Courses (9 credits)
	Math Essentials for Tertiary Level Study	
	Reading and Writing Essentials for Tertiary Level Study	
<i>Pre-requisites</i>	Ability to use the computer for word processing, to store and retrieve information, as a communication device (e.g., emailing), and to surf the web	

In Which Tier Should You Enroll?

- Enroll in **Tier I** if you have little or no academic or work exposure to the field, wish to familiarize yourself with, and gain entrance into the field, and are prepared to study for 4 to 8 months, at this time.
- Enroll in **Tier II** if you are prepared to study for 8 to 12 months, at this time; are not employed in the field, or are employed as a junior level, semi-skilled worker with no formal training; AND if you wish to obtain formal qualification and upgrade your skills so that you might be promoted to the rank of skilled worker (i.e., a technical, specialized, independent worker).
- Enroll in **Tier III** if you are prepared to study for 12 – 16 months, at this time; are not employed in the field, or are employed as a junior level, semi-skilled worker with no formal training; AND if you wish to obtain formal qualification and upgrade your skills to become a skilled worker with supervisory responsibilities (such as a first line supervisor, trainer or instructor).



What are the Entry Requirements and What Exemptions are Offered?

Before enrolling, you should be able to use the computer for word processing, to store and retrieve information, as a communication device (e.g., emailing), and to surf the web. We will not test you on your ability to use the computer. If in doubt, we advise that you take a basic computer literacy course before applying to the programme. We offer such courses, so for more info, contact us at your local Open Campus Country Site: you can find the number in your country's phone book or by clicking on your country's flag on our website at www.open.uwi.edu. Or you can call our central office at (246) 417-4497.

Exemptions are considered on a case by case basis through requests made to the Registry of Student Services. It is an online process, activated for limited periods during the academic year. As a registered student you will receive notification by email on when and how to apply for exemptions.

Exemptions are considered ONLY for our **Tier I** courses, of which there are three: a basic Math and English course, and a course that introduces you to the field. You will be considered for exemption from the Math and/or English courses if you possess at least a Grade I CXC/CSEC/GCE pass in the respective subject area or equivalent course of study. You will be considered for exemption from the introductory course if you have received at least a B grade in an equivalent introductory course from UWI or a tertiary level institution recognized for normal matriculation at UWI.