

Higher Diploma in Human Resources Development and Management

MQF Level 5 | 120 ECTS





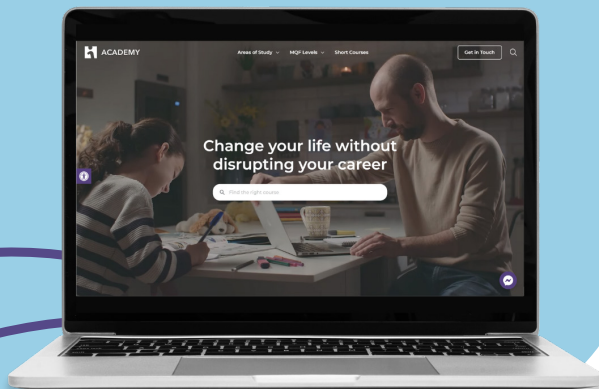
ACADEMY



ABOUT US

Founded in 2005 as IDEA Leadership and Management Institute, IDEA Academy has since evolved into one of Malta's leading higher education institutions accredited by the Malta Further and Higher Education Authority. We offer a selection of accredited, industry-led programmes in a wide variety of fields, from foundation programmes right up to doctorate.

Our mission is to provide quality, industry-driven education to adult students who are already practitioners and professionals. In doing so, we adopt a student-centric blended approach to learning that is flexible and allows one to balance between personal, professional, and student life.



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COURSE DESCRIPTION

Effective, enthusiastic and empathetic HR professionals play a vital role in employing and nurturing the right staff to ensure an organisation's success.

This programme will take you through the principles of HR management and emerging practices, whilst covering topics like cultural diversity, job assessment and information systems.

This course will also guide you in identifying areas where change can bring about improved levels of efficiency within your organisation, as well as how to help employees accept change positively. You will also explore the effects of new sociological trends and research methods on the field of HR.



CAREER PROSPECTS

The programme aims to prepare you for positions in middle-management and other senior roles such as that of an HR manager, head of HR and HR director of any organisation, both in the private and public sector.

TARGET AUDIENCE

This course is targeted at professionals with HR experience, such as:

- HR coordinator
- HR manager
- training manager
- payslip coordinator
- HR supervisor

ENTRY REQUIREMENTS

Candidates who apply for this course must possess the following:

- a qualification at MQF Level 4 (one 'A' Level or equivalent in any subject)

AND

- a pass in English* and Mathematics at MQF Level 3 ('O' Level or equivalent)

Preference is given to applicants having a year of work experience related to the field of study.

*Students whose first language is not English will be required to demonstrate evidence of an adequate level of English proficiency.

STRUCTURE & ASSESSMENT

This is a part-time programme and will typically take 25 months to complete. The programme comprises a total of 20 modules. The method of assessment is assignment-based.

The course comprises:

- 6 lectures per module
- 3- hour lectures (evening)
- 12 hours of guided learning, presentations, comprising synchronous online discussions, tutorials and/or videos;
- Self-study hours comprising research, reading and assignment work.

COST

Reading for the entire Higher Diploma as presented in this brochure costs €6,000.*

The cost for the different exit points is as follows:

- Certificate in Human Resources Management: €2,000
- Diploma in Human Resources Management: €4,000

Upon successful completion of this course, students will be eligible for a 70% refund of the cost through the 'Get Qualified' scheme.**

Due to the modular structure of the course, you may also opt to take individual modules as stand-alone. The entry requirements still apply.***

* Prices are applicable to students who already reside in Malta at the time of the application.

** Terms and Conditions apply.

*** For the price of individual modules, please contact the IDEA Academy team.



PROGRAMME OUTLINE

MODULE/UNIT TITLE	COMPULSORY OR ELECTIVE	ECTS
1. Introduction to Human Resource Management	Compulsory	6 ECTS
2. Strategic Human Resources Management	Compulsory	6 ECTS
3. Effective HR Management	Compulsory	6 ECTS
4. General Management Issues Related to HR	Compulsory	6 ECTS
5. Resourcing and Talent Planning	Compulsory	6 ECTS
6. Motivation in the Workplace	Compulsory	6 ECTS
7. Employee Commitment at Work	Compulsory	6 ECTS
8. Structuring and Managing Organisations	Compulsory	6 ECTS
9. Managing People	Compulsory	6 ECTS
10. Organisation Development	Compulsory	6 ECTS
11. Training and Development	Compulsory	6 ECTS
12. Knowledge Management and the Learning Organisation	Compulsory	6 ECTS
13. Setting a Performance Management Programme (PMP)	Compulsory	6 ECTS
14. Employee Appraisal	Compulsory	6 ECTS
15. Rewarding Employees	Compulsory	6 ECTS
16. Managing Industrial Relations	Compulsory	6 ECTS
17. Developing Collective Agreements	Compulsory	6 ECTS
18. Negotiating and Collective Bargaining	Compulsory	6 ECTS
19. HR in the Global Scenario	Compulsory	6 ECTS
20. HR in the 21st Century	Compulsory	6 ECTS

You are required to complete all 20 compulsory modules (120 ECTS) to fulfil the requirements of this Higher Diploma.

Total credits: 120



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