

**List of Competencies for On-the-Job Training (OJT)
Work-Study Diploma in Human Resource Management**

Note: LOC is subject to changes due to curriculum review/ development

| S/N | List of Competencies (Standard) | Company to indicate '✓' for OJT competencies it can provide |
|--|---|--|
| 1 | Source for talent | |
| 2 | Recruit candidates | |
| 3 | Facilitate onboarding and offboarding | |
| 4 | Manage internal communications | |
| 5 | Provide support for employee relations | |
| 6 | Support setting of performance standards | |
| 7 | Manage employee performance data | |
| 8 | Provide support for quality improvement | |
| 9 | Implement employee compensation programmes | |
| 10 | Implement employee benefits programme | |
| 11 | Review compensation and benefits plan | |
| 12 | Compute statistical data | |
| 13 | Perform data visualisation | |
| 14 | Analyse workforce learning needs | |
| 15 | Coordinate learning programmes | |
| 16 | Support learning programmes delivery | |
| 17 | Evaluate technologies suitable for HR business needs | |
| 18 | Implement technology solutions | |
| 19 | Implement change management activities | |
| 20 | Assess Environment, Social & Governance (ESG) factors | |
| 21 | Process ESG initiatives | |
| 22 | Propose ESG initiatives | |
| | Sub-total of Competencies (Standard) | |
| List of Competencies (Company-specific) | | |
| 1 | | |
| 2 | | |
| 3 | | |
| 4 | | |

| S/N | List of Competencies (Standard) | Company to indicate '✓' for OJT competencies it can provide |
|-----|---|---|
| 5 | | |
| | Sub-total of Competencies (Company-specific) | |

Note:

- a) Company must be able to provide OJT for at least **75%** of the List of Competencies (Standard).
- b) If company is unable to meet the 75%, please propose alternate **course-related** competencies which are unique to company operations. Alternate competencies are capped at 25%.
[i.e. 50% of the list of competencies (standard) + 25% alternate competencies (Company-specific)].
- c) All alternate competencies (Company-specific) must be reviewed and endorsed by ITE.
- d) Trainees must receive OJT and be assessed for **All** competencies selected in this List.

| | |
|---|--|
| Total no. of competencies selected by company for OJT | |
| Total no. of competencies listed (<i>standard & company specific</i>) | |
| Percentage of selected competencies | |

MODULE SYNOPSIS – WSDip in HUMAN RESOURCE MANAGEMENT

Course Objective

Kickstart your HR career with a Work-Study Diploma! Gain skills in talent acquisition, engagement, performance, rewards, L&D, HR tech & sustainability—preparing you to drive people and business success.

Modules Synopsis

Talent Acquisition & Recruitment

On completion of the module, trainees would be able to make use of digital recruitment tools to find and attract top talents. They will be able to write compelling job postings for both the traditional and social media platforms and use metrics to measure its effectiveness. They will leverage technology to streamline administration, selection and recruitment processes to improve their work productivity.

Workplace Relationship Management

On completion of the module, trainees would be able to support managers in communicating organisational policies through sound behavioural and technical competencies in the areas of Ethics, Labour Relations, Employment Law and Supervisory Leadership.

Performance Management & Administration

On completion of the module, trainees would be able to support the manager by using digital tools to administer performance management programmes. They will be able to support the administrative work pertaining to the communication, feedback and analysis on the effectiveness of the programmes.

Compensation & Rewards

On completion of the module, trainees would be able to implement and administer the employees' compensation and rewards plans using organisations' records and payroll software system.

Organisational Learning & Development

On completion of the module, trainees would be able to analyse employee learning needs as well as coordinate and implement training programmes. They would be able to use data analytics to evaluate and better support learning programmes delivery.

Data & People Analytics

On completion of the module, trainees would be able to perform administrative functions in collating and analysing the various HR metrics and data sources, to assist in the manager in creating a HR strategy for people planning and decision making.

Technology for Business Productivity

On completion of the module, trainees would be able to perform administrative functions using the latest office productivity tools that will improve the efficiency of data manipulation and visualisation for business decision-making.

Sustainability Management

On completion of the module, trainees would be able to help forward sustainability in an organisation. They will be able to define the company's social purpose, incorporate sustainability in their processes and measure the organisation's sustainability management performance.

MODULE SYNOPSIS – WSDip in HUMAN RESOURCE MANAGEMENT

Company Project

On completion of the module, trainees should have applied their acquired competencies in an authentic project that would value-add to the company.

On-the-Job Training

On completion of the module, trainees should be able to apply the skills and knowledge acquired at ITE College and workplace to take on the full job scope, including supervisory function where appropriate, at the company.

TRAINING PATTERN SCHEDULE

WSDip in HUMAN RESOURCE MANAGEMENT

Day Release - Trainees attend 1 to 2 days of lessons per week at ITE, with the remaining work-week spent at the workplace for On-the-Job Training.

| | | | | | | | | |
|---|--------------------------|--------------------------------------|------------------------------|--------------------------------------|---|-------------------------------------|--------------------------------|---------------------------------------|
| April'26 Intake | April – June 2026 | ITE Vacation (June) 4 weeks | July – September 2026 | ITE Vacation (Sept) 2 weeks | October – December 2026 | ITE Vacation (Dec) 4 weeks | January – March 2027 | ITE Vacation (March) 2 weeks |
| 1st Year Off-JT @ ITE | 1 day/week | | 1 day/week | | 1 day/week | | 1 day/week | |
| April'26 Intake | April – June 2027 | ITE Vacation (June) 4 weeks | July – September 2027 | ITE Vacation (Sept) 2 weeks | October – December 2027 | ITE Vacation (Dec) 4 weeks | October – December 2028 | ITE Vacation (March) 2 weeks |
| 2nd Year Off-JT @ ITE | 1 day/week | | 1 day/week | | 1 day/week | | 1 day/week | |
| April'26 Intake | April – June 2028 | ITE Vacation (June) 4 weeks | July – September 2028 | ITE Vacation (Sept) 2 weeks | WSDip Programme 2026 Start: 1 April 2026 End: 30 September 2028 Duration: 2.5 years  Final results release may be later than programme end date | | | |
| 3rd Year Off-JT @ ITE | 1 day/week | | 1 day/week | | | | | |