Module Synopsis and Duration for SCTP - Applied HR and Business Digitalisation

No	Certificate Title	Duration (hr)	Outline
1	Certificate in HR Foundational Skills	19	**HR for Non-HR Professionals** This module allows participants to identify and explain the importance of Human Resource Management. They will distinguish the key Human Resource functions and discover how each function impacts business successes. They will examine the strategic role of a professional HR practitioner which will include the functional competencies that are required to support the HR practitioners to successfully deliver their role in enabling and powering organization successes. **Labour Policies & Legislation** This module focuses on enhancing the participant's knowledge and application on laws relating to employment in Singapore. At the end of the module, participants will be able to explain and translate labour legislation & policies and identify their practical applications. It will increase their confidence and effectiveness in dealing with employment law related issues/disputes and enhance their ability to ensure compliance of the various legislation.
2	Certificate in Applied HR Skills	19.5	**HR Mindsets and Behaviours** This module is designed for all participants who are keen to idenitfy the underpinning mindsets and behaviours expected of a competent HR professional, thus applying them at the workplace. The facilitated case study discussions and interactive peer dialogue will help participants to further hone their capabilities in applying the Mindsets and Behaviours to address situational judgement scenarios faced in the HR role. **Basics of Counselling** This module allows participants to identify and articulate the importance of attending, active listening and rapport building in interacting and managing employees. They will be equipped with basic counselling micro skills to engage their employees effectively. They will also learn how to identify the 4 invitations (signs) of suicide and to ask the suicide question. Finally, we will discuss how we can build resilience and promote mental well-being in the workplace. The aim of the course is to develop a learning mind-set, encourage personal development

			and self-reflection. Participants will expand their soft skills knowledge, problem-solving skills, and strong work ethics that will improve their adaptability to constant shifting trends and interaction with stakeholders.
3	Certificate in Applied RPA Skills	38	**Robotic Process Automation (Basic)** This module aims to equip participants with the skills to easily create useful RPA scripts to automate their own desktop processes, without coding or programming knowledge. They will learn how to achieve this through using a RPA software such as UiPath. **Intermediate Robotic Process Automation** This module builds on the Robotic Process Automation (Basic) and aims to further equip participants with the enhanced skills to create useful RPA scripts to automate more complex desktop processes. Participants will learn how to achieve this through using a RPA software. Participants will be mentored to work on project scenarios given by companies and industry partners.
4	Certificate in Applied Analytics Skills	9.5	**Applied Analytics Skills** This certificate covers how analytics is being used in different industries and in particular, human resource. It includes the application of analytics tools to make sense of human capital resources within an organisation and making plans for future growth.