

L2 IMPLEMENT HR PRACTICES



In-Person Training: **TGS-2020505097**
Synchronous e-Learning: **TGS-2021008995**

Funding Validity Period: **15 Sep 2020 – 14 Sep 2024**
Funding Validity Period: **7 Oct 2021 – 6 Oct 2023**

WSQ HRS Framework - Level 2

This course will equip learners to acquire the necessary skills & knowledge to understand the regulatory environment that impacts employee management, review, implement and communicate HR practices within their organisations to support the organisation's leadership better manage the employees

Training Hours: **15 Hours**
Assessment Hours: **1 Hour**
Assessment Method: **Case Study, Short Answer Questions**
Mode of Training: **Classroom and e-Learning**
Entry Requirements: **Minimum Secondary 2 with a Pass in English**



At the end of the course, the learners will be able to:

1. Understand key employment regulations, tripartite guidelines and privacy considerations for HR practices.
2. Interpret HR policies and procedures and their implications on employees.
3. Develop related materials to support the communication of HR policies and practices to employees

Who Should Attend:

1. New entrants.
2. Those who are already employed in a HR role.
3. General clerical workers, and anyone who wish to upskill to HR roles.

Full and Nett Course Fees Details for Different category of Individuals	Singapore Citizens & Permanent Residents	Employer-sponsored & Self-sponsored SG Citizens aged 40 years old & above	SME-sponsored local employees (i.e. SG Citizens & Permanent Residents)
	Funding Source		
	SkillsFuture Funding (Baseline)	SkillsFuture Mid-Career Enhanced Subsidy	SkillsFuture Enhanced Training Support for SMEs
Course Fee	\$475.00	\$475.00	\$475.00
SkillsFuture Funding	-	\$95.00	\$95.00
SkillsFuture Funding (Baseline)	\$237.50	\$237.50	\$237.50
Total Nett Fee	\$237.50	\$142.50	\$142.50
GST 9%	\$42.75	\$42.75	\$42.75
Total Fee Payable	\$280.25	\$185.25	\$185.25

Full Course Fee Before SSG Grant:	
Before GST	With GST
\$475.00	\$517.75

Note: 1) To be eligible for funding the Candidate must achieve more than 75% attendance and pass the Final Assessment.
2) SSG funding is only applicable to Singaporeans and Permanent Residents and is subject to final approval by SkillsFuture Singapore.

Please contact us for more details: +65 6822 2212 Enquiries@ASCENSUS.edu.sg www.ASCENSUS.edu.sg



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PEI Registration No: **201530343D** Validity: **04/05/2023 to 03/05/2027**
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