



WSQ: Basics of Human Resource Management & Practical Training with Info-Tech HRMS

(TGS-2024041776)

UP TO
70%
COURSE
SUBSIDIES

SFC
ELIGIBLE

UTAP
SUPPORT

PSEA
SUPPORT

COURSE OVERVIEW

Understand Singapore's employment guidelines and regulations and explore how HRMS software can help improve the efficiency and effectiveness of your HR department. Learn about Singapore's Employment Act, and gain confidence in your ability to maintain compliance with legislative changes and employment regulations for your business.

LEARNING OUTCOMES

- **Master Singapore's Employment Laws:** Understand key HR rules, contracts, and employer obligations, including work hours, leave, and hiring regulations.
- **Handle Payroll & Contributions Correctly:** Learn how to calculate salaries, deductions (CPF, SDL), and issue itemized payslip compliant with MOM.
- **Streamline HR Tasks with Software:** Gain hands-on experience using HRMS software to manage payroll, leave, and employee records efficiently.

WHO IS THIS COURSE FOR?

- Individuals looking to upgrade employability in HR sector.
- HR professionals who seek efficiency through HRMS tools.



Understand employer and employee rights based on Singapore's laws



Learn HRMS tools to increase efficiency in HR duties



Gain deeper insights on Singapore's Employment Act



SCAN ME



Duration

16 Hours (2 Days)
9:00 AM - 6:00 PM



Mode of Training

Classroom



Mode of Assessment

Written Assessment & Practical Performance

PREREQUISITES

- Possess at least 3 GCE 'O' Levels passes including English, or have Workplace Literacy (WPL) Level 5 (Able to speak, listen, write, and read English)
- Basic computer skills – ability to perform basic computer functions
- Min. of 1 year of work experience

	Individual Subsidy		Corporate Subsidy	
	Singapore Citizens (21 - 39 years old) & SPR	Singapore Citizens (40 years old & above)	Non Small-Medium Enterprises (Non-SMEs)	Small-Medium Enterprises (SMEs)
Course fees	S\$1,000	S\$1,000	S\$1,000	S\$1,000
Course fees after SkillsFuture subsidy	S\$500 (50% subsidy)	S\$300 (70% subsidy)	S\$500 (50% subsidy)	S\$300 (70% subsidy)
Nett Course Fee (with 9% GST)	S\$590	S\$390	S\$590	S\$390
Additional subsidies (for covering remaining fees)	<p>PSEA: Singaporeans 30 years old & below can cover remaining fees with Post-Secondary Education Account (PSEA).</p> <p>SkillsFuture Credits: Singaporeans 25 years old & above can cover remaining fees with SkillsFuture Credits.</p> <p>NTUC UTAP (up to 50%): NTUC UTAP members can receive up to 50% support after course subsidy.</p>		<p>SkillsFuture Enterprise Credit (SFEC): Can offset 90% of remaining fees.</p> <p>Absentee Payroll: Claimable up to \$4.50 per hour, capped at \$100,000 per enterprise per calendar year.</p> <p>Enterprise Innovation Scheme (EIS): - Annual tax deduction of 400%, OR - Convert 20% of course fees into cash payout.</p>	

