

# Become a Human Resource Management Specialist

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## Professional Study & Training from Britain

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Advance your career and gain the job, pay, success and respect you truly deserve.

CIC trains men and women of all educational backgrounds in countries from all over the world. Our affordable and internationally recognised qualifications can help you to fast-track your career and gain the success you seek.



**Melchiade Muhawenimana:**

"After I completed my study and received my Diploma in Human Resource Management my professional personality and the way I was working really improved. Congratulations to Cambridge International College."

**This is a unique and special programme, offered at a special low Fee for 2016 only**

You will study 2 courses:

1. **Human Resource & Personnel Management**
2. **Strategic Human Resource Management**

The Fee includes:

- ◆ Professional Study Materials
- ◆ Study Guide
- ◆ Examinations (one per course)

\* **THREE (3) awards:**

a **Diploma on Human Resource & Personnel Management**

a **Diploma on Strategic Human Resource Management**

AND the **Human Resource Management Specialist Higher Diploma**

The low **Special Programme Fee\*** is:

**EITHER:** one payment in full of: £300 or US\$540

**OR:** two monthly instalments of: £165 or US\$290

Notes: (i) \* normal Fee is £420 or US\$840. (ii) If you already have CIC's Diploma on Human Resource/ Personnel Management, you only need to complete Strategic Human Resource Management - Fee £165 or US\$290. (iii) This Special Fee cannot be combined with any other special fee offer. (iv) Study duration is flexible - up to 18 months for the complete Specialist Programme, up to one year for just the Strategic HRM.

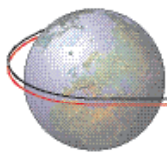
**Vincent Wapa (Papua New Guinea)**

"The CIC Diploma in Human Resource & Personnel Management is structured for learning plenty of new skills and simplified for clarity and understanding the important matters. CIC services are excellent and I have been given the job of Personnel Officer."

**Helen Kristel Bernardino (Saudi Arabia)**

"I was promoted from Administrative Assistant to Recruitment Specialist in a tertiary hospital here in Saudi Arabia. The British qualification I achieved through CIC helped me to be approved by the promotions and credentials committee."





**Cambridge**  
International College

**Professional British  
Study & Training for  
successful careers  
worldwide**

International Headquarters: Heron House, St Peter, Jersey JE3 7BY, Britain.  
Tel: +44 (0)1534 485485 Email: learn@cambridgegetraining.com Website: www.cambridgecollege.co.uk

**ENROLMENT/REGISTRATION FORM FOR STUDY & TRAINING  
for the Human Resource Management Specialist Programme**

**My personal details are** (please write **clearly** in **capital letters** - with your surname or family name **last**):-

**FULL NAME:** Mr/Mrs/Miss/Ms \_\_\_\_\_  
(write or type your full name **exactly** as you wish it to appear on your Diplomas)

**FULL POSTAL ADDRESS:** \_\_\_\_\_  
(write or type the **full** and **exact** address to which we should send your Study & Training Materials)

Email address: \_\_\_\_\_ Telephone (include code): \_\_\_\_\_

Have you studied the subject(s) before? If so, give details: \_\_\_\_\_

Have you studied with CIC before? If yes, write your Membership Number(s): \_\_\_\_\_

Practical experience of the subject(s), if any: \_\_\_\_\_

Present employment / work experience: \_\_\_\_\_

Related qualifications held: \_\_\_\_\_

Special needs, if any: \_\_\_\_\_ Nationality: \_\_\_\_\_ Age: \_\_\_\_\_

**I agree to CIC's usual Terms and Conditions of Enrolment/Registration for Study & Training.**

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

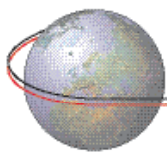
**PAYMENT DETAILS:** I enclose herewith the sum of (tick the appropriate box):

- EITHER:** one payment in full of: £300  or US\$540   
**OR:** the first instalment of: £165  or US\$290  (the 2nd instalment is payable next month)  
**OR:** one payment in full of: £165  or US\$290  (because I have already completed one of the 2 courses with CIC under Membership Number: \_\_\_\_\_)

**Payment is in the form of:**

- Bank Transfer / Wire / Telegraphi Transfer**  
 **Western Union Quick Pay - 10-digit money transfer control no:** \_\_\_\_\_ (attach receipt)  
 **Bank Draft/IMO**  
 **Other - please give full details:** \_\_\_\_\_

(Payment Methods are listed on pages 4 and 5, and on the CIC website)



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## **Human Resource Management Specialist Higher Diploma**

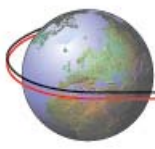
### **Summary of Contents**

#### **Human Resource & Personnel Management**

Human Resource Management (HRM): policy, personnel, functions, responsibility, culture  
HR and Management: planning, organising, coordinating, motivating, controlling, budgeting  
Organizational structure, charts, spans of control, job structures and changes  
Managing communication channels: internal and external, vertical and horizontal  
The principles of effective communication; features and methods of communication  
Manpower planning and expanding organisations, scientific management, O & M studies  
Job analysis, job descriptions, employee specifications  
Workgroups, group and team effectiveness; HR, team management and team building  
The process of recruitment: policy and strategy; advertising, applications, interviews and selection  
The work environment, job induction, training and employee development  
Health and safety, risk assessment and accident prevention, security and welfare  
Motivational theory in HR, management style; delegation, counselling and discipline  
Industrial relations, trade unions, industrial action, collective bargaining, tribunals, redundancies  
Job design, evaluation and work study; intrinsic and extrinsic rewards; payroll, remuneration, benefits  
Grievance procedures, flexitime, equal opportunities; dismissals, retirements and resignations  
Personnel records, data protection, statistics and reports; HR and 'learning organizations'

#### **Strategic Human Resource Management**

Strategic management and the role of HRM; line and specialist managers; the economics of HRM  
Approaches to strategic HRM: 'best fit', 'best practice', 'resource-based'; styles of strategy  
Strategic HRM and organisational politics, the social and wider political environment  
HRM strategy and competitive advantage, the Harvard model; linking HR to company strategy  
Work systems in manufacturing, services and public sectors; dynamic learning, labour and knowledge  
HRM, markets and globalisation, the changing economics of production  
Management style in employee relations and managing employee voice, improving participation  
Managing employee performance: employee ability and motivation, appraisals, psychology  
Linking HRM systems to organisational performance; models of organisations and their systems  
HRM strategy and the dynamics of industry-based competition; HRM and organisational flexibility  
HRM strategy in multinational firm; the HRM implications of mergers and acquisitions  
Structure, control and HRM in multidivisional firms  
The design of the HRM planning processes, improving the quality of HR planning  
Integrating HRM planning and management accounting concepts  
Strategic maps and balanced scorecards; vision and strategy; evaluating strategic HRM



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## There are 12 main ways by which you may send your payment to the College:

by <b>Bank Transfer</b>	by <b>On-line Banking</b>	by <b>Western Union 'Quick Pay'</b>
by <b>MoneyGram</b>	by <b>Bank Draft</b> or <b>Bank Cheque</b>	by <b>Western Union 'Will Call'</b>
by <b>Currency Notes</b>	by <b>Credit card</b> or <b>Debit card</b>	by <b>PayPal</b>
by <b>Dahabshiil Money Transfer</b>	by <b>British Postal Orders</b>	by <b>Cheque</b>

### These 12 methods are explained below.

#### By BANK TRANSFER

You can arrange to make a transfer or payment straight in to one of the College's **Bank Accounts**.

If you (or a friend, or a family member, or your company) have a bank account, you can ask the bank to transfer a payment to the College. Most banks will allow you to send a payment by bank transfer even if you do not have an account in British Pounds, US Dollars, or Euros.

Or, you can go into a bank with some money (such as cash) and ask the bank to send that amount to a College bank account. Most banks will accept money in your local currency or British Pounds, US Dollars, or Euros; the bank will ensure the College receives British Pounds, US Dollars, or Euros.

To transfer money to one of the College's accounts, your bank needs the details below (which you might need to write in a bank transfer form):

**Bank Account Name: Services to Management (for Cambridge International College)**

**Bank name: HSBC Bank plc**

**Bank address:- road: King Street; City & Region: St. Helier, Jersey; Post Code: JE4 8NJ; Britain**

**for transfers in British Pounds (£) send to: Account Number: 32144670**

**Sort Code: 402534, SWIFT/BIC Code: MIDLGB22, IBAN: GB35 MIDL 4025 3432 1446 70**

**for transfers in US Dollars (US\$) send to: Account Number: 68294583**

**Sort Code: 400515, Swift/BIC Code: MIDLGB22, IBAN: GB59 MIDL 4005 1568 2945 83**

**for transfers in Euros (€) send to: Account Number: 68343364**

**Sort Code: 400515, Swift/BIC Code: MIDLGB22, IBAN: GB38 MIDL 4005 1568 3433 64**

Then post, or scan and email, or fax, your details **with the bank receipt** to the College in Britain. We can "credit" you **only** with the sum the College actually receives, so ensure you also pay any bank charges, and **add £15 or US\$30 or €20** to the Fee amount for incidental charges.

*Note, to overcome possible problems of changes in exchange rates between your local currency and British Pounds or US Dollars, you can use the "Western Union Global Pay for Students" service - for details see the "How Can I Make a Fee Payment" section of the CIC website.*

#### By ON-LINE BANKING

If you (or a friend, or a family member, or your company) have a bank account which offers "**on-line banking**", you can make a transfer or payment straight to one of the College's bank accounts. The College's bank account details are stated above in the "By Bank Transfer" section.

#### By WESTERN UNION 'QUICK PAY' SERVICE

This is **the best and quickest way** to send a payment to the College. If there is a Western Union Agent in your country or area which offers the 'Quick Pay' service, then the Agent can send your payment to the College on your behalf. You can pay to the Western Union Agent in **your 'local' currency** (or in British Pounds, US Dollars or Euros). You (or a friend, family member or your company) can make a payment through Western Union **Quick Pay** service using these details:

**Account Name: Services to Management Code City: SMCOLLEGE,UK Account No: AUK040697**

*(If you need more information about using Western Union Quick Pay, ask the College)*



## By MONEYGRAM

If there is a MoneyGram Agent in your country or area, then the Agent can send your payment to the College on your behalf. You (or a friend, family member or your company) can pay to the MoneyGram Agent in **your 'local' currency** (or in British Pounds, US Dollars or Euros).

If you wish to make a payment by MoneyGram transfer *you should first contact the College* with details of how much you wish to send, and the purpose of the transfer (such as for Registration). The College will then confirm to you the **name of the receiver** (the person to whom the transfer should be sent) and the **location** of the receiver (this is information the MoneyGram Agent will need).

## By BANK DRAFT or INTERNATIONAL MONEY ORDER (IMO):

You (or a friend, or family member, or your company or employer) can buy or order a bank draft - sometimes called a bank cheque or IMO - from a bank. The bank draft or IMO must be payable to 'Cambridge International College' and **must** be in British Pounds or US Dollars or Euros. It must be posted by registered post or courier to the College in Britain.

A **bank** draft or IMO in **British Pounds** or **Euros** must be drawn on a bank in **London** (England); a bank draft or IMO in **US Dollars** must be drawn on a bank in **New York** (USA). Bank drafts and IMOs in Euros or US\$ can only be accepted if they have a minimum value of €200 or US\$200.

## By WESTERN UNION 'WILL CALL' SERVICE

If there is a Western Union Agent in your country or area, the Agent might be able to send a payment to the College on your behalf. You (or a friend, family member or your company) can pay to the Western Union Agent in **your 'local' currency** (or in British Pounds, US Dollars or Euros).

If you wish to make a payment by Western Union 'Will Call' transfer *you must first contact the College* with details of how much you wish to send, and the purpose of the transfer (such as for Registration). The College will then confirm if it will accept a payment by Western Union 'Will Call', and to whom a transfer should be addressed.

*(Do NOT use Western Union 'Will Call' without receiving permission, and 'receiver' details, from the College)*

## By CURRENCY NOTES

The College accepts notes in **British Pounds (£)**, **United States Dollars (US\$)**, **Euros (€)**. The notes must be clean and new. If you send currency notes by post, send them by registered postal delivery or courier to minimise the chance of theft whilst on their way to the College.

## By CREDIT or DEBIT CARD

You can make a payment using your **American Express**, **Mastercard** or **Visa** debit or credit card. You **must** send the College by post or email: a **signed letter** from the **cardholder** stating the **card number** and **expiry date** and his/her **name** and **contact address**, which authorises a **stated sum** of money to be paid, and the purpose of the payment; and a **photocopy of the front and back** of the **signed** credit or debit card itself. The amount charged will be in British Pounds.

## By PayPal

If you have a debit or credit card, or a PayPal account, then you can quickly and easily make a payment through the College website using the secure worldwide PayPal payment system: simply go to the **College website**, fill in your details, and follow the instructions so that you can use your debit or credit card, or a PayPal account, to make a payment.

## By DAHABSHIIL Money Transfer:

A Dahabshiil Agent in your country or area can send your payment to the College on your behalf. You (or a friend, family member or your company) can pay to the Dahabshiil Agent in **your 'local' currency** (or in British Pounds, US Dollars or Euros). Address the transfer to:

**Beneficiary: David Simon Lawson**   **Destination: Britain**   **Telephone: 01534 485485**

Then post, or scan and email, or fax, your details **with** the Dahabshiil **receipt** to the College, stating clearly the Money Transfer Number and the "sender name" exactly as it is on the receipt.

## By BRITISH POSTAL ORDERS

You (or a friend or family member) can purchase British Postal Orders from **British Post Offices** and send them to the College - by registered or recorded delivery post - with your details.

## By CHEQUE

Avoid using "personal" cheques wherever possible, because despatches of Study & Training Materials will be delayed by at least 4 weeks when Fee payment is made by personal cheque.