



PAPUA NEW GUINEA HUMAN RESOURCE INSTITUTE

P.O Box 2035, Port Moresby, N.C.D, PNG. 1st Floor IEPNG Haus, Gordons Industrial

Area Telephone: (675) 323 5022 Fax: (675) 323 5344

Email: dannfrancis@gmail.com or pnghri.membership@gmail.com

Human Resource Practices Competency Based Professional Development Course.

Professional Award of;

LEVEL 2: ADVANCE PROFESSIONAL CERTIFICATE IN HUMAN RESOURCE MANAGEMENT IN PAPUA NEW GUINEA

PROFESSIONAL DEVELOPMENT COURSES **Action learning – Work Related – Competency Based**

Empowering courses for all Human Resource (HR) practitioners, managers with delegated authority of other employees. Family of three Human Resource Professional courses; Introductory Certificate, Advance Certificate and Diploma Awards. Graduates awarded professional accreditation by the Papua New Guinea Human Resource Institute (PNG HRI).





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Broad Guidelines:

1. Reasons why not to miss this course (a must attend courses).

If you are serious about your career progress and business performance excellence, do not miss these empowering courses guaranteed to change your performance and respectability among professional colleagues.

- No time loss between learning and implementation
- Graduates' are recognised all over PNG and within the HR fraternity and high employability
- Courses linked to further bachelors and masters degrees
- Upon Completion Attendees are also awarded Professional Accreditation by the PNG HR Institute.
- A hands on How to practical Course for working Professionals to apply immediately at the workplace.
- Templates, tools and examples are provided for immediate application.
- Professionally enhancing Course.
- All HR practitioners and managers responsible for people management and empowered to make decisions affecting employees must attend
- Principles behind HR practices in PNG and throughout the world.
- Course based on current laws in force in PNG
- Courses based on international best practice and global HR principles
- Essential practical skills for immediate application
- Professionally enhancing
- Live simulations and real exercises on real work

2. Course Accreditation

NTC & UPNG approved course.

PNGHRI has the right to accredit its own courses.

- Course Accredited by National Training Council – Department of Labour and Industrial Relations
- Course approved by University of Papua New Guinea for HR Professionals who complete the three levels may qualify to undertake Bachelors Degree in Human Resource Management through the School of Business Administration (UPNG). After the achieving the Bachelor's Degree and subject to fulfilling the university's requirements, HR professionals may qualify for Post Graduate Studies.

3. Total Training Hours for all courses

- 80 Hours (Intensive in person training) Flexible and Online learning mode is not available now but will be considered in the future.

4. HR Professional Requirement

- This course is a professional qualification approved by the PNGHRI Council. All HR practitioners must complete this course to competently undertake HR practices in PNG. This is not a legal requirement but a professional requirement as endorsed by the PNGHRI Council.

5. Participants Benefit

- Promotional Recognition and awards eligibility. HR Practitioners who are empowered and competent to provide efficient, effective and prudent services to protect the interest of the organisation. Improved employability prospects for future career advancement within organisation and anywhere in the country.

6. Employers Benefits

- Savings on legal costs and avoiding embarrassing litigations and compensations against employer , savings on insurance premiums, savings on efficiency, improved staff morale and motivation, timely professional services, savings on training costs under training levy, improve productivity and performance, savings on OHS wastages, productive time lost etc...

7. Training Levy

- Cost of attending this course is tax deductible under the Income Tax Act

8. Other Logistical

- Participants must organise their own accommodation, transportation and meals. PNGHRI will

Requirements

provide morning and afternoon tea and lunch. Personal and property security is the responsibility of the participants and sponsoring employer.

- 9. Maximum number of Participant's Allowed**
- 20 Participants. Numbers exceeding 20 will only be allowed under exceptional circumstances. To encourage networking and cross fertilisation of ideas, minimum number of participants will be 10.

- 10. Punctuality/Attendance Provision**
- 1% of total score applied for every hour lost. Daily attendance log is kept. All must attend full and complete the course.

- 11. All Course Fees/Cost**
- Registered members K3,600.00
 - Corporate Registered Members K4,400.00
 - Non Members K5,200.00

12. Course Schedule

Course	2011 Course Running Dates	Application/Registration Deadline	City	Training Venue
Level 1. Professional Certificate in HR Management in Papua New Guinea.	1-12 February 2011	25th January 2011	POM	Ela – Beach Hotel
	1-12 May 2011	25th April 2011	Lae	Lae – Melanesian Hotel
	1-12 August 2011	25 th July 2011	POM	Ela - Beach Hotel
	1-12 October 2011	25 th September 2011	Lae	Lae – Melanesian Hotel
Level 2. Advance Professional Certificate in HR Management in Papua New Guinea.	14-24 May 2011	5th April 2011	Pom	Ela – Beach Hotel
	14-24 August 2011	5th July 2011	Lae	Lae – Melanesian Hotel
	14-24 October 2011	5 th September 2011	POM	Ela - Beach Hotel
Level 3. Diploma in Professional Human Resource Management in Papua New Guinea.	1-16 June 2011	5th May 2011	Lae	Lae – Melanesian Hotel
	1-16 November 2011	5 th October 2011	POM	Ela - Beach Hotel
Graduation	8 th December 2011		Port Moresby	Crowne Plaza



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LEVEL 2: (10 days – 80 Hours Course). HUMAN RESOURCE PRACTICES COMPETENCY BASED PROFESSIONAL DEVELOPMENT COURSE. PROFESSIONAL AWARD OF LEVEL 2. ADVANCE PROFESSIONAL CERTIFICATE IN HR MANAGEMENT IN PAPUA NEW GUINEA.

- 1. Name of Course** • **Level 2. Advance Professional Certificate in HR Management in Papua New Guinea.**
- 2. Course Content**
How to technical and specialised hr functional training.
 - Effective vacancy marketing
 - Developing Your Job Profile
 - Developing Your Employee Code of Ethics
 - Developing Employment Contracts
 - Lodging Workers Compensation Claims
 - Lodging Training Levy claims
 - Lodging Work Permit Applications
 - Lodging Work Visa Applications
 - Lodging Income tax returns
 - Calculating Income tax
 - Packaging Employee Remuneration
 - Conducting a Fire Drill
 - Conducting a Safety Inspection
 - Negotiations and Industrial Award
 - Calculating Final Entitlements
 - Developing a Performance Appraisal Form
 - How to conduct Interviews
 - How to development a 360 degree feedback
 - How to undertake a referee check
 - How to use psychological tests
 - How to develop in basket exercises for selection and training
 - Adult learning methodologies and practices
 - How to develop HR ratios
 - How to job evaluation
 - How to develop your salary structure
 - How to develop your HR budget
 - How to resolve workplace disputes
 - Lodging a Three year Training and Localisation Plan
 - How to undertaken a comprehensive training and development needs analysis
 - Developing your training and Development Contract
 - How to use Visio for organisational restructure chart
 - How to prepare and use PowerPoint for presentations
 - How to use Visio for organisational restructure chart
 - How to use spread sheets using MS Excel
- 3. Course Description**
 - Upon Completion Attendees are also awarded Professional Accreditation as Affiliate Members of the PNG HR Institute.
 - A hands on How to practical Course for working Professionals to apply immediately at the workplace. Templates, tools and examples are provided for immediate application. Professionally enhancing Course. This is an advance course. All HR practitioners and managers responsible for people management and empowered to make decisions affecting employees must attend to appreciate the principles behind HR practices throughout Papua New Guinea and the world.
- 4. Course Handouts**
 - All course participants are provided electronic copies of all materials, including copies of laws, handbooks, template forms, policies etc. All attendees are expected to be computer literate and preferable bring along their portable computers for use with this course. Hard copies may be provided for those in exceptional cases.
 - The aim of this course is to empower HR professionals with skills and tools for immediate application at work thus all documents and tools are in soft copies for adjustments and immediate use by the employees and employers through out Papua New Guinea.
- 5. Profile of Course Facilitator**
 - Jerry Wemin. Masters in Development Management, NTU Aus, Bachelor Degree UPNG, Certificate of Distinction in HRM IATA, Certificate of Distinction in Total Quality Management – IMC, Fellow PNGHRI, Fellow PNGIM, Member PNG Institute of Directors, Member Australian Institute of Company Directors, Member & President PNG HR Institute, Director Petromin PNG Holdings Ltd, Director Asia Pacific Federation of HR Managers, Director UPNG, Director PNG Tertiary Students Christian Fellowship, Finance Department Appointee on Works Department, Audit Committee, MRLC Sub Board Committee – Scholarships, National Training Council Accredited Trainer reg. no. 295, UPNG External Senior Lecturer – MBA/MSM, Deakin PNG MBA Accredited Lecturer – HRM.
- 6. Minimum awards given**
 - Automatic Qualification of Associate Professional Membership with PNGHRI and Level 2. Certificate in Introduction to Professional HR Practices and Principles in Papua New Guinea.

7. Target Group • HR Officers, Professionals, supervisors and managers who have completed Level 1 and 2 courses

8. Restrictions & prerequisite • Must have completed Level 1. Course with a pass mark exceeding 60%.

9. Course Schedule

Course	2011 Course Running Dates	City	Training Venue
Level 2. Advance Professional Certificate in HR Management in Papua New Guinea.	14-24 May 2011	Pom	Ela – Beach Hotel
	14-24 August 2011	Lae	Lae – Melanesian Hotel
	14-24 October 2011	POM	Ela - Beach Hotel

10. Prescribe Hand Book • Level 2. Jerry Wemin. Handbook for HRM Practitioners and Professionals in Papua New Guinea: Advanced Edition. Published by PNGHRI, 2011 Edition

11. Other Related Titles

- Level 1. Jerry Wemin. Handbook for HRM Practitioners and Professionals in Papua New Guinea: An Introductory Edition. Published by PNGHRI, 2011
- Level 3. Jerry Wemin. Handbook for HRM Practitioners and Professionals in Papua New Guinea. Professional Edition. Published by PNGHRI, 2011 Edition

12. Course Fees/Cost

- Registered members K3,600.00
- Corporate Registered Members K4,400.00
- Non Members K5,200.00

13. Assessments & Examinations & Graduation • Participants will be assessed on all key outcomes of the course and participants must score above 60% to pass the course. Assessment will include assignments, presentations, tests and examinations.

Grade	Score	Classification Titles	Interpretations
A	>90%	Very High Competence	Eligible for graduation
B	<90%	High Level of Competence	Eligible for graduation
C	<80%	Moderate level of competence	Eligible for graduation
D	<70%	Satisfactory level of Competence	Eligible for graduation
E	<60%	Competence below expectation/standard	Must repeat the course until score above 60%
F	<50%	Fail to achieve necessary competence	Must repeat the course until score above 60%



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LEVEL 2: ADVANCE PROFESSIONAL CERTIFICATE IN HR MANAGEMENT IN PNG

– Registration Form –

Professional Level 2 course - How to technical and specialised HR functional training

The duration of this course is 40 hours (5 days). The course content covers the following:

- Effective vacancy marketing
- Developing Your Job Profile
- Developing Your Employee Code of Ethics
- Developing Employment Contracts
- Lodging Workers Compensation Claims
- Lodging Training Levy claims
- Lodging Work Permit Applications
- Lodging Work Visa Applications
- Lodging Income tax returns
- Calculating Income tax
- Packaging Employee Remuneration
- Conducting a Fire Drill
- Conducting a Safety Inspection
- Negotiations and Industrial Award
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- Developing a Performance Appraisal Form
- How to conduct Interviews
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- Lodging a Three year Training and Localisation Plan
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- How to use Visio for organisational restructure chart
- How to use spread sheets using MS Excel

**You add value to yourself when you invest in your ongoing learning and personnel development.
Your employer benefits from an effective and efficient and highly motivated employee—that is you!**

Name(s)

1.
2.
3.
4.
5.
6.

Organization:

Address: Telephone:

Fax: Email:

FEES:	Member/s	No.	K 1,980 (VAT included)
	Corporate Members	No.	K 2,640 (VAT included)
	Non-Members	No.	K 3,300 (VAT included)

TOTAL DUE: K

Your fees are tax deductible under Training Levy Act. If you are paying as an Individual, you can claim reimbursement through the end of the year tax return as this course is considered to be part of your continuing professional development.

Please get your supervisor's approval:

Approval of Supervisors: (Yes/No) Name: _____ Sign: _____ Date _____

Terms & Conditions:

- Up on confirmation from Supervisor, any cancellation of attendance must be done one week prior to the seminar date. 20% penalty fee will be charged for late cancellations if course fee is not paid yet and participants who have paid course fee/s, PNGHRI will take 30% off the fee/s. the penalty fees are to cater for administration and hotel charges. Participants will have to pay the additional 30% to attend the next series or reimburse the remaining amount.
- Deferral of training will be done only once and participants must attend. If PNGHRI keeps on deferring the training, participant/s has the right to ask for reimbursement.

This Advance Professional Certificate in HRM in PNG Level 2, is a prerequisite to do the Diploma in Professional HRM in PNG Level 3.