

# LEVEL 5 DIPLOMA IN HUMAN RESOURCE MANAGEMENT

## Program Description

The Level 5 Diploma in Human Resource Management is a comprehensive two-year program designed to equip graduates for entry-level positions in the field of Human Resource Management. Upon completion, students will have gained both theoretical understanding and practical skills essential for HR functions within organizations. Through hands-on experiential learning, including applied assignments and a mandatory HRM work placement, students develop a well-rounded understanding of the field. Graduates emerge equipped to excel in diverse HR roles and are ready to make significant contributions to organizational success.

## Program Learning Outcomes

Upon graduation, a HCT graduate in Diploma in Human Resource Management should be able to:

1. Demonstrate an understanding of key terms, theories/concepts and practices within the field of Human Resource Management.
2. Apply HR skills and competencies to attract, retain and develop talent.
3. Demonstrate responsible and ethical behavior as a human resource professional.
4. Develop employee performance initiatives and compensation plans aligned with organizational goals.
5. Use current practices, trends, and challenges in human resource management to solve business problems (e.g. career development, learning and development, recruitment, and selection etc.)

## Occupation and Industry Sector

## Requirements

### Completion Requirements

Students seeking the Level 5 Diploma in Human Resource Management qualification must successfully complete all mandatory courses worth 90 credits.

Code	Title	Credit Hours
<b>Human Resource Management Core Courses</b>		
Required Credits: 90		
GED 100	Develop English language skills	3
HRD 100	Develop an understanding of management and organizations	4
HRD 101	Build basic understanding of Human Resource Management	4
HRD 102	Apply business communication skills in Human Resource Management	4
HRD 103	Develop your professional identity in the age of AI	4
HRD 104	Develop an understanding of the principles of organization behaviour	4
HRD 105	Develop office management skills	4
HRD 106	Demonstrate an understanding of document requirements in the office environment	4

HRD 107	Apply UAE employment laws	4
HRD 108	Apply Ethics & CSR (Corporate Social Responsibility) in HRM Practices	4
HRD 130	Apply comprehensive workplace skills 1	4
HRD 200	Apply health, safety and wellness techniques for employee wellbeing	4
HRD 201	Demonstrate performance management practices	4
HRD 202	Apply training practices	4
HRD 203	Design compensation and benefits	4
HRD 204	Develop personal career plan	4
HRD 205	Explore Digital Human Resources Management.	3
HRD 206	Discuss Ethics, Sustainability, and Innovation in A VUCA (volatile, uncertain, complex, and ambiguous)	4
HRD 207	Design Capstone Project with Industry focused solutions	4
HRD 230	Apply comprehensive workplace skills 2	4
HRD 231	Apply comprehensive workplace skills 3	4
HRD 232	Apply comprehensive workplace skills 4	4
HRD 233	Apply comprehensive workplace skills 5	4

Description	Data
Total Required Credits	90
Program Code	DPHRD
Major Code	HRD

## Ideal Study Plan

### Recommended Sequence of Study

#### Level 5 Diploma in Human Resource Management

Year 1		Credit Hours
<b>Semester 1</b>		
GED 100	Develop English language skills	3
HRD 100	Develop an understanding of management and organizations	4
HRD 101	Build basic understanding of Human Resource Management	4
HRD 102	Apply business communication skills in Human Resource Management	4
HRD 103	Develop your professional identity in the age of AI	4
<b>Credit Hours</b>		<b>19</b>
<b>Semester 2</b>		
HRD 104	Develop an understanding of the principles of organization behaviour	4
HRD 105	Develop office management skills	4
HRD 106	Demonstrate an understanding of document requirements in the office environment	4
HRD 107	Apply UAE employment laws	4
HRD 108	Apply Ethics & CSR (Corporate Social Responsibility) in HRM Practices	4
HRD 130	Apply comprehensive workplace skills 1	4
<b>Credit Hours</b>		<b>24</b>
<b>Year 2</b>		
<b>Semester 3</b>		
HRD 200	Apply health, safety and wellness techniques for employee wellbeing	4
HRD 201	Demonstrate performance management practices	4
HRD 202	Apply training practices	4
HRD 203	Design compensation and benefits	4
HRD 204	Develop personal career plan	4

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HRD 230	Apply comprehensive workplace skills 2	4
<b>Credit Hours</b>		<b>24</b>
<b>Semester 4</b>		
HRD 205	Explore Digital Human Resources Management.	3
HRD 206	Discuss Ethics, Sustainability, and Innovation in A VUCA (volatile, uncertain, complex, and ambiguous)	4
HRD 207	Design Capstone Project with Industry focused solutions	4
HRD 231	Apply comprehensive workplace skills 3	4
HRD 232	Apply comprehensive workplace skills 4	4
HRD 233	Apply comprehensive workplace skills 5	4
<b>Credit Hours</b>		<b>23</b>
<b>Total Credit Hours</b>		<b>90</b>