

HRCI

ASSOCIATE PROFESSIONAL IN HUMAN RESOURCES INTERNATIONAL 90 HOURS



COURSE OVERVIEW

The HRCI -Associate Professional in Human Resources - International Training Program at Al Moalem Institute is designed to equip participants with the practical knowledge and skills required for a successful HR Coordinator role. This program is suitable for individuals starting a career in HR or those seeking to enhance their HR-related skills for career advancement.

نظرة عامة على الدورة

تعتبر دورة منسق موارد بشرية فرصة مثالية للراغبين في تطوير مهاراتهم في مجال إدارة الموظفين والتنظيم الإداري. تركز الدورة على تزويد المتدربين بالقدرات اللازمة لتنظيم العمليات المتعلقة بالتوظيف، الرواتب، والتدريب، بالإضافة إلى إدارة ملفات الموظفين وتنفيذ سياسات الموارد البشرية. تساعد الدورة على فتح آفاق وظيفية مثل منسق موارد بشرية، مساعد إداري، أو مسؤول علاقات الموظفين. تتطلب الدورة عادةً شهادة ثانوية على الأقل، مع مهارات جيدة في التواصل والتنظيم. تعتبر هذه الدورة خطوة أساسية للانخراط في مجال الموارد البشرية والارتقاء فيه.

COURSE OBJECTIVES

At the end of the program, candidates will be able to:

- Develop a solid understanding of HR fundamentals.
- Learn the essential functions of an HR assistant, including recruitment, record-keeping, and compliance.
- Build the ability to support HR processes like employee onboarding, benefits management, and HR policy implementation.
- Gain practical skills for handling day-to-day HR operations.

PROGRAM CORE CONTENT

Module

Duration: 90 Hours

HRCI - Associate Professional in Human Resources - International

- HR Operations
- Recruitment and Selection
- Compensation and Benefits
- Human Resource Development and Retention
- Employee Relations, Health and Safety

APHRI EXAM WEIGHTING BY FUNCTIONAL AREA:

Functional Area 01

HR Operations (33%)

Functional Area 02

Recruitment and Selection (22%)

Functional Area 03

Compensation and Benefits (15%)

Functional Area 04

Human Resource Development and Retention (10%)

Functional Area 05

Employee Relations, Health, and Safety (20%)

PROGRAM ATTENDEES

- Fresh graduates or individuals looking to start an HR career.
- Current administrative professionals looking to move into HR.
- Entry-level HR professionals seeking to enhance their knowledge.

PROGRAM ASSESSMENT

Computer Based Assessment – conducted at Pearson Vue authorized testing centres

Exam Time: 1 hour and 45 minutes (plus 30 minutes administration time)

Exam Length: 65 scored questions + 25 pretest questions

Computer-based exam at a Pearson VUE testing center

GRADING

Pass / Fail