



Human Resource Management Professionals Examinations Board

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SUMMARY INFORMATION OF CBET DIPLOMA AND CRAFT CERTIFICATE IN HUMAN RESOURCE MANAGEMENT.

CRAFT CERTIFICATE IN HUMAN RESOURCE MANAGEMENT (KNQA LEVEL 5)

This course is designed to equip individuals with the competences required to practice as Human Resource Assistants in both public and private sectors. It reflects the employers' demand for qualified personnel, that would enable them to compete in an environment where the technology is constantly evolving, and the expectations of clients are becoming ever more demanding.

The course consists of:

- (a) Basic units of competency to build the necessary skills and attitudes to enhance the employability of HR Assistants, enabling them to make positive contributions in the world of work;
- (b) Core units of competency to develop specific HR competencies to enable the graduates of this course perform simple HR tasks.

Overall Course Learning Outcomes

At the end of this course, the learner will be able to:

- (a) Apply business communication skills to effectively carry out human resource management tasks
- (b) Apply records management skills to generate, store and retrieve human resource information
- (c) Employ information and communications technology in the management of human resource functions
- (d) Carry out human resource functions within institutional, local and international legal and regulatory frameworks
- (e) Use office administration and management skills to identify and assign roles, align tasks and use office systems and procedures
- (f) Apply quantitative techniques to collect, organize and interpret statistical data related to human resources
- (g) Assist in the planning, design and management of key human resource functions within organizations such as recruitment and selection, training and development, compensation and reward systems, performance appraisal and occupational health and safety practices.

- Basic Unit of Competency – 6
 - Core units of Competency – 3
- Total course Units 9

1. Units of Competency

Basic Units of Competency - 6

Unit Code	Unit Title	Duration in Hours	Credit Factor
0031 451 1A	Business Communication	120	12
0413 451 2A	Records Management	120	12
0611 451 3A	Fundamentals of Information and Communications Technology	120	12
0411 451 4A	Elements of Business Law	120	12
0413 451 5A	Introduction to Office Administration and Management	120	12
0541 451 6A	Introduction to Quantitative Techniques	120	12
Total		600	72

Core Units of Competency - 3

Unit Code	Unit Title	Duration in Hours	Credit Factor
0413 451 7A	Elements and Practice of Human Resource Management	160	16
1022 451 8A	Occupational Safety and Health	160	16
Industrial Attachment		320	32
Total		640	64
Grand total		1240	136

Course duration

1 Year or 1240 hours.

Entry Requirements

An individual entering this course should have any of the following minimum requirements:

- Kenya Certificate of Secondary Education (KCSE) mean grade D and above Or Equivalent qualifications as determined by Kenya National Qualifications Authority (KNQA)

Trainer Qualification

Training institutions shall engage trainers with following minimum qualifications

- A bachelor's degree in a relevant field from a recognized institution;
- Pedagogical training of not less than six months;
Or
- Relevant professional qualification such as CHRP(K), CPA(K), CPS(K);
Pedagogical training of not less than six months

Industrial Experience

A trainee shall undergo a compulsory 3 months industrial training and assessment in a busy work environment with good human resource practices as a prerequisite for completion of this training course.

Course Assessment

The course will be assessed at two levels: internally and externally. Internal assessment is continuous and is conducted by the trainer who is monitored by an internal accredited verifier while external assessment is the responsibility of HRMPEB.

As part of the continuous internal assessment process, trainees will maintain a portfolio of evidence of their achievements.

- **Formative (Internal) – 30%**
- **Summative (External) –70%**

Examinations Per Sitting

A student will be allowed to sit for a maximum of 4 units per Examinations series.

Examinations Series

There will be two examinations series each year: **June and November.**

Certification

On successful completion of a Unit of Learning, a trainee will be issued with a Certificate that acknowledges the achievement of that competence. On successful completion of all units of learning, a trainee will be awarded an HR certificate qualification in Human Resource Management. These certificates will be issued by HRMPEB in conjunction with training provide

Fees Structure for Craft Certificate in HRM

<https://hrmpeb.or.ke/approved-fees-structure-january-2022/>

No	FEES APPLIED	DESCRIPTION	AMOUNT
O1	Annual Registration Fee	One off	3500
O2	Annual Registration Renewal Fees	Annual or Yearly	1200
O3	Registration Renewal Fee	3 years of a dormant account	2000
O4	Student Identity Replacement Card	When a student loses student ID	500
O5	Examinations Deferment Fee per paper	When a student defers exams after registration	1500
O6	Examinations Fees Per Paper	Paying for Examinations each paper a student does.	1700

Accreditation Fees

Application Fee: Kshs. 10,000/=

Accreditation Fee is Kshs.10,000/=

The form is attached in the link below:

<https://hrmpeb.or.ke/wp-content/uploads/2022/09/Accreditation-Application-Certificate.pdf>

Student registration forms

Registration forms for students who want enroll in Certificate in HRM are attached below:

<https://hrmpeb.or.ke/wp-content/uploads/2022/07/Revised-Application-for-Student-Registration-Form-2.pdf>

CBET DIPLOMA IN HUMAN RESOURCE MANAGEMENT (KNQA LEVEL 6)

This course is designed to equip individuals with the competences required to practice as Human Resource Assistants in both public and private sectors. It reflects the employers' demand for qualified personnel, that would enable them to compete in an environment where the technology is constantly evolving, and the expectations of clients are becoming ever more demanding.

The Course Consists of:

- (i) Five basic units of competency to build the necessary skills and attitudes to enhance the employability of HR graduates, enabling them to make positive contributions in the world of work;
- (ii) Nine core units of competency to develop specific HR competencies to enable the graduates of this course to execute HR decisions.

Overall Course Learning Outcomes

At the end of this course, the learner will be able to:

- (a) Apply business communication skills to effectively carry out human resource management tasks
- (b) Apply the principles of Labour Economics to plan, analyze and forecast human resource costs
- (c) Use the knowledge of accounting and financial management to monitor, evaluate and generate reports on the human resources of an organization for decision making
- (d) Generate evidence-based reports and information based on scientific research techniques
- (e) Appreciate the significance of human behaviour in the management of people
- (f) Participate in the planning, design and management of key human resource functions within organizations such as recruitment and selection, training and development, compensation and reward systems, performance management, employee relations and occupational health and safety practices
- (g) Utilize information and communications technology in the management of human resource functions
- (h) Examine personal and institutional challenges faced by employees and address them through counselling

- (i) Apply Labour Laws to manage individual and collective employee relations with the employer
- Basic Unit of Competency – 5
- Core units of Competency – 11
- All Units 16

1. Units of Competency

Basic Units of Competency - 5

Unit Code	Unit Title	Learning Hours	Credits
0031 551 1A	Business Communication Skills	120	12
0311 551 2A	Principles of Labour Economics	120	12
0411 551 3A	Accounting and Financial Management Skills	120	12
0541 551 4A	Research Techniques	120	12
0413 551 5A	Principles of Organizational Theory and Behaviour	120	12
Total		600	60

Core Units of Competency – 11

Unit Code	Unit Title	Learning Hours	Credits
0413 551 6A	Human Resource Management	180	18
1022 551 7A	Occupational Health and Safety Practices	180	18
0413 551 8A	Human Resource Information Systems	180	18
0413 551 9A	Human Resource Counselling	180	18
0413 551 10A	Employee Resourcing	180	18
0413 551 11A	Performance Management	180	18
0413 551 12A	Compensation and Reward Management	180	18

0413 551 13A	Training and Development	180	18
0413 551 14A	Employee Relations and Labour Laws	180	18
	Research Project	240	24
	Industrial Attachment	320	32
Total		2180	218
Grand total		2780	278

Course duration

3 Year of 2780 hours.

Entry Requirements

An individual entering this course should have any of the following minimum requirements:

- Kenya Certificate of Secondary Education (KCSE) mean grade C Minus (C-) and above or KCE Division III, KACE 1 Principal and 1 subsidiary.
- A certificate in Human Resource Management from a recognized institution. Equivalent qualifications as determined by Kenya National Qualifications Framework (KNQF) 5

Trainer Qualification

Training institutions shall engage trainers with the following minimum qualifications

- A bachelor's degree in a relevant field from a recognized institution with pedagogical training of not less than six (6) months
Or
- Relevant professional qualification such as CHRP(K), CPA(K), CPS(K) with pedagogical training of not less than six (6) months.

Industrial Experience

A trainee shall undergo a compulsory 3 months industrial training in a busy work environment with good human resource practices as a prerequisite for completion of this training course.

Assessment

The course will be assessed at two levels: internally and externally. Internal assessment is continuous and is conducted by the trainer who is monitored by an internal accredited verifier while external assessment is the responsibility of HRMPEB.

As part of the continuous internal assessment process, trainees will maintain a portfolio of evidence of their achievements

- **Formative (internal) – 30%**
- **Summative (External) – 70%**

Examinations Per Sitting

A student will be allowed to sit for a maximum of 5 units per Examinations series.

Examinations Series

There will be two Examinations series each year: **June and December**

Certification

On successful completion of a Unit of Competency, a trainee shall be issued with a Certificate that acknowledges the achievement of that competence. On successful completion of all units of learning, a trainee shall be awarded a HR Diploma qualification in Human Resource Management. These certificates will be issued by HRMPEB in conjunction with training provider.

Fees Structure

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No	FEES APPLIED	DESCRIPTION	AMOUNT
O1	Annual Registration Fee	One off	6000
O2	Annual Registration Renewal Fees	Annual or Yearly	1600
O3	Registration Renewal Fee	3 years of a dormant account	3000
O4	Student Identity Replacement Card	When a student loses student ID	500
O5	Examinations Deferment Fee per paper	When a student defers exams after registration	2000
O6	Examinations Fees Per Paper	Paying for Examinations each paper a student does.	2500

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Application Fee is Kshs. 10,000/=

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Registration Forms

Registration forms for students who want enroll in Certificate in HRM are attached below:

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CBET CERTIFICATE AND DIPLOMA IN HUMAN RESOURCE MANAGEMENT HAVE BEEN APPROVED BY TVETA AND ACCREDITED BY KNQA.