



2022

Graduate Programmes

**S R NATHAN SCHOOL OF  
HUMAN DEVELOPMENT**

GRADUATE DIPLOMA IN  
**HUMAN CAPITAL  
MANAGEMENT**





## Programme Overview

The SUSS graduate programmes in human capital management cater to the needs of a rapidly changing business world, and are designed to equip learners with the critical skills of tomorrow. Our cutting-edge curricula cover fundamental topics in human capital management as well as the most pressing contemporary issues facing human resource professionals.

The Graduate Diploma and Graduate Certificate in Human Capital Management are more suitable for junior human resource professionals seeking to enhance their knowledge and improve their skills, or for mid-career switchers seeking to enter the profession.

Importantly, our human capital management programmes are also modular and stackable, meaning that courses and programmes can be stacked to higher qualifications such as the Master of Management and Master of Social Science at SUSS.

## Unique Features of the Programmes

- Prepare you for the future by emphasising the seismic changes affecting the profession and the wider business environment
- Allow flexibility to study at your own pace
- Adopt a strategic approach, enabling you to contribute more effectively and add value in your organisation
- Students may graduate with a Graduate Certificate or Graduate Diploma in Human Capital Management
- Classes are conducted on Saturdays, giving you time for self-study and a balanced lifestyle

## Whom is this for?

The programme is designed for more junior human resource practitioners or professionals in other areas considering a move into the HR/human resource function.

## Career Prospects

Graduates will have acquired the advanced knowledge and skills to function effectively as leaders and advisors in human capital management. They will have the competence in people management to take on challenging roles/positions in business and government organisations. These also include broad-based competencies such as critical thinking, business partnership, policy analysis, as well as programme evaluation.

## Programme Structure

Our graduate programmes in human capital management are structured sequentially. The three courses that constitute the Graduate Certificate in Human Capital Management (GCHCM) are supplemented with three further courses to give the Graduate Diploma in Human Capital Management (GDHCM). Students can choose to take the three GCHCM courses individually via the Centre for Continuing and Professional Education (CCPE), and then be recognised for credits when applying for admission to the GDHCM programme thereafter, subject to meeting the programme requirements.

The underlying theme is about proper alignment: the need to align human capital with business strategy. The curriculum therefore begins with a foundation course in contemporary human capital management in the new normal and moves on immediately to the course on strategy alignment and business partnering. This is followed by a context-specific course in Singapore employment law, policy and ethics. To be an effective business partner, human resource professionals must be able to manage strategic staffing, performance and total reward design. They must also be confident in effecting and building up-to-date HR systems and processes through digitalisation and automation. The sixth and last compulsory course examines human capital measurements and how they relate to the business needs of modern organisations.

To graduate with the GDHCM, students are required to complete a total of 30 credit units (cu) consisting of six core courses. All courses are 5 cu unless stated otherwise.

- Human Capital Management in the New Normal
- Human Capital Strategy and Business Partnering
- Employment Law, Policy, and Ethics



**Graduate Certificate in Human Capital Management<sup>1</sup>**



- Performance Management and Total Rewards Strategy
- Technology, Disruption, and Human Capital Management
- Managing and Measuring Human Capital Projects



**Graduate Diploma in Human Capital Management<sup>2</sup>**

### Explanatory Notes:

<sup>1</sup> Need a min. cumulative grade point average (CGPA) of 2.5 to be awarded Graduate Certificate in Human Capital Management.

<sup>2</sup> Need a min. CGPA of 2.5 to be awarded Graduate Diploma in Human Capital Management.

For more information on our Graduate Diploma in Human Capital Management, please visit [suss.edu.sg/GDHCM](https://suss.edu.sg/GDHCM)

# ADMINISTRATIVE DETAILS

## Admission Criteria

Applicants must possess an undergraduate degree or an equivalent qualification from a recognised institution.

For SUSS graduate programmes that are conducted in the English Language, you must meet the English Language Proficiency Requirement (ELPR)\* **if** your undergraduate degree is not awarded by an English-medium university, **or** your undergraduate degree is awarded by an English-medium university but the language of instruction was not English.

*\* at least an IELTS (Academic) score of 6.5, or a TOEFL score of 580 (paper-based) or 85 (internet-based), or a PTE Academic score of 58, or C1 Advanced score of 180 [score must be obtained within the last 2 years at point of application].*

Applicants with an undergraduate degree that was conducted in English but awarded by a non-English medium university must produce an official letter from the university to certify as such in order to seek waiver of the ELPR requirement.

Shortlisted applicants will be required to undergo one or more interviews and/or take such written admission or other evaluation tests as may be prescribed by SUSS from time to time.

All applications are considered individually on merit, and the offer of admission is dependent on the number of places available in individual programmes. Admission is solely at the discretion of SUSS and the decision is final and binding. SUSS reserves the right to refuse admission and is not obliged to offer an explanation for the non-admission of unsuccessful candidates.

## Tuition Fees

The amount of course fees you pay in each semester depends on the number of courses you take in that semester. The course fees cover all study materials, classes, tutor supervision, assignments and examinations. They do not include fees for textbooks and other additional items specified by SUSS from time to time.

✉ [student\\_recruitment@suss.edu.sg](mailto:student_recruitment@suss.edu.sg)

☎ 6248 9777

🖱 [suss.edu.sg](http://suss.edu.sg)

📘 [suss.sg](http://suss.sg)

🐦 [@suss\\_sg](https://twitter.com/suss_sg)

📷 [suss\\_sg](https://www.instagram.com/suss_sg)

🌐 Singapore University of Social Sciences

Information is correct at time of print (May 2021)



GDHCM