PROGRAMME ADVISING

CERTIFICATE IN HUMAN RESOURCE MANAGEMENT

ACADEMIC YEAR 2025/2026

REVISED DECEMBER 18TH, 2025

UWI GLOBAL CAMPUS

ADVICE: For the working adult, we recommend a maximum of 3 courses for the semester.

For further information after careful review of this document, please contact the Programme Manager (PM).

IMPORTANT INFORMATION TO GUIDE COURSE SELECTION/ REGISTRATION

New Students: Students who enrolled as of Academic Year 2025/2026 must follow the course sequence given for their registered programme.

Advice for Managing Course Load: For the working adult, we recommend that you do not attempt *more than 3 courses* per semester. Each student is an important member of the University; we want your experience here to be a successful one. Do not jeopardize your long-term goals by being unrealistic about what you can handle.

The Certificate in Human Resource Management has 24 credits, in 8 courses, over a one-year period.

The programme is offered entirely online and is divided into three Levels: Level II incorporates Level I, and Level III incorporates Levels I & II.

- Level 1 consists of 3 courses (9 credits) and may be completed in 4 months/1 semester. It prepares persons for entry-level, semi-skilled positions within the industry.

- Level II consists of 6 courses (18 credits): the 3 courses comprising Level I and the 3 courses from Level II. Level-II, which may be completed in 8 months/2 semesters, prepares persons as skilled workers: technical/specialized, independent workers.

- Level III consists of 8 courses (24 credits): the 6 courses making up Level II and the two courses from Level III. Level-III, which may be completed in 12 months/3 semesters, prepares persons as skilled workers with supervisory responsibilities, e.g., a first line supervisor; trainer/instructor.

Exemptions

Exemptions will be considered ONLY for Level I courses. *Exemptions will not be considered for Level II OR III courses*. Exemptions are given on a case-by-case basis through requests made to the Registry Department of Student Services. It is an online process activated for limited periods during the academic year. All registered students and GC staff members will receive notification by email that the process is open. The email will also provide an online link (URL) and instructions on how to complete the request.

Students will be considered for exemption (with credit) from Math Essentials for Tertiary Level Study if they possess at least a Grade I pass in CXC/CSEC/GCE Math or an equivalent course of study and for Reading and Writing Essentials for Tertiary Level Study if they possess at least a Grade I pass in CXC/CSEC/GCE English or an equivalent course of study.

Students will also be considered for exemption (with credit) from the course that is meant to introduce them to the field if they have received a B grade or higher in an equivalent introductory course from UWI or a tertiary level institution recognized for normal matriculation at UWI.

Assessment

Students will be assessed and evaluated on a continuous basis through written assignments, class-work, multiple choice quiz, tests and an end–of-semester examination in each subject if applicable. Assessment requirements are noted in the course outline of each course with clear guidelines, due dates and the weighting for each assessment task.

Duration

One year (12 months)

Note: Summer semester is a Mandatory semester for this programme.

Leave of Absence (LOA): If you are unable to take a course, you should apply for LOA in writing, by submitting a written request on the Leave of Absence form to the Academic Board, through the Registry Department of Student Services, detailing the reasons for the application. Students must submit to the Registry through their Site office. Granting of leave is subject to the regulations. Also, send a note to your Course Instructors.

Plagiarism: A form of cheating. Not allowed, please refer to note in Student Handbook.

TIPS:

This programme is offered entirely online. That means you may arrange your study to fit your lifestyle: you can work from your home, office, hotel room, wherever there is Internet connection.

		YEAR 1				

COURSE CODE	COURSE NAME	SEMESTER			PRE-REQUISITE	IMPORTANT INFORMATION TO GUIDE COURSE SELECTION/ REGISTRATION
		1	2	Summer		
				Level I		
ENGL0100	Reading and Writing for Essential for Tertiary Level Study	1			None	Assessment: Continuous assessment – 100% coursework
MATH0103	Math Essentials for Tertiary Level Study	1			None	Assessment: Continuous assessment – 100% coursework
MGMT0100	Introduction to Human Resource Management	1			None	Assessment: Continuous assessment – 100% coursework
				Level II		
MGMT0202	Health & Safety in the Workplace		2		None	Assessment: Continuous assessment – 100% coursework
MGMT0201	Training and Development		2		None	Assessment: Continuous assessment – 100% coursework
MGMT0200	Recruitment & Placement		2		None	Assessment: Continuous assessment – 100% coursew
MGMT0301	Labour Relations			Level III Summer	None	Assessment: Continuous assessment – 100% coursework
MGMT0300	Employee Law			Summer	None	Assessment: Continuous assessment – 100% coursework