

## Diploma in Labour Studies

### **Programme Title:**

Diploma with Specialisation in Labour Studies

### **Award:**

Diploma in Labour Studies

### **Academic Department that will offer/manage the Programme:**

The Guy Morel Institute

### **Delivery mode:**

Face-to-face Delivery, Self-Directed Learning, Blended Learning and Work Based Experience

### **Total Programme Credits:**

369.1 Credits (Minimum 3600 Notional Hours)

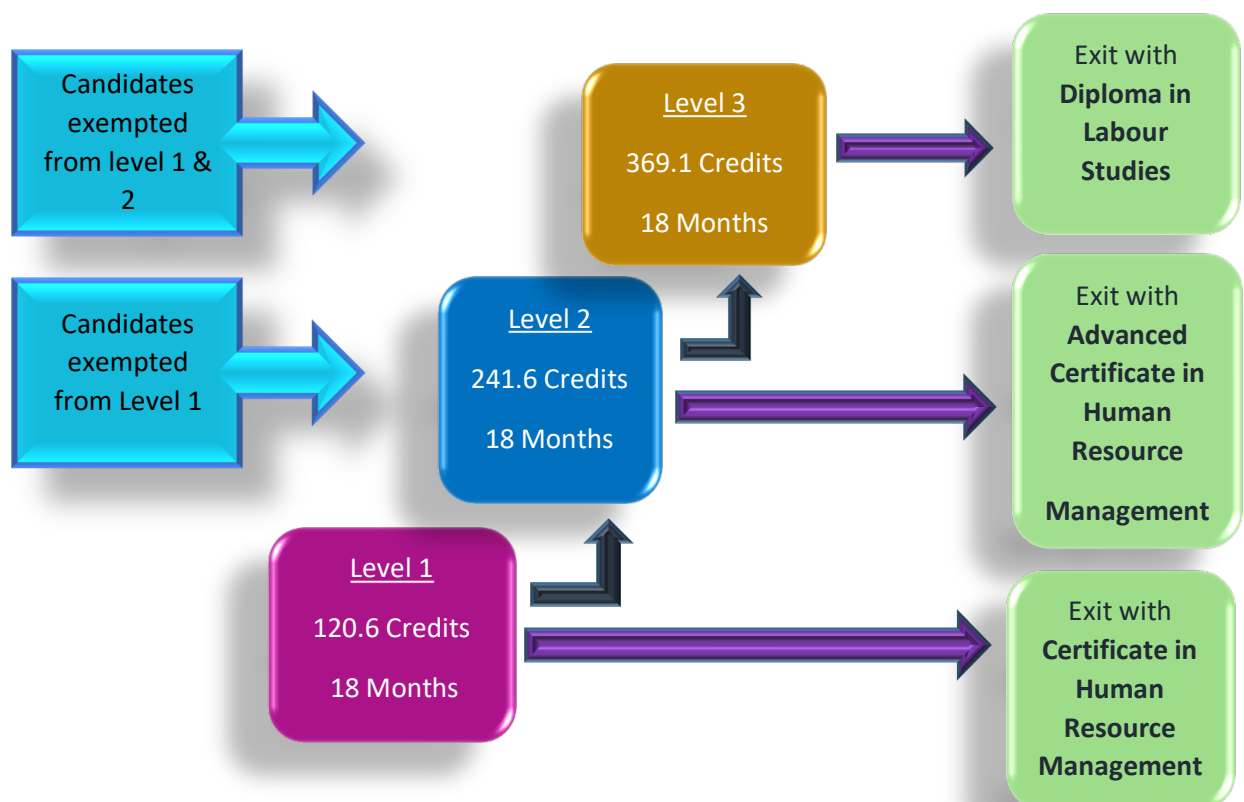
### **Level of the Qualification:**

NQF Level 5

### **Medium of Instruction:**

English

### **The Diploma in Labor Studies will have three exit pathways/levels:**



## 1. Programme Summary

The effective management of an organisations human resources is now recognised as a critical component in the success of both public and private organisations. The presence of well-trained and highly motivated staff will enable organisations to meet fresh challenges that come from the rapidly changing business environment. The recognition of the importance of human resource management has led to a demand for trained and qualified HR professionals. In specialising in labour Studies the participants will broaden their knowledge in labour relations and workplace studies.

## 2. Overall Programme Objectives

### Level 1

The programme aims to multiply the authority and personal skills of learners to be part of operations within organisations and contribute towards organisational development strategy. Learners will acquire basic professional knowledge and skills as junior officers, which will act as building block for their future roles in their profession.

Upon successful completion of this level, learners should be able to:

- To reinforce the management of Seychelles' human resources to improve the efficiency and performance of Government.
- To produce cohorts of competent and confident Seychellois Human Resource (HRM) practitioners.
- To provide validated training programmes that will address the HRM needs of Seychelles for the next five years.
- To promote professionalism and efficiency within the Seychellois HR function and service to change the HR practices from Personnel Management to Human Resource Management.

### Level 2-3

On successful completion of these levels, learners should be able to:

- Register job seekers/clients and provide advice and counselling;
- Conduct and assist interviews and assist in placements of workers;
- Confidently maintains the grievance and employee records;

- Confidently assists with payroll and benefits administration
- Interpret and apply the Employment Act;
- Interact with employer/employee and assist to mediate between both parties;
- Interpret and implement the Seychelles Labour laws/ Public Service Order and align to international ones;
- Show confidence in the applications of the Seychelles' Labour Laws and ensure compliance to these Laws
- Demonstrate effective presentation skills to conduct information talks / Market Labour programmes;
- Carry out visits to workplaces and manage industrial relations.
- Acquire decision-making skills necessary in project management and statistical analysis of information necessary to organisational management.

### **3. Target Group**

Front line level workers or employees aspiring to be front line Technicians working in private and public organisations and others who require expertise in labour studies at Diploma level. Furthermore, it is for technical personnel moving to managerial positions. Moreover, programme development has evolved and the introduction of pathways within a programme enhances the learner choice of flexibility in managing his/her learning.

### **4. Duration**

Learners have a minimum of five to seven years to complete the programme, allowing time for re-sits and re-submissions. Contact sessions are conducted one day per week, from 9 a.m. to 4 p.m. over the five years,

## **Level 1: Certificate in Human Resource Management**

### **Academic Pathway**

- Mature candidates with minimum grade 'C' for IGCSE English and Mathematics.

### **Technical Pathway**

- Mature candidates without IGCSE in Maths and English but with one-year continuous work experience in general office practices or equivalent field will be required to pass an English Proficiency and Numeracy course with grade C at IGCSE level before admission.

## **Level 2: Advanced Certificate in Human Resource Management**

### **Academic Pathway**

Mature candidates with any NQF Level 3 accredited Certificate with 2 years continuous working experience in a relevant field at technician level.

### **Technical Pathway**

Mature candidates who have dropped out of Level 1 of the programme after completing 80 % of the courses successfully with 2 years continuous work experience in a technician / team leader position in a relevant field.

## **Level 3: Diploma in Labour Studies**

### **Academic Pathway**

Mature candidates with any NQF Level 4 accredited Advanced Certificate with 2 years continuous working experience in a relevant field at technician level.

### **Technical Pathway**

Mature candidates who have dropped out of Level 2 of the programme after completing 80 % of the courses successfully with 2 years continuous work experience in a technician / team leader position in a relevant field

## 5. Programme Courses:

### Level 1: Exiting after 120.6 credits with a qualification of a Certificate in Human Resource Management

Core Courses	Work Life Balance
	Study Skills
	English Proficiency
	Numeracy
	Introduction to Information Communication Technology
	Information to Human Resource Management
	Introduction to Labour Law of Seychelles & Dispute Resolutions
	Introduction to Business Communication
<b>WBE</b>	<b>Work Based Experience: Stage 1</b>

### Level 2: Exiting after 241.6 credits with a qualification of an Advanced Certificate in Human Resource Management

Core Courses	Academic Preparation
	Principles & Practices of Management
	Introductory Human Resource Planning
	Strategic Management
	Principles in Human Resource Management
	Performance Management System (IN ANY ORDER)
<b>WBE</b>	<b>Work Based Experience: Stage 2</b>

### Level 3: Diploma in Labour Studies with 369.1 credits

Core Courses	Information Management System (IN ANY ORDER)
	Behavioral Science (IN ANY ORDER)
	Finance & Budgeting (IN ANY ORDER)
	Labour Law & Employee Relations
	Labour Law & Employee Relations
	Productivity Management
	Labour Economics
Elective Courses (choose any one course)	Communications & Customer Relations
	Occupational Health & Safety
	Emotional Intelligence
	Climate Implications for Sustainable Management
	Leadership
	Project Management
	Disaster Risk Reduction Management
	<b>WBE</b>