

HOW TO APPLY

The following are required on submission of each completed Application Form:

- The original and a copy of CXC / GCE O'Level and CAPE / GCE A-Level certificates.
- Non-refundable application fee of \$120.00 (Linx, manager's cheque or credit card only, no cash or personal cheques).
- One (1) Passport-sized Photograph.
- The original and a copy of the following forms of National Identification: Birth Certificate and National ID Card or Passport.
- The original and a copy of your Marriage Certificate/ Affidavit. (This is applicable if the name on the certificate is different from the name on the application form.)

Applicants wishing to apply for exemptions must do so at the time of application. Exemptions will only be considered when supported by original copies of Transcripts.

Applications must be sent to:

The Manager, Registry Services

UWI School of Business and Applied Studies Limited
(UWI-ROYTEC)

#136-138 Henry Street, Port-of-Spain.

PLEASE NOTE: Applicants who have lost or misplaced their original Certificates / Transcripts are required to request a Letter / Certified Duplicate Copy from the Ministry of Education or awarding institution.

Please visit our website to access the online application option.



UWI SCHOOL OF BUSINESS AND
APPLIED STUDIES LIMITED
trading as

ROYTEC

VISION

To be the tertiary institution of choice, that meets national and international standards of quality through its distinction and leadership in the areas of business, education and technology studies, para-professional programmes and corporate training.

MISSION

To position the institution as the preferred provider of applied studies in Trinidad and Tobago and to enhance corporate competitiveness by producing a work ready graduate who is a highly skilled and competent practitioner, a critical thinker, an innovator, an entrepreneur, and a socially engaged individual.

CORE VALUES

- Excellence
- People-Centeredness
- Integrity
- Equity
- Quality
- Engagement
- Innovation
- Life Long Learning

NORTH CAMPUS

136-138 Henry Street,
Port of Spain, Trinidad, WI
Tel: (868) 225-1299
Fax: (868) 623-7338

SOUTH CAMPUS

Naparima College, Lute Drive,
San Fernando, Trinidad, WI
Tel: (868) 225-1299
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DIPLOMA IN HUMAN RESOURCE MANAGEMENT



PROGRAMME OBJECTIVES

The Diploma in Human Resource Management will benefit staff members involved in key functional areas such as recruitment, training, compensation, employee relations, employee health and safety, performance management, conflict resolution, training and development, motivation and dealing with organised labour. In addition, the programme offers exposure to the latest technology in Managing Human Resources and Change Management approaches.

OVERALL AIMS

- To expose participants to an understanding of the basic HR functions in key aspects of staffing, training, compensation, employee relations, employee health and safety, performance management, conflict management, training and development, motivation and dealing with organised labour.
- To provide participants with the skills necessary to develop a strategic Human Resources Management Plan.
- To expose participants to the latest technology in managing Human Resources.
- To provide participants with the knowledge of leading and managing change in a positive and productive way.
- To develop participants' communication skills to solve problems, diffuse conflict and be a more productive manager or team leader.
- To provide participants with a clear framework they can follow to plan, monitor, analyse, and maintain a satisfying process of performance improvement for their staff.
- To develop participants' ability to lead and direct cross-functional teams to achieve organisational goals.

PROGRAMME STRUCTURE

The programme is conducted over three (3) academic terms or one academic year. Classes meet for one – three (3) hour session per week for twelve (12) weeks for each course.

This programme of study allows graduates to carry forward nine (9) academic credits toward the UWI-ROYTEC Associate of Science Degree in Management (ADM), leading to the Bachelor of Business Administration (BBA) from the University of New Brunswick, Canada.

COURSES COVERED

- HUMAN RESOURCE MANAGEMENT (TERM 1)
- FUNDAMENTALS OF MANAGEMENT (TERM 1)
- ORGANIZATIONAL BEHAVIOUR (TERM 2)
- UNDERSTANDING HUMAN COMMUNICATION (TERM 2)
- NEGOTIATION & CONFLICT MANAGEMENT (TERM 3)
- PERFORMANCE MANAGEMENT (TERM 3)
- PRACTICUM (TERM 3)

All courses are compulsory.
There are no elective courses.

ENTRY REQUIREMENTS

A minimum of five CXC passes, (General Proficiency) Grades I and II (Grade III accepted from June 1998 onwards) or five GCE O' Level passes, Grades A, B and C (or equivalent) including English Language and Mathematics.

Applicants may also be considered on the basis of their work experience, training and educational background as deemed relevant by UWI-ROYTEC to be the equivalent of the above for the purpose of study and may be subject to an interview.

