

**ADVANCED CERTIFICATE IN  
HUMAN RESOURCE MANAGEMENT  
(ACHRM)**

**THE OPEN UNIVERSITY OF SRI  
LANKA**

# CONTENT

- MESSAGES
- THE OPEN UNIVERSITY OF SRI LANKA
- FACULTY OF MANAGEMENT STUDIES
- PURPOSE AND SCOPE - ADVANCED CERTIFICATE IN HUMAN RESOURCE MANAGEMENT
- PROGRAMME OBJECTIVES
- MODE OF DELIVERY
- TARGET GROUP
- ENTRY REQUIREMENTS
- STRUCTURE OF THE PROGRAMME
- THE SCHEME OF ASSESSMENT
- COURSE FEE
- THE LIBRARY
- STUDENT SUPPORT SERVICES
- TEACHING PANEL

**The Open University of Sri Lanka**

**Advanced Certificate in Human Resource Management**

**Academic Year 2024-2025**

This brochure delivers an in-detail description of the Advanced Certificate in Human Resource Management offered by the Faculty of Management Studies of the Open University of Sri Lanka for the academic year 2024/2025. While every effort is made to ensure accuracy, the content in this brochure is subject to alteration or amendment in the light of changes in regulations or overall policy of the Open University of Sri Lanka.

Nawala,

Nugegoda.

October 2023

## **Vice –Chancellor**

### **The Open University of Sri Lanka**

I am delighted to extend my heartfelt greetings to each one of you as we embark on an exciting journey with the launch of the Advanced Certificate in Human Resource Management (ACHRM) program offered by the Faculty of Management Studies, The Open University of Sri Lanka (OUSL). This momentous occasion not only marks a significant step in our commitment to providing quality education but also highlights the unique role OUSL plays in shaping the educational landscape of Sri Lanka.

I welcome all the learning partners who have registered for the ACHRM programme offered by the OUSL. Your decision to join us is a testament to your dedication to personal and professional growth. The OUSL is known for its commitment to making education accessible to all, and with the ACHRM program, we are taking another step towards this goal. The OUSL is not just an institution; it is a symbol of opportunity and innovation in Sri Lanka. With its unique approach to distance and open learning, OUSL has been instrumental in providing education to those who might not have had access otherwise. The ACHRM program is a testament to OUSL's dedication to expanding educational horizons and ensuring that knowledge reaches every corner of our country.

The ACHRM program at OUSL has been meticulously designed to provide students with a comprehensive understanding of Human Resource Management, equipping them with the knowledge and skills necessary to excel in this dynamic field. Curriculum has been crafted with the utmost care, taking into consideration the latest industry trends and global best practices. Embrace this opportunity with enthusiasm, curiosity, and a commitment to excellence.

I take this opportunity to wish you all the very best with your life long education journey with the OUSL.

Senior Professor PMC Thilakerathne

**The Dean,**

**Faculty of Management Studies**

Greetings! Welcome to the first Intake of the Advanced Certificate in Human Resource Management (ACHRM) conducted by the Department of Human Resource Management, Faculty of Management Studies (FMS), and The Open University of Sri Lanka.

The Faculty of Management Studies is currently offering three MBA programs, Four Degree programs and several other programs with years of experience in specializing in Business Management and Entrepreneurship. FMS currently serves more than 5,000 students in Sri Lanka.

This program, Advanced Certificate in Human Resource Management (ACHRM) has been designed after careful consideration of current market trends in local and global contexts. we have introduced the program with the consultancy of industry, academia and all relevant stakeholders. We at the Faculty of Management Studies (FMS) always concerned about Quality, market-driven degree programs for our professional learning partners to enhance their Knowledge, Skills and Attitude (KSA).

Sri Lanka needs to have a Paradigm Shift in our economy and the role of a certificate/degree holder needs to be redefined. The combination of classroom discussions and some case studies conducted by the program would immensely help our learning partners to become collaborators in this journey. We at Faculty always believe professionals with a real balance of IQ and EQ (Intelligence Quotient and Emotional Quotient) is the best outcome in the country in terms of producing responsible citizens. We have a unique achievement-oriented culture within the institute and we are really excited to take part in your academic journey with our intellectual stimulation and inspirational motivation.

Professor Nalin Abeysekera

**Head,**

**Department of Human Resource Management**

I release this message with utmost pleasure, on taking the first (1<sup>st</sup>) intake of the Advanced Certificate in Human Resource Management program, introduced by the Department of HRM in the Open University of Sri Lanka. This well-structured program offers a great foundation for you to become future HR managers, HR executives, and even entrepreneurs to embark upon managing people. HRM. The Advanced Certificate in Human Resource Management program is designed in a way to enrich the learner with all the salient knowledge required as an amateur Human Resource Management professional, while encouraging him or her to plan and engage in studies, at his or her own pace through Open and Distance Learning. Further, the learners who successfully complete the program will qualify for direct entry into the Bachelor of Management Studies Honors in Human Resource Management (BMS Hons in Hum Rsc Mgt) Degree Program as well.

The unique features of this program are its emphasis on interaction, face-to-face learning, online learning, assistance through virtual class and its special emphasis on practical aspects, real-world issues. In fact, the true value of the curricula of the Advanced Certificate in Human Resource Management program offered by the Department of Human Resource Management lies in pragmatic project-based components with solid theoretical backing, where the learners are educated and guided in becoming Human Resource Management professionals in organizations. Final objective of this program is to transform candidates to potential employees for the employers, industrialists, professionals, and professional bodies who are interested in personnel who are qualified in job-oriented educational programs in the discipline of Human Resource Management. I strongly believe that this novel Advanced Certificate in Human Resource Management program will pave the way by laying out the foundation for you to become an outstanding HR Professional.

K. P. Nishantha

### **Chief- coordinator of ACHRM program**

I am extremely delighted to issue this message to the Prospective learning partners of the Advanced Certificate in HRM program (ACHRM), an important step taken by the Department of HRM of the Faculty of Management Studies of the Open University of Sri Lanka (OUSL) to cater to those who intend to acquire a recognized qualification at undergraduate level. In addition, this program will be an ideal entry level program for any person/professional to start his/her journey of higher studies in the field of HRM.

ACHRM program has been specially designed with a view to providing those that follow the program with required knowledge, skills, and ability to manage a diverse workforce that serve in organizations of different nature functioning in dynamic modern-day environment. One of the striking features of this program is that the participants are provided with flexibility to pursue their studies while engaging in professional work, as all the study programs of OUSL are conducted using ODL method. This provides a fine opportunity for the participants of the program to balance their personal and work life while pursuing studies.

We, the members of Department of HRM and the team of ACHRM will always extend our support, assistance and provide you with the necessary guidance to ensure that you could successfully complete the study program within the minimum stipulated period.

Finally, I invite all our prospective learning partners to join hands with us in a journey of knowledge sharing, the journey that will arm you with an Advanced Certificate in Human Resource Management.

K.P.J.M.Pathirana

Senior Lecturer in HRM

## **The Open University of Sri Lanka**

The Open University of Sri Lanka (OUSL) was established in 1980 under the Universities Act No. 16 of 1978. The OUSL is one of the 18 national universities in Sri Lanka functioning under the UGC. The institute, which enjoys the same legal and academic status as any other national university in the country, is unique within the Sri Lankan national university system by being the only recognized university to offer study programmes through Open Distance Learning (ODL). The mission of the Open University is "To enhance access to high quality, affordable and relevant education through Open Distance Education and ensure lifelong learning opportunities to face challenges in a knowledge society".

A wide array of programmes are offered by the university ranging from Foundation Programmes, Certificate Programmes, Diplomas, Bachelor's Degrees, Masters' Degrees to M. Phil/Ph.D. as well as Continuing Education Programmes. The university currently caters to over 35,000 students throughout the island by offering a number of study programmes under six faculties as Faculty of Management Studies, Faculty of Humanities and Social Sciences, Faculty of Engineering Technologies, Faculty of Natural Sciences, Faculty of Health Sciences and Faculty of Education. The network of regional centres and study centres located throughout the country facilitates the delivery of learning programmes and making it convenient for the students to carry out their academic activities.



## **Faculty of management studies**

Faculty of Management Studies was established in the year of 2019 with the mission “to enhance access to high quality, affordable relevant, professional management education through Open and Distance Learning’ and ensure the highest standards of learning, teaching, research and scholarship, consulting and promoting partnership among academics, professionals, private & public sector institutions to achieve the wider objective of the faculty and the university and to enhance national and global managerial capacity”.

At present, it is the Youngest Faculty of the Open University of Sri Lanka catering to over 5,000 students from diverse academic and professional backgrounds through four academic Departments;

- Department of Organizational Studies
- Department of Accounting & Finance
- Department of Human Resource Management
- Department of Marketing Management

The Faculty offers study programmes ranging from certificate level courses to postgraduate level degree programmes. These include Certificate Courses, Diplomas, Undergraduate Degree Programmes, Master’s Degree Programmes and PhD Programmes.

All the academic programmes of the faculty are delivered using ODL methodologies and through the network of Regional and Study Centres to facilitate students spread across the island.

### **Purpose and Scope - Advanced Certificate in Human Resource Management**

The purpose of this programme is to take an initial step to develop competent and skilful HR professionals by providing necessary theoretical and practical competencies to the participants of the programme. In order to bridge the gap in the existing human capital management competencies, the Advanced Certificate in Human Resource Management programme targets existing and potential Human Resource Management professionals all around the country as potential learners.

The qualification of Advanced Certificate in Human Resource Management at Level 2, provides direct entry to the Bachelor of Management Studies Honours in Human Resource Management - BMS Hons (Hum Rsc Mgt) Degree Programme.

### **Attributes gained through the Advanced Certificate in HRM Programme**

- Competent demonstration of theoretical knowledge.
- Application of tactics relating to HRM practices.
- Demonstration of competency in managing human capital.
- Capability of addressing HRM-related issues systematically and creatively.
- Planning and implementation of the HRM elements and functions efficiently and effectively.

### **Advanced Certificate in Human Resource Management**

#### **(Level 2) Outcomes**

After completing 30 credits in Level 2, the candidate will be expected to possess the following characteristics/competencies.

- To demonstrate theoretical and practical knowledge in Human Resource Management.
- To acquire competencies in Human Resource Management.
- To plan and practice Human Resource Management activities.

## **PROGRAMME OBJECTIVES**

- To provide advanced knowledge and skills which are essential to become successful HRM Professionals.
- To develop and strengthen people management skills, knowledge as well as attitudes with a pragmatic mindset.
- To motivate educated young men and women who currently work in the HRM field and like to reach their professional goals as HRM professionals in future.
- To inspire individuals who seek to earn an entry-level HRM qualification at their own learning pace from the flagship state university which provides open and distance learning.

## **MODE OF DELIVERY**

- Adoption of a mix of Open and Distance Learning methodologies and face-to-face learning.
- Self-learning based on textbooks, course modules, reference material, online material and academic counselling.
- Application of Sri Lankan and International contextual case studies in Human Resource Management.
- Interactive learning in a classroom environment with emphasis on the development of competencies.
- Performance of the learner will be evaluated based on three sets of criteria as;
  - Continuous Assessments
  - Project Report
  - Final Assessments

## **TARGET GROUP**

- Those who wish to study higher education in Human Resource Management.
- The potential HR Professionals to obtain essential knowledge, skills, techniques, and exposure in people management.
- Employees in the field of HRM who wish to have career advancement opportunities.
- Those who wish to be competent in practical aspects of Human Resource Management,
- Anyone with a strong inclination to set up a good foundation to reach their professional goals in the field of HRM.

## **ENTRY REQUIREMENTS**

A person seeking admission to the programme leading to the award of the Advanced Certificate in Human Resource Management (ACHRM) shall be over 18 years of age and required to have:

- Successful completion of Thirty (30) Credits at SLQF Level 1 and above or any Certificate course conducted by the Open University of Sri Lanka, or,
- Passed six subjects including Mathematics and First Language with at least two Credit passes of the General Certificate of Education (Ordinary Level) Examination, Sri Lanka in one sitting, or
- Passed NVQF Level 3 in the relevant field, acceptable to the Senate of The Open University of Sri Lanka, or
- Any equivalent or higher qualification acceptable to the Senate of The Open University of Sri Lanka.

## STRUCTURE OF THE PROGRAMME

<b>SLQF Level 2 Equivalent Course Codes</b>	<b>Course Title</b>	<b>Level</b>	<b>Credits</b>
HRC2501	Management for Human Resource Professionals	2	5
HRC2502	Fundamentals of Human Resource Management	2	5
HRC2403	Contemporary Aspects of HRM	2	4
HRC2404	Decision Making Tools for HRM	2	4
HRC2405	Economic Trends for HRM	2	4
HRC2406	Skills for Human Resource Management	2	4
HRC2407	Project in HRM	2	4
	<b>Total Credits</b>		<b>30</b>

## MEDIUM OF INSTRUCTION

- This programme is offered in English, Sinhala, and Tamil media.

## PROGRAMME DURATION

- Duration of this programme is one academic year.

## THE SCHEME OF ASSESSMENT

- The assessment of students shall consist of Continuous Assessments, Project Report and Final Assessments.
- The structure, content, nature and weightage of each of the above components shall be determined by the Department of Human Resource Management of the Faculty of Management Studies.
- A learner may appear for the Final Assessment of any course, provided she/ he has obtained the minimum Overall Continuous Assessment Mark specified by for such course.
- The Overall Assessment Mark of a student in respect of any course, shall be based on the Overall Continuous Assessment Mark and the Mark obtained at the Final Assessment.

- On successful achievement of the Overall Assessment Mark, learners will be awarded Advanced Certificate in Human Resource Management in accordance with the provisions in regulations of the OUSL.

### **Assessment strategy**

$$\text{OCAM} = X = (\text{HA1} + \text{HA2}) / 2$$

Final Examination = Y

Final Evaluation

If  $Y \geq 40$  then,  $Z = 0.5X + 0.5Y$

If  $Y < 40$  then,  $Z = Y$

Z = Overall continuous assessment marks ( % )

Y = Marks obtained for final examination ( % )

Z = Overall assessment mark ( % )

### **COURSE FEE**

The total fee of the programme is Rs. 39100/= which can be paid in two instalments.

- 1<sup>st</sup> Instalment: Rs. 24700/=
- 2<sup>nd</sup> Instalment: Rs 14,400/=

The fee stated in the prospectus are applicable for the academic year 2024/2025 and may subject to change in subsequent year.

## **THE LIBRARY**

The Library of the OUSL at the Central Campus in Nawala is a state of the art modern library equipped with facilities for internet access and e-library services. It is open to all academic staff, registered students, administrative and non-academic staff of the OUSL. Reference facilities for outsiders are available on a payment of Rs.100/= per day. Students can obtain the membership of the library with a refundable deposit of Rs.1000/=

### **The library provides the following services**

- Borrowing
- Inquiry
- Audio Visual
- Curriculum Support
- Rehearsing facility for academic presentations
- Photocopying

The library lending and reference sections are open from 8.30 am to 6.30 pm during weekdays as well as weekends, except Poya days and the following public holidays.

- Thai Pongal Day
- Independence Day
- Sinhala & Tamil New Year Day
- May Day
- Wesak Poya Day
- Holy Prophet's Birthday
- Christmas Day

For more information please refer 'OUSL Library Reader service' Flyer.

## STUDENT SUPPORT SERVICES

<b>Division</b>	<b>Contact – No</b>
Students Affairs Division	011-2823920
Examination Division	011-2856200
Finance Division	011-2369762
Library	011-2805476
Assistant Registrar's Office / FMS	011-2881255
Course Material Distribution Centre	011-2881376
Colombo Regional Centre (CRC)	011- 2881464
General Contact	011-2881000

Mr K.P.J.M.Pathirana

Chief Coordinator

[kppat@ou.ac.lk](mailto:kppat@ou.ac.lk)



## TEACHING PANEL

Name of the Lecturer	Designation	Area of Specialization
Prof. V. Sivalogathan <i>B. Com (Hons) (PDN), MBA (IB) (AIT), PhD (IM) (ZJU)</i>	Professor in Management Studies	Human Resource Management, Organizational Behaviour, Innovation Management, Research Methodology Entrepreneurship and Small Business Management
Mr. K. P. Nishantha <i>B.Sc. FM (Hons)(SUSL)</i> <i>M. Sc.in Mgt. (USJ),</i> <i>Certified Trainer</i>	Head/ Department of Human Resources Management Senior Lecturer (Grade I)	Management Theory & Practice Human Resource Management, Human Resource Development, Performance Management
Mr. K.P.J.M. Pathirana <i>BMS (Hons) (OUSL),</i> <i>M.com (KLN)</i>	Senior Lecturer (Grade I) Department of Human Resources Management	Human Resource Management, Research Methodology, Performance Management, Psychological Counselling
Ms. L. Manoshika <i>B.B. Mgt. HR.(Sp)(KLN),</i> <i>B.Sc. Applied Acc. (OBU-UK),</i> <i>ACCA(UK)(Finalist),</i> <i>MBA(PIM-USJ)</i>	Lecturer Department of Human Resources Management	Human Resource Management, Management, Business Psychology, HR Analytics, Organizational Behaviour
Ms. A. H. U. Perera <i>B.B. Mgt .HR (Sp)(KLN),</i> <i>CIMA (UK) (Finalist),</i> <i>MBA(PIM-USJ)</i>	Lecturer Department of Human Resources Management	Human Resource Management, Strategic HRM Research Methodology, Employee Work Life Integration, Human Resource Development, HR T & D, Human Resource Information Systems, Performance Management

<b>Name of the Lecturer</b>	<b>Designation</b>	<b>Area of Specialization</b>
Ms.R. Vinothra <i>BBA(Hons) in HRM (UOJ)</i> <i>, M.Sc in Mgt (Reading )</i> <i>(USJ)</i>	Lecturer (Probationary) Department of Human Resources Management	Human Resource Management, Training and Development, Organizational behaviour, Human Resource Development, Performance Management
Ms. E.Pamoda Thathsarani B.Sc. HRM (Sp) (USJ) <i>M.Sc in Mgt (Reading )</i> <i>(USJ)</i>	Lecturer (on Contract) Department of Human Resources Management	Human Resource Management, Employee performance evaluation, Employee Health and Safety, Training and Development, Organizational; behavior
Ms. A. Sumaiya <i>B.B. Mgt .HR (Sp)(KLN)</i>	Lecturer (on Contract) Department of Human Resources Management	Human Resource Management, Management, HR T & D, Contemporary HRM Performance Management
Mr. Deepal Bataduwaarachchi <i>MA in Econ (CMB),</i> <i>PGDip. in Economic</i> <i>Development</i> <i>(CMB), Association of</i> <i>Business Executives (UK)</i>	Programme Manager - MBA in HRM Department of Human Resources Management	Macro Economics, Microeconomics, Managerial Economics, Business Economics, Communication skills, Development Economics