

# Certificate in HR Fundamentals



# Certificate in HR Fundamentals

## Programme Overview

The Certificate in HR Fundamentals has been designed to take you through the core areas of HR for the beginning of your HR Career. It involves attending workshops, watching videos and then completing online modules, assignments and assessments.

### Who should attend?

You'll benefit most from the Certificate in HR Fundamentals if you are:

- Studying HR or Business and want to prepare for your first HR role
- New to an HR role and want to make sure you know everything you should
- In a role where you have HR responsibilities and want to learn the fundamentals

### What will you finish with?

The Certificate in HR Fundamentals is different from tertiary study as we cover real life, rather than just covering theory. It's full of practical suggestions and ideas to use. You'll work through online modules, with real case studies and assessments to test you are applying what we've covered. Once you've completed your final assessment you will be awarded your certificate.

## The Elephant marking team

Our marking team will assess your assignments and provide you with personalised coaching and feedback on your answers. They will let you know where you've answered with excellent thinking and rationale, and help you develop your thinking in areas where there may be things you've missed.

All our team are passionate about helping you in your HR career and sharing their experience and knowledge to help you grow further.



# Certificate in HR Fundamentals

## Core Modules

For the Certificate in HR Fundamentals, the following modules must be completed.

<p><b>Essential Employment Law</b></p> <p>Working in HR you need to understand the key points of the employment legislation in your country.</p> <p>For this module you can either attend our face to face workshops or a webinar session to hear from employment law specialists on the key factors you'll need to know. You'll then need to get 70% in our online test.</p>	<p><b>Clever Communication</b></p> <p>In your first HR role you might only have limited contact with managers, so making sure your communications are as effective as possible is important. This module takes you through:</p> <ul style="list-style-type: none"> <li>• How to use key messaging</li> <li>• An easy to use model to understand the 4 main communication styles - both for yourself and your managers!</li> <li>• Different ways to adapt your written and verbal communications to the different styles</li> </ul>	<p><b>Recruitment &amp; Selection</b></p> <p>At the start of your HR career you are often responsible for advertising roles, helping shortlist and manage vacancies. This module covers:</p> <ul style="list-style-type: none"> <li>• Understanding how to run an effective recruitment process</li> <li>• How to write engaging adverts</li> <li>• Different processes to manage candidates, interviews and other selection steps</li> <li>• Testing and effective reference checks.</li> </ul>
<p><b>Offering Employment</b></p> <p>In HR Administrator or Coordinator roles, you are often responsible for managing the operational processes around offering employment. This module takes you through:</p> <ul style="list-style-type: none"> <li>• The legislative requirements around employment agreements. You might not be preparing the clauses, but you should know what to look out for.</li> <li>• The challenges that can occur with employment agreements being signed.</li> <li>• Effective administration and filing of personal information.</li> </ul>	<p><b>Induction and Onboarding</b></p> <p>Managing induction and on-boarding processes can often fall into an HR Coordinators role. Getting it right is essential for making sure new employees get up to speed quickly. This module covers:</p> <ul style="list-style-type: none"> <li>• Administrative processes around induction</li> <li>• Different ideas and case studies of how companies run induction for employees and managers</li> <li>• Orientation days or programmes: how they work and how to run them</li> </ul>	<p><b>Writing HR Policies</b></p> <p>Making your policies more effective may not be exciting but is important. This module takes you through:</p> <ul style="list-style-type: none"> <li>• Making your policies engaging &amp; adapt to different communication styles</li> <li>• When you should and shouldn't introduce a new policy (remembering the 1:100 rule)</li> <li>• Building your managers engagement and ownership of the policies so they're not just an HR thing</li> <li>• Use your policies effectively to address issues and more importantly build the culture that you want!</li> </ul>
<p><b>HR Metrics and Analytics</b></p> <p>One area you may be involved in is sending out HR reporting and metrics. This module will give you:</p> <ul style="list-style-type: none"> <li>• An understanding of the different levels of metrics and analytics</li> <li>• What you should be measuring</li> <li>• How to make your HR reporting effective and useful</li> </ul>	<p><b>Establishing Yourself</b></p> <p>It's hard early in your career. You've learned theory at university but don't have any experience applying it. This makes it hard to have credibility with your HR team and with people managers. This module will help you work out how to establish yourself including:</p> <ul style="list-style-type: none"> <li>• Identifying your core skills but also areas that are going to be seen as an issue, and how to mitigate these</li> <li>• How to get managers and your HR team onside when you don't have experience of a particular area</li> <li>• Building credibility as you build your skills</li> <li>• How to answer managers or employees queries</li> </ul>	

# Certificate in HR Fundamentals

## Module Exchange

If you have completed training or have experience in one of the areas covered by the Certificate, you can exchange one module for one of the modules in our other Certificates. Please choose this option when you register and our team will liaise with you about this. Here are some of the modules you can choose from:

### From the **HR Operations Certificate**

<p><b>I'm Warning You</b></p> <p>This module takes you through:</p> <ul style="list-style-type: none"> <li>• Employment legislation that applies to disciplinary processes</li> <li>• The steps you need to take including letters to write, advice, meetings and outcomes</li> <li>• How to make an objective decision: what to consider from an HR, company and culture point of view.</li> </ul>	<p><b>Poor Performance</b></p> <p>This module takes you through:</p> <ul style="list-style-type: none"> <li>• Identifying the issue: what factors must you take into account when looking at poor performance or misconduct</li> <li>• Steps to take when working through poor performance or misconduct</li> <li>• Case studies and real examples – how to advise your business</li> </ul>	<p><b>HR Metrics and Analytics</b></p> <p>If metrics might be part of your role, this module covers:</p> <ul style="list-style-type: none"> <li>• The different levels of data from metrics through to predictive analytics and how you can take your business on the right journey</li> <li>• Ideas on different things that you should be measuring and what they can show you</li> </ul>
<p><b>Building a Brilliant Culture</b></p> <p>This module takes you through:</p> <ul style="list-style-type: none"> <li>• What is culture anyway? Different ways to define it.</li> <li>• Tools you can use to measure culture</li> <li>• How you can build culture into your HR processes</li> <li>• Some real case studies of culture change</li> </ul>	<p><b>Wonderful Wellness Programmes</b></p> <p>If you will be involved in helping with a wellness programme this module covers:</p> <ul style="list-style-type: none"> <li>• Identifying the key drivers for your wellness programme</li> <li>• How to develop and deliver a wellness strategy &amp; measure results</li> <li>• How to create engagement for the programme</li> </ul>	

### From the **Payroll Operations Certificate**

<p><b>Annual Leave &amp; Public Holidays</b></p> <p>The Holidays Act can cause many payroll headaches and cost your business if leave isn't calculated and paid correctly. This module takes you through understanding the legislation, payroll issues with calculating annual leave and paying public holidays correctly</p>	<p><b>Sick &amp; Bereavement Leave</b></p> <p>With sick leave there some complications to correctly paying sick and bereavement leave under the Holidays Act. You'll cover the legislation, how to calculate sick leave for employees with non-standard days or hours and work out entitlements and how ACC works</p>
<p><b>Deductions &amp; Overpayments</b></p> <p>There are a number of deductions you may have to set up and make from employee's pays. You'll cover the Wages Protection Act, overpayments, deductions and Holidays Act Remediation – what the process is with MBIE when your calculations are incorrect</p>	<p><b>Other Leave Provisions</b></p> <p>This module covers: Long service leave, jury leave, leave without pay, Volunteers Protection Leave and paying unauthorised leave, Domestic Violence Leave and other leave policies.</p>

If you are in a current HR administration role and have some Learning and Development responsibilities, you can also pick a module from the Certificate in Learning and Development on Learning Foundations.

# Certificate in HR Fundamentals

## Frequently asked Questions

### How do the assignments work?

For each topic you'll be sent an assignment. This consists of a number of case studies, where you must supply an answer, or review of your own processes and providing an answer.

The pass is 75% mark. One of our team will assess whether you have passed the paper and demonstrated good thinking around each answer. If they feel there are areas that you need to provide more information, they will come back to you to provide you time and some coaching to do this. You'll then be able to resubmit your answers. The aim is to help you develop your skills in each area so you can deliver excellent HR advice.

### How long does each assignment take?

You have a month to complete each assignment and it will take you 2 – 3 hours to complete. Along with watching the webinar and reading any articles, you should be able to complete each module by putting aside an hour a week, or four hours a month.

### What if I need more time?

While we schedule your Certificate over an 8 month period, you can ask for an extension on assignments if you have a busy workload, or are travelling or have any other issue that means you need more time. In total you can extend your Certificate up to 6 months, however you must finish within 15 months of beginning, to be awarded the Certificate.

### Can I fail the Certificate?

Yes if you don't complete your assignments, then you cannot pass the Certificate! If you complete an assignment but haven't demonstrated the knowledge to pass the topic, our team will provide you with feedback and coaching and give you a chance to review and resubmit your assignment.

### How much does it cost?

The programme investment is NZ\$1,250, AUD\$1,150, US\$795 or UK£595 + relevant tax. For more information or to register for the Certificate just visit our website [www.elephanthrtraining.com](http://www.elephanthrtraining.com)



# Certificate in HR Fundamentals

## Testimonials

**Still not convinced you'll get the best learning you've ever experienced? We've had hundreds of HR, Talent, Recruitment, OD, L&D and Payroll people complete our Certificates, with 100% rating them as having significantly increased their knowledge and confidence.**

**Here are some of the comments from people who have completed different Certificates:**

This course has been amazingly beneficial and I look forward to doing another course in the near future. I was proud of each individual paper being completed as truly the best part of this study for me personally. Traditional academic study does not suit me, and this has taken the place of approx. 5+ years study.

**Amy, HR Advisor, University**

Each of the other assignments sharpened my knowledge on each subject, but the most valuable was applying it not only in the case studies but also in the workplace. This made it real and meaningful. Ongoing learning is one of the key learnings that I will take from this process.

I appreciated the constructive feedback and the additional information that was shared. This helped me to gain insight from another angle and challenged my broader thinking. The feedback was challenging and at times made me question my approach and understanding. There was clear direction on what was expected and especially in the beginning the feedback guided me as to what the panel was looking for and made me aware of "how" I was communicating in completing the assignments.

The detailed feedback also made me feel like a valued participant as I had comfort that there was a professional team assessing the assignments.

**Jacqui, Recruitment Specialist, Healthcare Sector**

I have found significant value in the OD certificate. The tools and knowledge from every module helped me to step back from day-to-day delivery and think differently about my and my team's work. It's been extremely valuable having frameworks and tools to broaden my thinking. I've also found some of the concepts have helped me grow personally as well as professionally i.e. mindful leadership (including above and below the line thinking), SCARF, positive psychology, neuroscience, vulnerability, psychological safety.

Also, my organisation has many initiatives that are driven from 'bright ideas' rather than based on data. This certificate has reinforced the method of using data and research to inform decisions. While I had mostly been working in this way, I wasn't sure it was right, given this wasn't been done widely. I've been able to influence the importance of this for the work of my team and have seen a shift in the way my team is operating and influencing data-based decisions and longer-term horizons, to truly make a difference for the organisation.

I'm also proud that I've seen significant personal and professional growth over the year. I've been able to incorporate the learning into my work and have seen the difference it's made. My manager and team have enjoyed my monthly learning updates about what I've done. I've been able to share concepts and improvement ideas with my manager, which have enhanced the way I, the team and the wider HR group works.

**Emma, OD role, Government Agency**

"The information provided was just so informative and then being able to actually apply that knowledge through the case studies is just fantastic and really helped to bed in the information. In addition, I have gone back to the information many times already to make sure I am on the right track.

The webinars, the printable slides from the webinars, the case studies, the feedback, the workshop – gosh these have been so thoroughly helpful for each and every topic!"

**Melissa, HR Advisor, NZ University**

# Certificate in HR Fundamentals

## Testimonials continued

“I’m most proud of completing the assignments. I was very nervous “going back to school”. I felt quite exposed submitting assignments to be marked as I haven’t done this in a long time. I understand now that I was given an opportunity to fail in a safe environment without judgement.”

**Nicole, HR Manager, Food Production Company**

“Each assignment delivered an enormous learning for me. I believe my biggest learning was from the Recruitment Strategy and processes assignment. This is an area I’m currently participating more and more in and referenced a lot of information from my assignment”.

**Helen, Learning and Development Officer, Travel Company**

“I think the one thing that has had the widest and most visible effect is that HR policies can, and should, be written simply! After doing the Writing HR policies assignment, I went through our HR policies and they are all very complicated and use a whole bunch of words that just don’t need to be there. Keep it simple! I am now going through each of our policies and simplifying the language”.

**Courtenay, HR Advisor, ITO**

“I just want to pass on feedback that your material is easy to understand and the training you offer in my opinion is by the far the most relevant I’ve seen in a very long time”.

**Rebecca, HR Advisor, Dairy Company**

“I am already seeing the value of this course from the first assignment. Thank you so much for the coaching and feedback your team provided.”

**Alvina, Junior HR Business Partner, Banking Sector**

There has been a lot learnt in all of the topics but aside from that, the biggest take away for me that has helped me every day was the way that I present information and adapting it to make it clear to Managers. This includes being more to the point, using bullet points, tables etc and just totally changing the way I word emails. This has been very beneficial to me and has also been noticed by my Manager.

The feedback from assignments was helpful as even if my answer was great, they often gave other things to think about, or other approaches to take and suggestions. This really helped challenge my way of thinking. It helped me to look at things from different aspects, broaden my thinking and think more big picture.

**Amanda, People and Culture Business Partner, Construction Company**

