



In Collaboration with



## International “Premier” Diploma in Human Resource Management

### Minimum Entry Requirements

- Holders of a First Degree from a recognized university PLUS minimum KCSE grade C- with acceptable bridging Diploma or Pre-university courses;
- Acceptable Diplomas from recognized Institutions;

### Duration and Pattern

The programme will be delivered through Distance Learning but with Once a Month Tutor-Student Sessions after each Course Module. The course has 12 Modules and Exams are done after every 6 Modules in March, June, September and December, whichever time is convenient for the student, after Study for 6 months.

### Fees (Kshs.)

Total Fee = **Ksh.104, 200**

**The Total Fee includes Tuition fees plus:-**

No.	Item
1.	Registration
2.	Student Welfare
3.	Library Fee
4.	Orientation Fee
5.	CHRM Student ID Card
6.	Cambridge Int'l College Membership Card
7.	Caution Fee
8.	Exam & KNEC Invigilation Fees

### Attendance Modes

- Distance Learning with Once a Month Saturday Student-Tutor Class Sessions (See Calendar of Events)

### Professional Membership

Upon completion, Students not only qualify for IHRM Membership but also Full Membership of the **Society of Human Resource Management (SHRM)**, the largest HRM Professional Body in the World with membership in 160 countries.

### Mode of Application

Applications forms are available at CHRM Ufundi Co-op Plaza, 4<sup>th</sup> floor or downloaded from our website [www.chrm.or.ke](http://www.chrm.or.ke). Thereafter, submit the forms duly completed and with relevant documents attached with payment of a non-refundable fee of Ksh.1 000/= for admission processing.

The application fee can be deposited into the following bank account:- **Kenya Commercial Bank, Biashara Street Branch, Account No. 1180194667 in favor of College of Human Resource Management (CHRM)**. Duly completed forms should be submitted to the Admissions Office on Ufundi Co-op Plaza, 4<sup>th</sup> floor or sent to CHRM College, P.O. Box 4322-00200, Nairobi, Kenya.

The application package should include the completed application form, copies of Degree/Diploma certificates & transcripts, Copy of National ID, Birth Certificate, Marriage certificate (*for married ladies using different names*), 3 passport size photographs, to [college@chrm.or.ke](mailto:college@chrm.or.ke) or deliver to our offices as above. The application fee receipt/banking slip must be attached.

### Enquiries:-

College of Human Resource Management, Ufundi Co-op Plaza, 4<sup>th</sup> floor, Moi Avenue  
P.O. Box 4322-00200 Nairobi, Kenya.

Tel: +254 (0) 20 2217490/2248095 - Mobile Nos: 0727 792122/0786 229695

Email: [College@chrm.or.ke](mailto:College@chrm.or.ke); Website: [www.ihrm.or.ke](http://www.ihrm.or.ke)