



Information Booklet

HRBP Human Resource Business Professional

Classes

- Classes start in **February** for the Spring Term and **June** for the Fall term
- 8 Weeks
- **1** Day per week
- **6** Hours per Day
- Testing Window: March
 September

Course Fees

DHS

◆ Module 1 – HR Administration (22%)	1750
◆ Module 2 – Recruitment and Selection (22%)	1750
◆ Module 3 – Employee Relations & Communication (20%)	1750
◆ Module 4 – Compensation & Benefits (14%)	1750
◆ Module 5 – Training & Development (15%)	1750
◆ Module 6 – Health, Safety & Security (7%)	1750
◆ Total – Course Fees	10,500
◆ Enrolment fees	1000
◆ HRCP Learning System 6 Modules Books Set <i>(Including Shipping and access to Online Software)</i>	3500
GRAND TOTAL – <i>(Including Enrollment Fee and Learning Materials)</i>	15,000

Courses' Fees Include

- **HRCP Original Six Workbooks**
- **Software Component** designed to help increase performance
- **Live Instructors** with HRCP Original Teaching Aids
- **Periodic In Class Mock Exams**
- **In class HRCP Presentation**

Additional Fees

◆ HRBP Exam Fees –	US\$ 275
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Registration Requirements and Teaching System

Registration Requirements (for the course)

- ◆ Copy of ID
- ◆ A passport size photo
- ◆ Enrollment fee

Teaching System

- ◆ Interactive live instructors
- ◆ All material is covered in class
- ◆ No outside information is required

Qualifications and Requirements

Eligibility requirements for the HRBP exam:

- *A minimum of 1 year of professional-level experience in an HR position with a Master's degree or global equivalent, OR
- *A minimum of 2 years of professional-level experience in an HR position with a Bachelor's degree or global equivalent, OR
- *A minimum of 4 years of professional-level experience in an HR position with a high school diploma or global equivalent

Terms of Payment and Policies

- ◆ **Enrollment Fee:** Payable upon registration (non-refundable)
 - ◆ **Tuition Fees:** Two modes of payments discussed below
 1. Full Payment
 2. Down Payment before the first lecture and the residual amount is through monthly installments.
- *If paying by installments the candidate must submit certain documents. For further information, please contact us

Applicable Discounts

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| ◆ Early Bird Full Payment Discount (30 – 90 days) | 15% |
| ◆ Early Bird Finance Discount (30 – 90 days) | 10% |
| ◆ Full Payment Discount | 7.5% |
| ◆ Professional Qualification Holder Full Payment Discount | 15% |
| ◆ Fresh Graduate Full Payment Discount | 15% |
| ◆ Fresh Graduate Finance Discount | 10% |
| ◆ Corporate Group Full Payment Discount (2 – 4) | 15% |
| ◆ Individual Group Full Payment Discount (2 and above) | 15% |
| ◆ Instructor Referral Full Payment Discount | 20% |
| ◆ Instructor Full Payment Discount | 20% |
| ◆ Former Candidate Full Payment Discount | 20% |
| ◆ Second Repeat Full Payment Discount | 45% |

Important note:

- ◆ Only **ONE** discount applies (The highest).
- ◆ Discounts are applicable on the **LIVE course only** not on the enrolment fee nor on the books.
- ◆ Live Course Candidates are **not allowed** to attend classes without purchasing the material for the course.

MNR Talent and Skill Development Institute

3rd Floor Al Ahli Bank of Kuwait Bldg, Abu Bakr Al Siddique Road, Deira, Dubai
Tel.: 971-4-2681242 Email: contact@mnrtsdi.ae Website: www.mnrtsdi.ae

Last Updated: 28-Dec-15

The above mentioned prices and discounts are subject to change without any prior notice