



Higher Diploma in Human Resource Management

Minimum Entry Requirements

- Holders of a First Degree from a recognized university PLUS KCSE grade C+;
- Holders of a Diploma in Personnel Management (BTEP) examined by KNEC;
- Holders of a Diploma in Human Resource Management (TIVET) examined by KNEC;
- Holders of Diplomas acceptable by KNEC;

Duration and Pattern

The programme will be delivered through lecture mode for a one year divided into 2 semesters of five months each. However, those wishing to take the Saturday class option will take 1½ years to complete the course.

FEES STRUCTURE

No.	ITEM	FEE PAYABLE	
1	Tuition Fees	80,000/-	
2	Registration Fee	2,000/-	
3	Library Fees	3,000/-	
4	Student Welfare	2,000/-	
5	Publications & Internal Trainings	1,200/-	
6	Orientation Fee	2,000/-	
7	Project Supervision Fee	2,000/-	
8	Internal Exams Fee	2,000/-	
9	Student ID	500/-	
10	Caution Fees	2,000/-	Payable once & Refundable
11	KNEC Examination Fees	13,250/-	
12	TOTAL FEE	109,950/-	Semester 1 55,700/-
13			Semester 2 54,250/-

NB: Students using the instalment plan will pay an additional 1,200/- per semester.

Attendance Modes

- Lunchtime - 11.30 am – 2.00 pm - Weekday Daily
- Afternoon - 2.30 pm – 5.00pm - Weekday Daily
- Evening - 5.30 pm – 8.30 pm - Evening Daily
- Combination - 5.30 pm – 8.30 pm - Mon/Wed/Fri Evenings & Saturday Mornings
- Saturday - 8.30 am – 5.00 pm - Every Saturday – whole day
- Full time - 8.30am – 4.30 pm - Intakes only in Jan & May – Takes 6 months
- Sunrise - 6.30 am – 8.30 am - Weekday Daily

Mode of Application

Applications forms are available at CHRMs Ufundi Plaza Offices, 3rd & 4th Floor on payment of a non-refundable fee of Ksh.1 000/=.

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 Plaza Offices, 3rd & 4th Floors, or sent to CHRMs College, P.O. Box 4322-00200, Nairobi, Kenya.

The application package should include the completed application form, copies of Degree/Diploma certificates, KCSE Certificate, Copy of National ID, Birth Certificate, Affidavit or Marriage certificate (*for those using different names*), passport size photographs (each two copies), to college@chrms.or.ke or deliver to our offices. The application fee receipt/banking slip must be attached.

Enquiries

College of Human Resource Management, Ufundi Plaza, 4th floor, Moi Avenue/Moktar Daddah Street, P.O. Box 4322-00200 Nairobi, Kenya.
Tel: +254 (0) 20 221 7490/221 7979/224 8095 or Mobile Nos. 0727 792122/0718 781513
Email: College@chrms.or.ke; Website: www.chrms.or.ke