



INSTITUTE OF PEOPLE MANAGEMENT OF ZIMBABWE (IPMZ)

Curriculum & Regulations Summary

Effective Date: 1 January 2018

Table of Contents

1. Background to the Institute.....	2
2. Vision, Mission and Values.....	3
3. The Curriculum (eff. 01-01-18).....	4
3.1 The Diploma Structure.....	4
4. Diploma Regulations.....	7
5. Exemptions Policy.....	9

BACKGROUND TO THE INSTITUTE

The IPMZ is a voluntary association of people with an interest in Human Resource Management, who want to improve their knowledge of, and skill in, professional people practices and principles. The Institute started in Zimbabwe in 1960 and the first examinations were written in 1965 when IPMZ was first registered. The Institute promotes professionalism by establishing appropriate qualifications, defining codes of conduct, promoting research, spreading knowledge of human resource management, human resource development and labour relations, and liaising with relevant authorities concerning professional manpower policies and practices.

The IPMZ was registered in Zimbabwe under the Vocational Training Act, 1978 in terms of subsection (2) of section 27 of the Act. The Institute offers professional qualifications by correspondence, in the fields of Human Resource Management, Human Resource Development and Labour Relations at the Diploma level and in Human Resources Management at the Higher National Diploma level. In contrast to academic courses, these courses are not only academic but practical as well, with a professional focus. The IPMZ therefore offers practical skills for human resource development applicable to the workplace. This is the IPMZ niche.

Each correspondence Diploma course now takes 24 months excluding the 6 month period of attachment. The Higher diploma is completed in 36 months, including an attachment period of 6 months. After successful completion of a series of assignments and a three-hour examination per subject, candidates receive the IPMZ Diploma. A certificate is issued for each subject passed at both the Diploma and Higher Diploma level. The Diploma now constitutes 14 subject modules and the Higher Diploma students must pass 10 subjects plus successfully completing a research dissertation.

2. **VISION, MISSION AND VALUES**

VISION

To be a world class centre of excellence for Human Resource Management Practice

MISSION

We continuously develop, deliver and regulate the Human Resource Management profession

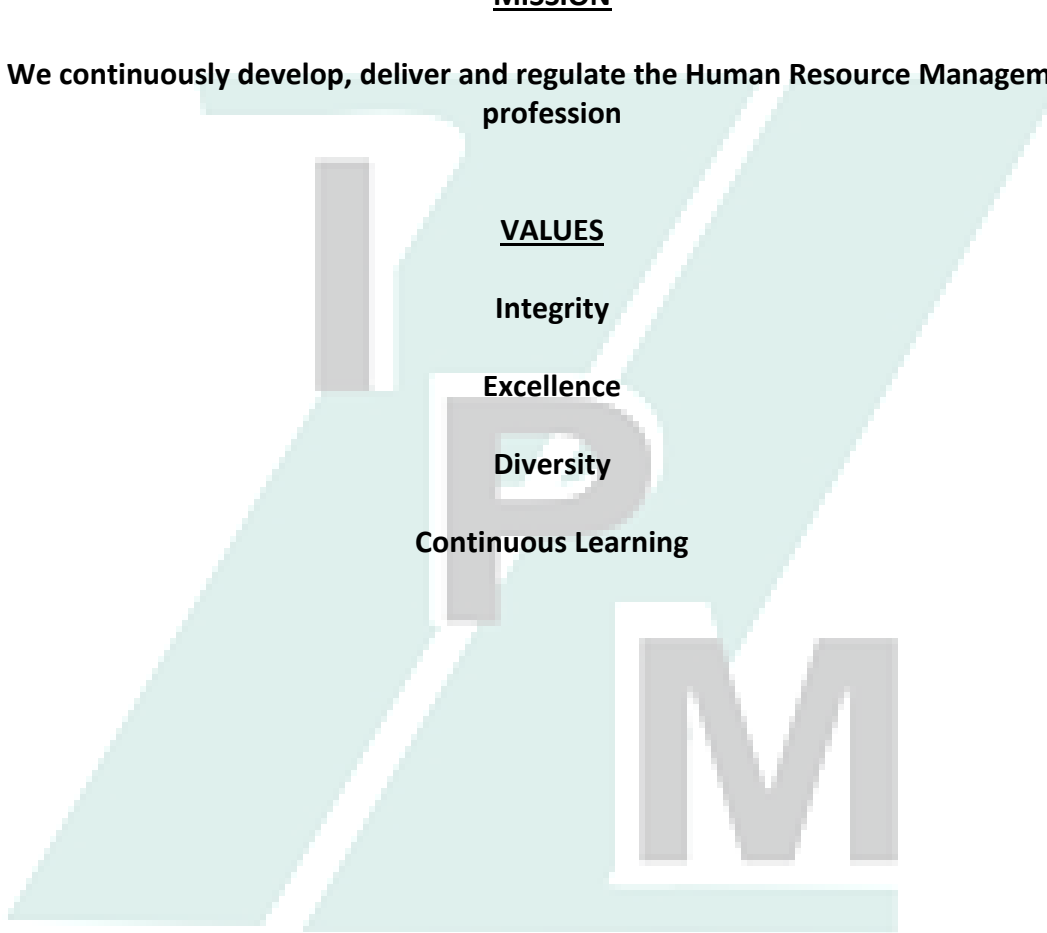
VALUES

Integrity

Excellence

Diversity

Continuous Learning



3. THE CURRICULUM

The new curriculum is in line with the introduction of the National Standard for Human Resources Management Studies developed by the Ministry of Higher and Tertiary Education, Science and Technology Development.

3.1 THE DIPLOMA STRUCTURE

The 4 IPMZ Diplomas

A student may choose from any of the following three Diplomas then proceed to the Higher diploma:

<u>Course</u>	<u>Duration</u>
1. The Diploma in Human Resource Management (Dip HRM)	2 years
2. The Diploma in Human Resource Development (Dip HRD)	2 years
3. The Diploma in Labour Relations (Dip LR)	2 years
4. Higher Diploma (HD.HRM)	3 years

3.1 The Diploma in Human Resource Management (Dip HRM)

To obtain the Diploma in Human Resources Management (Dip HRM), a student must pass **14** compulsory subjects. Table 3.1 illustrates the structure of the Diploma in Human Resources (Dip HRM):

Table 3.1: Structure of the Diploma in Human Resources (Dip HRM)

The Diploma in Human Resource Management (Dip HRM)
All subjects are compulsory (14 subjects)
Human Resource Management
Recruitment and Selection
Industrial Psychology
Labour Economics
Management Information System(MIS)
Human Capital Planning
Commercial Law
Safety, Health & Wellness
Research Methods
Entrepreneurship Skills
Business Communication
Performance & Reward Management
Financial Accounting
Employment Relations

3.2. The Diploma in Human Resource Development (Dip HRD)

To obtain the Diploma in Human Resources Development (Dip HRD), a student must pass all **14** compulsory subjects. Table 3.2 illustrates the structure of the Diploma in Human Resource Development (Dip HRM):

Table 3.2: Structure of the Diploma in Human Resource Development (Dip HRD)

The Diploma in Human Resource Development (Dip HRD)
All subjects are compulsory (14 subjects)
Human Resource Management
Human Capital Planning
Management of Training
Research Methods
Business Communication
Industrial Psychology
Employment Relations
Management Development
Safety, Health and Wellness
Performance and Reward Management
Training Techniques
Management Information System(MIS)
Financial Accounting
Entrepreneurship Skills

3.3 The Diploma in Labour Relations (Dip LR)

To obtain the Diploma in Labour Relations (Dip LR), a student must pass all **14** compulsory subjects. Table 3.3 illustrates the structure of the Diploma in Labour Relations (Dip LR):

Table 3.3: Structure of the Diploma in Labour Relations (Dip LR)

The Diploma in Labour Relations (Dip LR)
All subjects are compulsory (14 subjects)
Human Resource Management
Employment Law
Industrial Psychology
Labour Economics
Management Information System(MIS)
Employment Relations
Commercial Law
Safety, Health and Wellness
Research Methods
Entrepreneurship Skills
Business Communication
Performance and Reward Management
Financial Accounting
Human Capital Planning

3.2 THE HIGHER DIPLOMA IN HUMAN RESOURCES MANAGEMENT

There are 10 compulsory subjects in the Higher Diploma curriculum. Students must pass 10 subjects, and successfully complete a research-based Dissertation to the satisfaction of the examiners in order to attain this qualification.

HUMAN RESOURCES(SUBJECTS)	BUSINESS (SUBJECTS)
Management	Financial Management
Strategic Human Resources Management	Business Economics
Labour Productivity	Marketing Management
Organisation Development	Corporate Governance and Ethics
Statistics	Management of Change
DISSERTATION	

- a) A Higher Diploma will only be conferred on a student who has done a dissertation
- b) Total 10 Subjects plus a Dissertation)

4. DIPLOMA REGULATIONS

1. INTRODUCTION

As the name indicates, **People Management** is that part of the management function which is mainly concerned with the **people** who make up an organisation, and through whom that organisation achieves its goals. It pays attention to group and individual needs in practical ways, by seeing that fair and rational procedures are followed in the organisation, and that internal communications are effective. Good personnel management is the means by which those who work for the organisation are motivated at all times to work productively and efficiently.

The Human Resources Manager must ensure that clear policies are developed, administered, and communicated, in the following key HR competences concerning the management of human resources:

Human Resources Planning; Recruitment, Performance Management; Learning & Development; Compensation/Reward Management; Labour Relations Management; Safety Health & Wellness generally. People in an organisation will be discontented if these important areas are not dealt with professionally

4. ENTRY TO DIPLOMA STUDIES

STUDENT ENROLMENT A prospective student who is not already a member of IPMZ must:

- ❖ Apply for membership to the Institute of People Management of Zimbabwe (forms are available from the IPMZ offices in Harare, Bulawayo, Mutare, Gweru and Masvingo or www.ipmz.org.zw)
- ❖ Pay the membership joining fee
- ❖ Pay annual membership subscription fee
- ❖ Pay student enrolment fee
- ❖ Apply to enrol as a student using **the IPMZ enrolment Form available at the IPMZ offices and on www.ipmz.org.zw** .

4.1 ENTRY

QUALIFICATIONS Prospective students must be in possession of a minimum of FIVE 'O'LEVELS, or equivalent, including ENGLISH, MATHS OR ACCOUNTS.

4.2 SINGLE SUBJECT CERTIFICATE COURSES

The same entrance qualifications apply for single subject certificates although a managerial discretion may be used to admit students in this area with each case being treated with its merits.

4.3. ENTRY TO THE HIGHER DIPLOMA-Entry to the Higher Diploma in Human Resource Management is dependent on passing at Diploma level. A student may enroll for the Higher Diploma after passing the requisite **14** Diploma subjects. With the increased number of modules at Diploma level, the point system of entry that existed previously is no longer applicable.

4.5 DIPLOMA SUBJECT RESULTS ARE GRADED AS FOLLOWS:

Marks: 50-59% Pass
Credit : 60-74 %Credit
Distinction: 75% and above

4.6 RECOMMENDATION-IPMZ recommends that prospective students be in employment before attempting to study at Diploma level. Work experience will be most helpful when completing assignments, all of which are job-based. University and Polytechnic students must submit their registration forms together with their admission letters from their respective Institutions. Students not employed should seek attachments and the institute will provide supporting letters.

4.7 REQUIRED DOCUMENTATION

Certified copies of National Identity or passport, 'O' Level /equivalent certificates **MUST** accompany applications, to enrol. Married women whose names have changed should submit certified copies of marriage certificate.

5. EXEMPTIONS POLICY

APPLICATION FOR EXEMPTIONS

The IPMZ Diploma is a practical vocational and professional qualification which contains relevant information and skills to the fields of Human Resource Management, Human Resource Development and Labour Relations. The academic approach to the subject matter in a university degree, for example, would not totally equip the individual for practical purposes in working life in human resource management in the same way the Diploma aims to do. In this regard, not all subjects are exemptible.

Exemptions

- Only students who have passed subjects at tertiary level may apply for exemptions.
- Only subjects examined by formal academic institutions such as universities, technical colleges or recognized professional bodies are considered.
- The Examining Board must be recognized by IPMZ and accredited by the Ministry of Higher & Tertiary Education (MoHTE) or equivalent if it is foreign.
- The Examinations and syllabuses must be comparable both in standard and content. IPMZ exempt syllabus with 90% content.
- Subject exemptions must be applied for on the official IPMZ Subject Exemptions form and must be accompanied by:
Certified copies of detailed academic transcript (indicating subject names, actual percentages/or an explanation of symbols) and syllabi for all the subjects applied for exemptions.
- Exemption fee(s)
Exemptions will not be recorded until the student has paid the exemption fee(s)
- The Application will be decided by an exemptions committee which shall sit at least once a quarter. The Committee is made up of three members from the Public Relations, Education and Research Committee, one member of Council outside of PR & Education and the Director of the Institute. The Vice President PR and Education will chair the Committee or an appointee in his absence. Three members will form a quorum. The decisions of this Committee will be final. Only appeals on account of law will be entertained.
- A total of 50% of the 14 subjects can be exempted at Diploma level. However it has to be noted that there are seven subjects per Diploma which cannot be exempted as listed on 5.1, 5.2 and 5.3.
- Exemptions are done subject to subject and core foundational HR subjects especially the subjects listed below are not exemptible.

5.1 The Diploma in Human Resource Management (Dip HRM)

The Diploma in Human Resource Management (Dip HRM)
Section A- (Non- Exemptible)
Human Resource Management
Recruitment and Selection
Industrial Psychology
Research Methods
Human Capital Planning
Performance & Reward Management
Employment Relations

5.2 The Diploma in Human Resource Development (Dip HRD)

The Diploma in Human Resource Development (Dip HRD)
Section A- (Non- Exemptible)
Human Resource Management
Training Techniques
Management of Training
Research Methods
Management Development
Performance & Reward Management
Human Capital Planning

5.3 The Diploma in Labour Relations (Dip LR)

The Diploma in Labour Relations (Dip LR)
Section (Non- Exemptible)
Human Resource Management
Employment Law
Employment Relations
Research Methods
Safety, Health and Wellness
Labour Economics
Industrial Psychology

There are no exemptions at Higher Diploma.

Institute of People Management of Zimbabwe (IPMZ)

IPMZ House 15 Argyle Road Avondale, Harare

**Harare Tel +263 4 700712/14/20 or POST to Box 10336, Harare – or FAX to
+263 4 700901**

Or E-MAIL to marketing@ipmz.co.zw/information@ipmz.co.zw

The Value of Membership is Priceless!