

# **DIPLOMAS** **at UNISTEM**



# Welcome to UNISTEM

UNISTEM is a leading higher education institution in Colombo, Sri Lanka, dedicated to fostering academic excellence and holistic student development. Established in 2008, UNISTEM has grown into a prestigious institution, serving as a premier international partner of the University of Northampton (UON), UK. Together, we offer a wide range of Bachelor's and Master's degrees through our collaborative franchise partnership.

UNISTEM is an award-winning partner of Pearson UK, delivering a diverse array of Post-graduate Diplomas, HNDs, Higher Diplomas, and Diplomas. Pearson is the UK's largest qualification awarding body, offering academic and vocational qualifications like BTEC and Pearson Edexcel. These qualifications are recognized globally by many universities. Regulated by OFQUAL and other UK bodies, Pearson has a 150-year history and collaborates with leading educational institutions worldwide.

Our commitment to academic quality is evidenced by our alignment with international standards, including ISO 9001-2015 QMS certification, Pearson Quality Standards, and the UK Quality Code for Higher Education. With three state-of-the-art campuses in Colombo, UNISTEM offers a vibrant learning environment designed to support both academic and professional growth.

UNISTEM is a global online learning provider offering high-quality education across various disciplines. It delivers accessible, flexible courses tailored to diverse learners, emphasizing innovation and interactive learning. UNISTEM programs are designed by industry experts, ensuring relevance and up-to-date content. It fosters global collaboration, connecting students with leading educators and peers worldwide.

At UNISTEM, we are committed to student success. Our curriculum integrates practical internships, employment assistance, and personalized academic guidance from dedicated tutors. Join us for a transformative educational experience that prepares you to become a self-reliant, socially responsible, and successful individual in the global workforce.







## OUR Brands



Institute for Science, Technology, Engineering and Management (ISTEM),  
formerly known as Human Resource Management Institute (HRMI)



# Our Partners



**Collaborative Franchise Partner of The University of Northampton (UON),**  
Public University in UK



**Murdoch University, Australia**  
Articulation Pathway Provider

**Premier International Partner of UON**



**Approved Centre for Pearson UK**  
Since 2010

Recipient of the  
**International Changemaker Award**  
University of Northampton 2020 & 2022

**Pearson Sri Lanka**  
Award Winner for Academic & Performance Excellence  
2014 – 2017

Nominated for  
**UON People's Award 2024**

**CASA COLLEGE**



1997

**Casa College, Cyprus**  
Study Pathway Provider



Since 1990

**20,000+ Professionals**  
**Leader in Apparel Education in Sri Lanka**



Recognised by the  
**Tertiary and Vocational Education Commission (TVEC), Sri Lanka**



Recognised by  
**Maldives Qualifications Authority (MQA)**

University of Northampton



Murdoch University



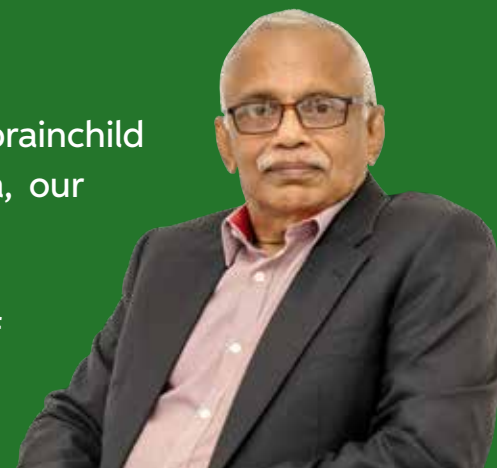
Casa College



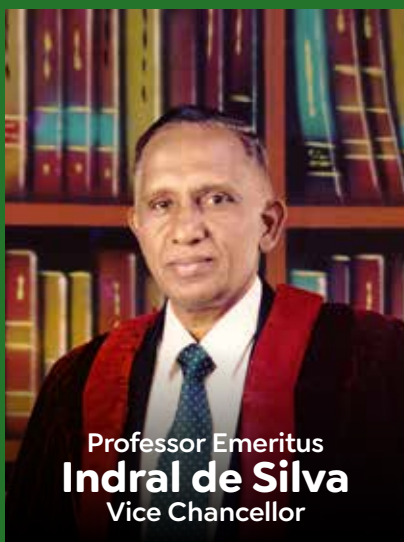
# How we Differentiate!

UNISTEM stands as a shining example of innovation, a brainchild born from the visionary mind of Gihan Talgodapitiya, our CEO and Founder.

With roots grounded in the National University of Singapore (NUS) and nurtured by over three decades of diverse global experiences in Corporate Training, Gihan is driven by a passionate commitment to revolutionize the educational landscape in Sri Lanka, offering our students a truly unparalleled learning journey.



**Gihan  
Talgodapitiya**  
Director / CEO



Professor Emeritus  
**Indral de Silva**  
Vice Chancellor

Our Academics are headed by Vice Chancellor Professor Emeritus Indralal De Silva, Former Dean, Faculty of Arts, University of Colombo; Research Fellow, National University of Singapore (NUS); Senior Fulbright Fellow, Harvard School of Public Health, Harvard University; Post Doctoral Fellow, Australian National University (ANU). Prof. De Silva is highly respected for his innovative ideologies in education and reengineering traditional approaches to teaching and learning. He is renowned for pushing the boundaries of knowledge through unconventional thinking, creative problem-solving, and interdisciplinary collaboration.

We provide a transformative learning adventure for our students. This experience will not only shape their perspectives but also elevate their professional standing. Our holistic approach to learning empowers individuals to shine brightly in society and excel in the workplace, setting them apart as true leaders of tomorrow.



# Diploma in Supply Chain Management & Logistics

## Why Parents and Students should consider this Pathway?

Logistics and Supply Chain Management is becoming increasingly significant worldwide, with numerous job openings emerging in this sector, particularly in the Middle East. This expertise enhances employment prospects in any developed country and serves as a valuable qualification for those considering migration.

This diploma provides a thorough education, equipping newcomers with the knowledge and skills necessary to succeed in a career in supply chain and logistics. Additionally, it offers an accelerated path for motivated and ambitious students to earn a degree in a substantially shorter period.

## What is Supply Chain Management (SCM)?

Supply Chain Management (SCM) involves overseeing the flow of goods and services from raw materials to final products. It encompasses planning, sourcing, production, logistics, and information management to ensure efficient and cost-effective delivery. SCM aims to optimize processes, reduce costs, and enhance customer satisfaction.

## Is SCM an important function in an organisation?

Supply Chain Management (SCM) is a crucial function in an organization due to its significant impact on operational efficiency, cost reduction, and customer satisfaction. Effective SCM ensures timely delivery of products, optimizes resource use, minimizes waste, and enhances the organization's ability to respond to market changes and demands.

## Entry Requirements

- GCE (A/L) at least 2 passes (any stream) with English & Maths at O/Ls OR
- GCE (O/L) with at least 2 years work experience for Adult Candidates OR
- Certificate in Logistics / Supply Chain Management awarded by a recognised Institution OR
- Any other Qualification deemed equivalent to the above

**Medium: Sinhala + English (Mixed)**

**Duration: 12 months**

**Lecture Schedule: Sunday from 8.45 am to 1.30 pm**

## Is SCM considered a skills migration category?

Supply Chain Management (SCM) is considered a skills migration category. Professionals in SCM are in demand globally due to the need for efficient logistics and supply chain operations across industries. Countries often seek skilled SCM experts to enhance their economic competitiveness, optimize trade, and improve overall business efficiency.

## What does a Diploma in SCM cover?

A Diploma in Supply Chain Management covers fundamental principles of logistics, procurement, inventory management, warehousing, transportation, and distribution. It includes supply chain strategy, operations, and technology, emphasizing efficiency, cost control, and customer satisfaction.

## Employment prospects with a Diploma in SCM?

The Diploma prepares students to effectively embark on a supply chain related job and perform efficiently in a short period of time.

It is an perfect qualification (a) to seek employment in well paid career (b) to satisfy the requirements for overseas employment (c) to fulfill the requirements for career advancement (d) to move into a SCM job from a different field (e) to enable retired military officers to be employed in the corporate sector.



# Course Content

## 1. Introduction to Logistics and Supply Chain Management

- Definitions and scope of logistics and supply chain management
- The role of logistics in the economy and organization
- Supply chain management principles
- Key logistics and supply chain processes

## 2. Supply Chain Operations and Planning

- Demand forecasting and planning
- Inventory management and control
- Production planning and scheduling
- Capacity planning and management
- Supply chain design and network optimization

## 3. Transportation and Distribution Management

- Modes of transportation and their characteristics
- Transportation planning and management- Distribution channels and strategies
- Warehousing and storage management
- Distribution network design

## 4. Procurement and Supplier Management

- Strategic sourcing and procurement processes
- Supplier selection and evaluation
- Supplier relationship management
- Contract management and negotiation
- Ethical and sustainable procurement practices

## 5. Inventory Management

- Types of inventory and their roles
- Inventory control techniques
- Economic order quantity (EOQ) model
- Inventory optimization strategies
- Technology in inventory management

## 6. Information Technology in Supply Chain Management

- Role of IT in supply chain management
- Supply chain information systems (SCIS)
- Enterprise resource planning (ERP) systems
- E-commerce and its impact on supply chains
- Emerging technologies in supply chain management

## 7. Global Supply Chain Management

- Globalization and its impact on supply chains
- International trade and regulations
- Global sourcing and logistics
- Risk management in global supply chains
- Cultural considerations in global supply chain management

## 8. Sustainable Supply Chain Management

- Sustainability concepts and principles
- Environmental impact of logistics and supply chains
- Green logistics practices
- Corporate social responsibility (CSR) in supply chain management
- Measuring and reporting sustainability performance

## 9. Supply Chain Strategy and Performance

- Developing supply chain strategies
- Aligning supply chain and business strategies
- Performance measurement and management
- Key performance indicators (KPIs) in supply chain management
- Continuous improvement in supply chains

## 10. Research Project or Work-Based Learning

- Introduction to research methodologies
- Identifying and formulating a research question or project
- Data collection and analysis techniques
- Presenting research findings – Reflective practice and learning from experience

# Diploma in Project Management

## Why Parents and Students Should Consider This Pathway?

Project management is becoming increasingly vital on a global scale, with numerous career opportunities emerging across various industries, especially in the Middle East. This skill set boosts employment prospects in developed countries and serves as a valuable credential for those planning to migrate.

This diploma, which is non-industry specific, provides an extensive education, equipping newcomers with the critical knowledge and skills necessary to excel in project management. Moreover, it offers an expedited path for motivated and ambitious students to earn a degree in a considerably shorter time frame.

## What is Project Management?

Project Management involves directing and overseeing projects to ensure they meet specific objectives within constraints like time, budget, and resources. It includes planning, coordinating tasks, managing teams, and monitoring progress to deliver successful project outcomes that align with stakeholder expectations and quality standards.

## Is Project Management an important function in an organization?

Project Management is vital for organizations as it drives the successful completion of projects, controls costs, and meets stakeholder needs. Effective project management ensures projects are delivered on time, resources are used efficiently, risks are managed, and the organization can adapt to evolving project requirements and challenges.

## Is Project Management considered a skills migration category?

Project Management is recognized as a skills migration category. Skilled project managers are sought after worldwide due to their ability to drive project success, enhance productivity, and achieve business goals. Many countries actively recruit project management professionals to support economic development and operational efficiency.

## What does a Diploma in Project Management cover?

A Diploma in Project Management includes core topics such as project planning, execution, budgeting, risk assessment, and team leadership. It focuses on managing project lifecycles, stakeholder communication, and utilizing project management methodologies and tools to ensure projects are completed successfully and efficiently. This Diploma is non-industry specific, which means that the learning can be applied to any sector or organisation.

## Employment prospects with a Diploma in Project Management?

The Diploma equips graduates to pursue careers in project management effectively. It is an excellent credential for obtaining well-paying positions, meeting global job requirements, advancing in one's career, transitioning from other fields into project management, and enabling career changes for retired military personnel into corporate roles.

## Entry Requirements

- GCE (A/L) at least 2 passes (any stream) with English & Maths at O/Ls OR
- GCE (O/L) with at least 2 years work experience for Adult Candidates OR
- Certificate in Project Management awarded by a recognised Institution OR
- Any other Qualification deemed equivalent to the above

**Medium: Sinhala + English (Mixed)**

**Duration: 12 months**

**Lecture Schedule: Sunday from 8.45 am to 1.30 pm**





# Course Content

## 1. Introduction to Project Management

- Key concepts and definitions in project management
- The role of a project manager
- Project life cycle and phases
- Project management methodologies (e.g., Waterfall, Agile)

## 2. Project Planning and Scheduling

- Project scope management
- Work breakdown structure (WBS)
- Project scheduling techniques (Gantt charts, Critical Path Method)
- Resource allocation and management

## 3. Project Cost Management

- Project cost estimation techniques
- Budgeting and cost control
- Cost-benefit analysis
- Earned Value Management (EVM)

## 4. Project Risk Management

- Risk identification and assessment
- Qualitative and quantitative risk analysis
- Risk response planning
- Risk monitoring and control

## 5. Project Quality Management

- Quality planning and assurance
- Quality control techniques
- Continuous improvement in project management
- Quality standards and frameworks (e.g., ISO)

## 6. Project Communication Management

- Communication planning
- Stakeholder management
- Information distribution
- Managing project meetings and reports

## 7. Project Procurement Management

- Procurement planning
- Vendor selection and contract management
- Procurement processes and procedures
- Legal and ethical considerations in procurement

## 8. Project Integration Management

- Project charter development
- Project plan integration
- Change control management
- Closing project processes

## 9. Agile Project Management

- Principles and values of Agile methodology
- Agile frameworks (e.g., Scrum, Kanban)
- Agile project planning and execution
- Roles and responsibilities in Agile teams

## 10. Research Project or Work-Based Learning

- Introduction to research methodologies
- Identifying and formulating a research question or project
- Data collection and analysis techniques
- Presenting research findings
- Reflective practice and learning from experience

# Diploma in Psychology & Counselling

## Why Parents and Students Should Consider This Pathway?

Psychology is an essential and rapidly growing field globally, with increasing demand for professionals across various sectors. This qualification is an excellent complement to any profession, as understanding human behavior enhances job performance at all levels. It boosts career prospects in developed countries and serves as a valuable credential for those considering migration.

This diploma provides a thorough education, equipping students with the fundamental knowledge and skills necessary for careers in psychology and counselling. Additionally, it offers a fast-tracked pathway for ambitious and motivated students to earn a degree in a significantly shorter timeframe.

## What is Psychology and Counselling?

Psychology and Counselling focus on understanding human behavior, emotions, and mental processes to offer support and therapeutic interventions. This field involves assessing mental health, providing guidance, and implementing strategies to help individuals improve their well-being and handle personal challenges. The aim is to enhance mental health and support personal growth.

## Is Psychology and Counselling an important learning?

Psychology and Counselling play a crucial role in organizations by addressing mental health issues, boosting employee well-being, and improving overall productivity. Effective psychological support helps manage stress, resolve conflicts, and foster a positive work environment. Knowledge of psychology and counseling enriches any function by providing insights into human behavior, enhancing interpersonal interactions, and promoting a healthier workplace.

## Is Psychology and Counselling considered a skills migration category?

Psychology and Counselling are recognized as a skills migration category. Professionals in this field are sought after globally due to the increasing demand for mental health services. Many countries actively recruit skilled psychologists and counselors to advance mental health initiatives and improve the quality of psychological care.

## What does a Diploma in Psychology and Counselling cover?

A Diploma in Psychology and Counselling covers essential areas such as mental health assessment, therapeutic techniques, counseling theories, and client management. The program emphasizes understanding psychological disorders, applying therapeutic interventions, and developing skills in empathetic communication and ethical practice to support individuals effectively.

## Employment prospects with a Diploma in Psychology and Counselling?

The Diploma in Psychology and Counselling equips graduates for fulfilling careers, offering a respected qualification for well-paying roles and global standards. It facilitates career advancement, sector transitions, and positive mental health impacts. Additionally, expertise in psychology enhances any role by providing deep insights into human behavior and improving interpersonal skills.



## Entry Requirements

- GCE (A/L) at least 2 passes (any stream) with English & Maths at O/Ls OR
- GCE (O/L) with at least 2 years work experience for Adult Candidates OR
- Certificate in Psychology / Counselling awarded by a recognised Institution OR
- Any other Qualification deemed equivalent to the above

**Medium: Sinhala + English (Mixed)**

**Duration: 12 months**

**Lecture Schedule: Sunday from 8.45 am to 1.30 pm**

# Course Content

## 1. Introduction to Psychology

- Overview of psychology as a science
- Major psychological theories and approaches
- Research methods in psychology
- Ethical considerations in psychological research

## 2. Developmental Psychology

- Theories of human development
- Stages of development from infancy to adulthood
- Cognitive and social development
- The impact of genetics and environment on development

## 3. Cognitive Psychology

- Theories and models of cognition
- Perception, attention, and memory
- Language and problem-solving
- Cognitive development and aging

## 4. Social Psychology

- Social cognition and perception
- Attitudes and persuasion
- Group behavior and social influence
- Interpersonal relationships and communication

## 5. Abnormal Psychology

- Definitions and classifications of psychological disorders
- Major categories of psychological disorders
- Causes and risk factors of mental illness
- Treatment approaches for psychological disorders

## 6. Introduction to Counselling

- Principles and goals of counselling
- The counselling process and relationship
- Core counselling skills and techniques
- Ethical and professional issues in counselling

## 7. Counselling Theories and Approaches

- Overview of major counselling theories (e.g., psychodynamic, cognitive-behavioral, humanistic)
- Application of counselling theories in practice
- Comparative analysis of counselling approaches
- Integrative and eclectic approaches to counselling

## 8. Counselling Skills Development

- Building rapport and trust with clients
- Active listening and empathy
- Questioning and reflecting techniques
- Managing challenging client situations

## 9. Applied Counselling and Psychology

- Application of psychological principles in counselling
- Case studies and practical examples
- Specialized areas of counselling (e.g., grief, addiction, trauma)
- Evaluation of counselling outcomes

## 10. Research Methods in Psychology and Counselling

- Research design and methodology
- Data collection and analysis techniques
- Writing and presenting research findings
- Ethical considerations in research



# Diploma in Tourism & Hospitality Management

## Why Parents and Students Should Consider This Pathway?

The tourism and hospitality sector holds the highest growth potential worldwide, with numerous job opportunities emerging in every country, especially in the Middle East. This field boosts employment prospects in any developed nation and serves as a valuable qualification for those considering migration.

This diploma provides a thorough education, equipping newcomers with the essential knowledge and skills to excel in a career in tourism and hospitality. Additionally, it offers a fast track for motivated and ambitious students to earn a degree in a significantly shorter period.

## What is Tourism and Hospitality Management?

Tourism and Hospitality Management involves managing travel, accommodation, and leisure activities. It includes planning, marketing, service execution, and overseeing tourist facilities to provide exceptional and enjoyable experiences for guests. The focus is on optimizing customer satisfaction, improving service efficiency, and promoting sustainable tourism practices.

## Is Tourism and Hospitality an important sector in an economy?

Tourism and Hospitality are critical sectors in any economy, contributing significantly to employment, GDP growth, foreign exchange earnings and cultural exchange. They generate income through tourism activities, hospitality services, and related businesses. These sectors also stimulate infrastructure development and promote local heritage and attractions, enhancing a country's international reputation and attracting foreign investment.



## Is Tourism and Hospitality Management considered a skills migration category?

Tourism and Hospitality Management is recognized as a skills migration category. Professionals in this sector are globally sought after due to the expanding tourism industry. Countries often recruit skilled hospitality experts to strengthen their tourism sector, elevate service standards, and drive economic growth.

## What does a Diploma in Tourism and Hospitality Management cover?

A Diploma in Tourism and Hospitality Management includes core principles of tourism, hotel operations, event management, marketing, customer service, and sustainability. The curriculum focuses on hospitality strategy, operations, and technology, highlighting guest satisfaction, service excellence, and efficient management of tourism and hospitality services.

## Employment prospects with a Diploma in Tourism and Hospitality Management?

The Diploma equips students to launch a career in tourism and hospitality and become proficient quickly. It is an excellent qualification for securing well-paying jobs, meeting overseas employment requirements, advancing one's career, transitioning into the tourism and hospitality field from another sector.

## Entry Requirements

- GCE (A/L) at least 2 passes (any stream) with English & Maths at O/Ls OR
- GCE (O/L) with at least 2 years work experience for Adult Candidates OR
- Certificate in Travel / Tourism / Hospitality Management awarded by a recognised Institution OR
- Any other Qualification deemed equivalent to the above

**Medium: Sinhala + English (Mixed)**

**Duration: 12 months**

**Lecture Schedule: Sunday from 8.45 am to 1.30 pm**

# Course Content

## 1. Introduction to Tourism and Hospitality Management

- Overview of the tourism and hospitality industry
- Key concepts and terminology
- The role and impact of tourism and hospitality on the economy
- Career opportunities in tourism and hospitality

## 2. Tourism Planning and Development

- Principles of tourism planning
- Sustainable tourism development
- Tourism policy and planning frameworks
- Destination management and marketing

## 3. Hospitality Operations Management

- Hotel and lodging operations
- Food and beverage management
- Housekeeping and front office operations
- Customer service and guest relations

## 4. Marketing for Tourism and Hospitality

- Principles of marketing in tourism and hospitality
- Market research and segmentation
- Marketing strategies and campaigns
- Digital marketing and social media

## 5. Financial Management in Tourism and Hospitality

- Financial principles and practices
- Budgeting and financial planning
- Revenue management and pricing strategies
- Financial performance analysis

## 6. Human Resource Management in Tourism and Hospitality

- Recruitment and selection processes
- Training and development
- Performance management
- Employee relations and labor laws

## 7. Event Management

- Types of events in tourism and hospitality
- Event planning and coordination
- Marketing and promoting events
- Evaluating event success

## 8. Customer Experience Management

- Principles of customer experience management
- Designing and delivering memorable experiences
- Measuring customer satisfaction
- Handling complaints and service recovery

## 9. Sustainable Tourism and Hospitality

- Principles of sustainability in tourism and hospitality
- Environmental impact and management
- Social and cultural sustainability
- Best practices in sustainable tourism and hospitality

## 10. Research Project or Work-Based Learning

- Introduction to research methodologies
- Identifying and formulating a research question or project
- Data collection and analysis techniques
- Presenting research findings
- Reflective practice and learning from experience

# Diploma in Professional Human Resource Management – Online

## Career Focused Professional HR Qualification with Progression Pathways

Entire course delivered online and all assessments can be completed online

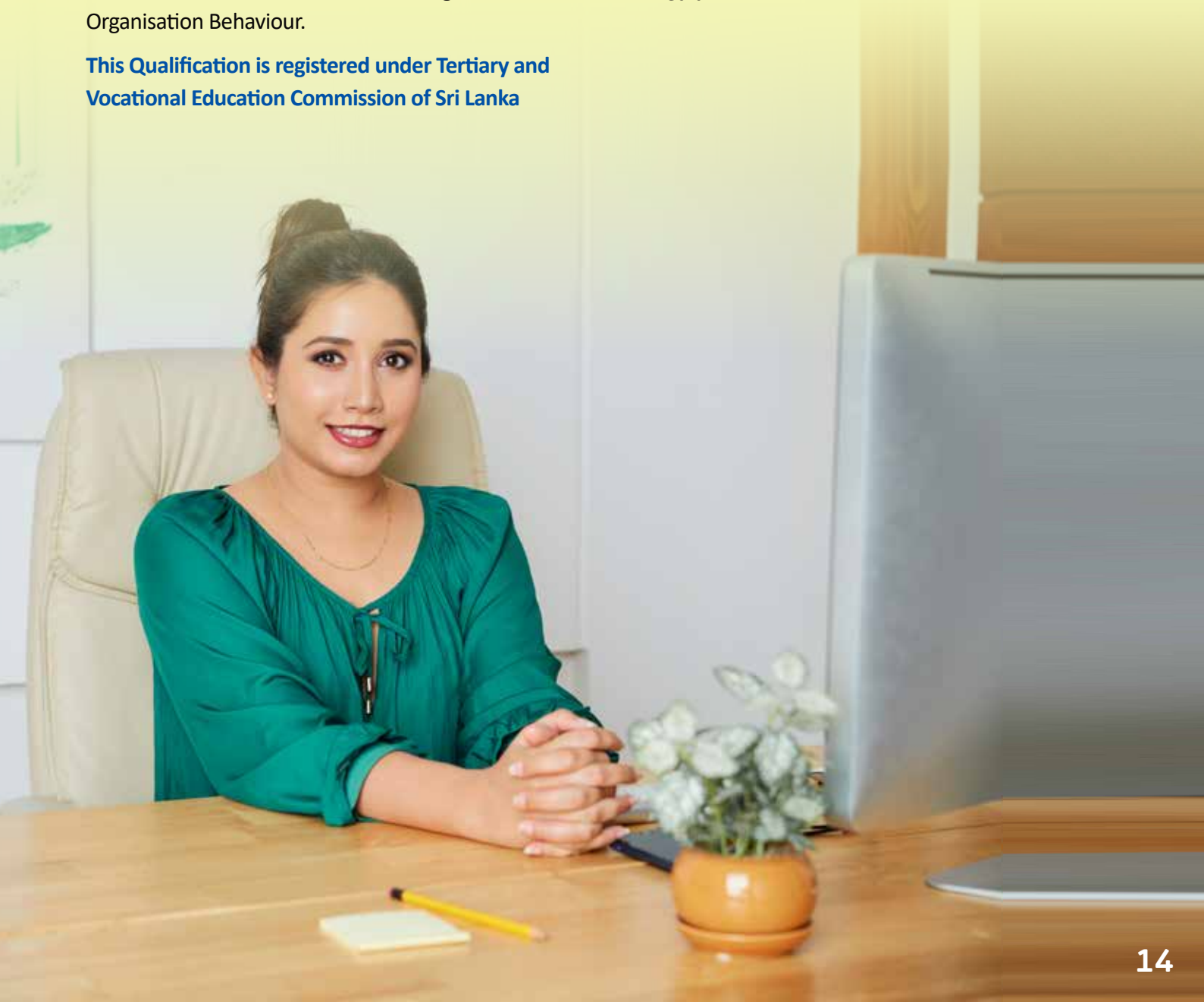
Diploma in HRM could be a strategy for securing a HR position as well as for competency enhancement and career advancement. This course can be described as an effective option available to an intelligent individual who wants to acquire a professional qualification which has an ideal balance between theory and practical HR applications.

Diploma consists of 9-modules comprehensively covering Operational HR, Strategic HR, Sri Lanka Labour Law, Industrial Relations, Management and Organisation Behaviour.

**This Qualification is registered under Tertiary and Vocational Education Commission of Sri Lanka**

## Programme Structure

- 9 modules including the Research Project
- This course is accessible online to suit individual convenience of students living in Sri Lanka or anywhere in the world.
- The syllabus is identical to our regular courses conducted at HRMI.
- The student is considered as a regular on-campus student.
- The entire learning and assessments can be done online.
- Programme is delivered Sinhala and English Mixed medium





## Entry Requirements

- Executive / Advanced Certificate in HRM from HRMI/ NIBM / CIPM OR equivalent OR
- GCE (A/L) 2 passes with 2 years Executive Experience OR
- Graduates OR Undergraduates OR
- Full / Part Professional Qualification OR
- Any other Qualification deemed equivalent to the above

**Medium: Sinhala + English (Mixed)**

**Duration: 12 months**

**Lecture Schedule: Sunday from 8.45 am to 1.30 pm**

# Course Content

## 1. Management Module

- Innovative Management for Turbulent Times
- Evolution of Management Thinking
- Designing Adaptive Organisations

## 2. Organisational Behaviour Module

- Dynamics of Behavior in Organizations
- Personality, Perception and Learning
- Group Behaviour : Group Dynamics & Teams

## 3. HRM Module Part I

- Functions of Human Resource Management
- Human Resource Planning
- Human Capital Management
- Role & Organisation of HR Function
- Role of the HR Practitioner
- The Impact of HRM on Performance
- Job & Role Design & Development
- Resourcing Strategies, Planning & Practices
- Recruitment & Selection, Induction & Release
- Reward Management
- Job Evaluation & Pay Structures
- Reward Systems, Contingent Pay & Benefits

## 4. HRM Module Part II

- Talent & Career Management
- Learning & Development Strategies
- Management Development
- Processes of Performance Management
- Performance Management Applications
- Employee Motivation
- Leadership Development

## 5. HR & Strategy Module

- Strategic Management & Balanced Scorecards
- Strategic HR, HR Scorecards & KPIs
- International HRM

## 6. Industrial Relations Module

- Sri Lanka Labour Law & Industrial Relations Practices
- Trade Unions and Collective Agreements
- Disciplinary Management & Grievance Handling procedure
- Safety, Health and Environment: Policies, Procedures & Practices

## 7. HRM in Practice

- Planning & delivering learning events
- Practice of Performance Management
- Handling Industrial Relations Issues
- Ethics in HRM
- Human Resource Information System

## 8. Counselling & Psychology Module

- Introduction to Counseling & Psychology
- Psychology & HRM
- Employee counseling
- Emotional Intelligence
- Change & Stress Management

## 9. HR Project Report



## Diploma in Professional Human Resource Management with Counselling & Psychology

### 1. Advantage: PROGRESSION OPPORTUNITIES

- a) Progression to BSc (Hons) HRM and OB Degree
- b) Progression to BSc (Hons) Business Management and Strategy Degree

complete the Degree in 18 months

### 2. Advantage: HR WITH COUNSELLING AND PSYCHOLOGY

This is the only HR Diploma available in Sri Lanka with an exhaustive content of Counselling and Psychology. This knowledge is essential for understanding and managing people and hence provides valuable insights for all HR professionals to function more effectively.

### 3. Advantage: SAVE TIME & MONEY

This programme admits students to the Diploma stage soon after A/L.

### Entry Requirements

- GCE (A/L) at least 2 passes (any stream) with English & Maths at O/Ls OR
- GCE (O/L) with at least 2 years work experience OR
- Foundation / Certificate in HRM from HRMI/ NIBM / CIPM or equivalent

**Medium: Sinhala + English (Mixed)**

**Duration: 12 months**

**Lecture Schedule: Sunday from 8.45 am to 1.30 pm**

### 4. Advantage: COMPREHENSIVE CONTENT

The Content of the Diploma includes 40 topics – comprehensively covered over 400 hours of teaching, far exceeding the coverage of comparable professional qualifications.

### 5. Advantage: EMPLOYMENT FOCUSED QUALIFICATION with INTERNSHIP TRAINING

This qualification makes you 'Ready for Employment'. Course is designed to equip with all the knowledge to enable the student to take-up a HR Executive position. In order to facilitate employment, HRMI guarantees every non-working student an Internship Training opportunity in a reputed company. The recognition of the certificate, classroom learning, and the internship experience provides HRMI students a clear advantage in securing employment.

**This Qualification is registered under Tertiary and Vocational Education Commission of Sri Lanka**

# Course Content

## 1. Management Module (Part I)

- Innovative Management for Turbulent Times
- Evolution of Management Thinking
- Designing Adaptive Organisations

## 2. Organisational Behaviour Module

- Dynamics of Behavior in Organizations
- Personality, Perception and Learning
- Group Behaviour : Group Dynamics & Teams

## 3. HRM Module (Part I)

- Functions of Human Resource Management
- Human Resource Planning
- Human Capital Management
- Role & Organisation of HR Function
- Role of the HR Practitioner
- The Impact of HRM on Performance
- Job & Role Design & Development
- Resourcing Strategies, Planning & Practices
- Recruitment & Selection, Induction & Release
- Reward Management
- Job Evaluation & Pay Structures
- Reward Systems, Contingent Pay & Benefits

## 4. HRM Module (Part II)

- Talent & Career Management
- Learning & Development Strategies
- Management Development
- Processes of Performance Management
- Performance Management Applications
- Employee Motivation
- Leadership Development

## 5. HR & Strategy Module

- Strategic Management & Balanced Scorecards
- Strategic HR, HR Scorecards & KPIs
- International HRM

## 6. Industrial Relations Module

- Sri Lanka Labour Law & Industrial Relations Practices
- Trade Unions and Collective Agreements
- Disciplinary Management & Grievance Handling procedure
- Safety, Health & Environment: Policies, Procedures & Practices

## 7. HRM in Practice

- Planning & delivering learning events
- Practice of Performance Management
- Handling Industrial Relations Issues
- Ethics in HRM
- Human Resource Information System

## 8. Counselling & Psychology Module (Part I)

- Introduction to Counseling & Psychology
- Psychology & HRM
- Employee Counseling
- Emotional Intelligence
- Change & Stress Management

## 9. Counselling & Psychology Module (Part II)

- General Psychology, Abnormal Psychology,
- Development Psychology
- Child Psychology, Health Psychology and
- Counselling Psychology
- Counselling Skills with Practical Session
- Ethical Behaviour of a Counsellor
- Counselling to Enhance Productivity
- Counselling to Enhance Employee Satisfaction & Engagement
- Counselling Techniques & Underpinning Theories

## 10. Management Module (Part II)

- Organization Environment, Social Responsibility & Ethics
- Foundation of Planning
- Communication
- Controlling
- Managing Change & Innovation
- Managing in a Global Environment Managing Operations

## 11. Industrial Psychology Module

- Introduction to Industrial Psychology
- Workplace Diversity
- Power & Politics
- Conflicts & Negotiations

## 12. One-day Changemaker Session and HR Project Report



# Diploma in Professional Human Resource Management – 1 year

## Direct Entry into Diploma

### Career Focused Professional HR Qualification with Progression Pathways

This course has been designed to enable employed individuals and undergraduates / graduates to acquire a professional qualification that will provide a competitive advantage in the job market.

Diploma in HRM could be a strategy for securing a HR position as well as for competency enhancement and career advancement. This course can be described

as an effective option available to an intelligent individual who wants to acquire a professional qualification which has an ideal balance between theory and practical HR applications.

Diploma consists of 10-modules comprehensively covering Operational HR, Strategic HR, Sri Lanka Labour Law, Industrial Relations, Management and Organisation Behaviour

**This Qualification is registered under Tertiary and Vocational Education Commission of Sri Lanka**



## Entry Requirements

- Entry Requirements
- Executive / Advanced Certificate in HRM from HRMI/ NIBM / CIPM OR equivalent OR
- GCE (A/L) 2 passes with 2 years Executive Experience OR
- Graduates OR Undergraduates OR
- Full / Part Professional Qualification OR
- Any other Qualification deemed equivalent to the above

## Medium:

**Sinhala + English (Mixed)**

**Duration: 12 months**

**Lecture Schedule: Sunday  
from 8.45 am to 1.30 pm**

# Course Content

## 1. Management Module

- Innovative Management for Turbulent Times
- Evolution of Management Thinking
- Designing Adaptive Organisations

## 2. Organisational Behaviour Module

- Dynamics of Behavior in Organizations
- Personality, Perception and Learning
- Group Behaviour : Group Dynamics & Teams

## 3. HRM Module Part I

- Functions of Human Resource Management
- Human Resource Planning
- Human Capital Management
- Role & Organisation of HR Function
- Role of the HR Practitioner
- The Impact of HRM on Performance
- Job & Role Design & Development
- Resourcing Strategies, Planning & Practices
- Recruitment & Selection, Induction & Release
- Reward Management
- Job Evaluation & Pay Structures
- Reward Systems, Contingent Pay & Benefits

## 4. HRM Module Part II

- Talent & Career Management
- Learning & Development Strategies
- Management Development
- Processes of Performance Management
- Performance Management Applications
- Employee Motivation
- Leadership Development

## 5. HR & Strategy Module

- Strategic Management & Balanced Scorecards
- Strategic HR, HR Scorecards & KPIs
- International HRM

## 6. Industrial Relations Module

- Sri Lanka Labour Law & Industrial Relations Practices
- Trade Unions and Collective Agreements
- Disciplinary Management & Grievance Handling procedure
- Safety, Health and Environment: Policies, Procedures & Practices

## 7. HRM in Practice

- Planning & delivering learning events
- Practice of Performance Management
- Handling Industrial Relations Issues
- Ethics in HRM
- Human Resource Information System

## 8. Counselling & Psychology Module

- Introduction to Counseling & Psychology
- Psychology & HRM
- Employee counseling
- Emotional Intelligence
- Change & Stress Management

## 9. HR Project Report

# Our Three Pillars for Outstanding Student Satisfaction!

Respected Qualifications | Campus Life | Transformational Learning

**Respected Qualifications:** Our Partner, University of Northampton (UON), is a public university which has received many awards and recognitions reflecting its commitment to excellence in education, sustainability, social responsibility, and community engagement.

**Campus Life:** UNISTEM is designed for the Gen Z and Millennials. Perhaps the best equipped city campus in Colombo with lots of happenings to keep our young students focused on meaningful and engaging experiences.

**Transformational Learning:** Our 'Hubs & Cells' drive the transformational process creating a profound shift in perspective and behavior of our young students.

**The Eight Hubs & Cells** provide physical and digital resources to enable our students transform their learning into real-life applications.

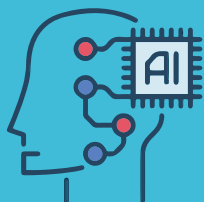
Every student, irrespective of the course of study, is encouraged to be actively engaged in the Eight Hubs & Cells we have set-up to relate their learning to real life situations and challenges.

Engaging in various Hubs & Cells provides our students with diverse benefits that contribute to their personal, academic, and professional development.

Hubs & Cells provide a unique learning adventure unheard in Sri Lanka.



# Why UNISTEM



Innovative  
AI-enabled  
Teaching



Designed for  
Gen Z!



eLibrary

Pearson  
e-library



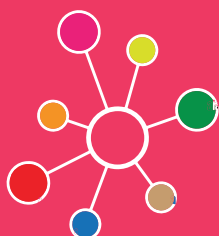
Internship  
Placements



Industry  
Partnerships



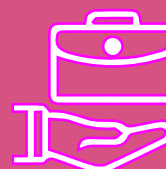
Personal  
Tutors



Eight Hubs  
& Cells



Changemaker  
Values



Employment  
Focused

# The Eight Hubs & Cells



**Innovation Hub**



**Research Cell**



**Thinking Hub**



**Communication Cell**



**Changemaker Hub**



**Emotional Intelligence Cell**



**Entrepreneurship Hub**



**Management Skills Cell**



# Innovative Teaching

Our students belong to the dynamic Gen Z and Millennials, whose hunger for knowledge transcends traditional teaching. Our approach extends far beyond the confines of standard textbooks and theories, offering a journey that ignites curiosity and fosters genuine growth. This innovative and truly unique learning experience and campus life, differentiates UNISTEM from any other higher education institution.

We extensively use Activity Based Learning (ABL) as our teaching methodology. It is all about learning through active participation in tasks, real-life situations, and various activities. In this method, students take the center stage, while teachers assume the role of facilitators. ABL empowers students to learn autonomously, progressing at their own pace, while engaging in supervised activities that promote interactivity and deeper understanding.

Classroom learning is supplemented with regular industry visits. Students are privileged to learn from corporate leaders about strategies and success stories.



# Innovative Teaching

**AI-ENABLED  
LEARNING  
TOOLS**

**ONLINE  
RESOURCES**

**DIGITAL  
TEACHING  
AIDS**

**SMART  
CLASSROOMS**







**Industry  
Visits**



**Guaranteed  
Internship  
Placements**



**Personal  
Tutors**



**Counselling  
Service**



**Core Text  
and e-library**



**Student  
Voice**



**Entertainment  
Events**



**Fully Equipped  
Gym**



**Fitness  
& Sports  
Facilities**



**Recreation  
Floor**



**Pool Table &  
Table Tennis**



**Indoor  
Games**



**Disabled  
Access**



**Fire & Safety  
Standards**



**Cafeteria**



**Prayer  
Rooms**

# Unique Campus Experience



Industry Visits | Guaranteed Internship Placements | Personal Tutors  
Counselling Service | Core Text and e-library | Student Voice  
Entertainment Events | Fully Equipped Gym | Fitness & Sports Facilities  
Recreation Floor | Pool Table | Table Tennis | Indoor Games  
Disabled Access | Fire & Safety Standards | Prayer Rooms



# Unique Campus Experience





# Unique Campus Experience





# Unique Campus Experience





# Unique Campus Experience





# Industry Visits



# International Recognition



## International Changemaker of the Year: 2020 & 2022

Awarded by  
University of  
Northampton

## Academic Excellence: 2014, 2015, 2016, 2017.

Awarded by Pearson



## Largest International Academic Partner of The University of Northampton

in terms of student enrolments and  
the number of degrees offered





**2,000+**

**Active students**



**03 Campuses  
located in  
Colombo**





**UoN** University of  
Northampton



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[www.unistem.lk](http://www.unistem.lk)

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