

Professional Diploma in Personnel Management

BiMS is the largest provider of diploma programmes in Personnel Management in the country. In collaboration with the Association of Business Practitioners (ABP-UK), BiMS offers the distance learning Professional Diploma programme in Personnel Management.

About ABP

The Association of Business Practitioners (ABP) is a UK awarding body linked to the Association of Business Executives (ABE). As a not-for-profit organisation, ABP offers a wide range of standard Business and Management qualifications at a variety of levels based on the UK Qualifications and Credit Framework (QCF). Candidates who successfully complete Personnel Management programme from BiMS are awarded ABP Professional Diploma in Personnel Management.

Professional Diploma

Professional Diploma in Personnel Management is a career-oriented qualification developed in collaboration with the Association of Business Practitioners (ABP-UK). PDPM awarded by ABP-UK is a professional qualification which is delivered as a distance learning programme.

Distance Learning

In distance learning programme, there is only one (optional) review-class per week for the first two months only. However, it is the sole-responsibility of the candidates to pursue self-study in the light of distance learning study materials. Distance learning students receive the same certificate of equal standard from ABP-UK.

Admission

Applicants will typically get direct admission as open-entry policy is applicable for distance learning programme. Any candidate with minimum HSC or equivalent (in any group) from a recognised board is eligible to get directly admitted as distance learning student.

Fees and Payments

At the time of admission, accepted applicants will be required to submit prescribed fees in cash. Failure to pay fees on time will automatically cancel the offer of admission.

Mode of Study	Cost (for maximum 9 Months)	Course Materials	Max. Duration
Distance Learning	13,000/- payable at the time of admission	500/-	6 Months

Above fee includes examination and registration with ABP-UK. Registration of students will remain valid for immediate next 2 exam windows from the date of admission or for a maximum period of 6 months. All candidates must note that fees are NOT refundable under any circumstances.

Courses

Professional diploma programme has five units/papers. Each paper is again divided into some learning-outcomes.

Paper Code	Paper Title	Marks	Credit*
HRM01A	Human Resources Management	100	10
HRM01B	Performance Management		
HRM02A	Human Resource Planning	100	10
HRM02B	Human Resource Development		
HRM05	Labour Law	100	16

**Credit value has been assigned as per approved guided learning hours. Credit values are based on UK education framework.*

Examination

All candidates (who would be studying from Bangladesh) will be required to attend exams at BiMS (Dhanmondi). All exams typically start at 6:00 PM only on Saturdays. Standard duration of each exam is three (3) hours. HRM01A and HRM01B are assessed through a single examination (HRM01). HRM02A and HRM02B are assessed through a single examination (HRM02). Exams are ONLY held in the months of March, June, September and December as per following schedule:

Exam Window	HRM01	HRM02	HRM05
June	First Saturday	Second Saturday	Fourth Saturday
September	First Saturday	Second Saturday	Fourth Saturday

If a student remains absent in any of exams, s/he student will be awarded fail grade as provisional result. Every student will be provided with maximum two sitting opportunities for passing all of the three papers as long as his/her registration is valid.