

HIGHER TECHNICAL PROFESSIONAL COURSES

ADMINISTRATIVE HUMAN RESOURCE MANAGEMENT



2017/2018 ACADEMIC YEAR



INSTITUTO
POLITÉCNICO
DA MAIA **IPMAIA**

ADMINISTRATIVE HUMAN RESOURCE MANAGEMENT

COORDINATOR

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CONTACT DETAILS

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This Higher Technical Professional Course is a vocational training course taught as part of polytechnic higher education and lasts 4 semesters, corresponding to 120 ECTS.

The course is organised into general and scientific training, technical training and on-the-job training (internship), and each student is awarded with a **Higher Technical Professional Diploma at level 5 of the European Qualifications Framework for Lifelong Learning**.

1. Professional profile

The Higher Technical Professional Course in Administrative Human Resource Management aims to train professionals who are able to **carry out the primary administrative duties demanded upstream and downstream of human resources management**, provide technical support for the negotiation and hiring processes, and ensure the proper management of work teams and interpersonal relationships.

2. Professional opportunities

Carrying out duties including drawing up recruitment, selection, welcoming and integration processes; auditing, analysing and assessing work tasks; drawing up performance assessment processes and vocational training processes; processing salaries/remuneration/bonuses; supporting the corporate hierarchy with integrated human resource management; managing the entire registration process; gathering and processing qualitative and quantitative data on occupational health, safety and hygiene; supporting career management.

3. Entry requirements (one of the following)

- 3.1 Having completed a **secondary education course** qualification or a legally equivalent qualification.
- 3.2 Having passed the special exams for assessing capacity to attend higher education for **people over 23** (Decree-Law no. 64/2006 of 21 March).
- 3.3 Holding a technological specialisation diploma, a higher technical professional diploma or a higher education qualification.

4. COURSE STRUCTURE

YEAR 1 - 60 ECTS

	Course units	Sem.	Contact hours	ECTS
General and scientific training	Communicating in the Portuguese Language	1	50	5
	Human Behaviour in Organisations	1	50	5
	Economic and Social Culture	1	50	5
	Technical English	2	50	5
	Business Organisation and Management	2	50	5
Technical training	Cost Analysis and Control	1	40	4
	Statistics Applied to Human Resources	2	40	4
	Administrative Human Resource Management I	2	50	5
	Company Law	1	50	5
	IT Applied to Human Resource Management	2	50	5
	Labour Law	2	60	6
	Interpersonal Relationship Management	1	60	6
			600	60

YEAR 2 - 60 ECTS

	Course units	Sem.	Contact hours	ECTS
Technical training	Occupational Health, Safety and Hygiene	1	40	4
	Recruitment, Selection and Integration Processes	1	50	5
	Vocational Training	1	50	5
	Administrative Human Resource Management II	1	50	5
	Performance Management and Assessment	1	50	5
	Careers and Skills Management	1	60	6
On-the-job Training	On-the-job Training – Internship (750 hours)	2		30
			300	60
		Total	900	120

FOR FURTHER INFORMATION

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Exclusive conditions

- Extensive parking on campus.
- A comfortable, welcoming environment throughout the campus.
- Easy access by public transport, particularly the metro at ISMAI station.
- An environment with new technologies and sport, improved with the construction of a new, state-of-the-art sports complex.

Address

Avenida Carlos de Oliveira Campos
Castêlo da Maia
4475-690 Maia

Telephone number: (+351) 229 866 026

E-mail: info@ipmaia.pt



Metro/Line C - ISMAI

5. Continuing studies – Bachelor's degrees

- 5.1 The application by holders of Higher Technical Professional Diplomas to attend IPMAIA Bachelor's degrees is subject to the conditions established by the institution body that is competent to do so in accordance with the law and the statutes. Depending on the Higher Technical Professional Course and Bachelor's degree, these conditions may establish the need to pass a specific IPMAIA admission exam, or allow the exemption to perform such an exam.
- 5.2 Credits acquired on the Higher Technical Professional Course may be transferred to a Bachelor's degree programme when continuing studies.

Observations

- a) Students who intend to apply for an IPMAIA Bachelor's degree course and must sit the specific admission exam will receive suitable preparation during the teaching of the Higher Technical Professional Course.

