



OFFICE OF
THE CABINET



HR BUSINESS PARTNER TECHNICAL LEARNING PATHWAY AT A GLANCE



REQUIRED COURSES/ PROGRAMMES



ELECTIVE COURSES/ PROGRAMMES



REQUIRED LEVEL OF COMPETENCE

LEVEL 1 FOUNDATIONAL

- Associate Degree HRM
- Foundational Payroll and Benefits Administration
- HRIS Fundamentals & Policy Compliance



Demonstrates basic knowledge and understanding of key concepts. Performs tasks under supervision, follows established procedures, and actively seeks opportunities to learn and develop skills.

LEVEL 2 INTERMEDIATE

- Performance Coaching
- Organisational Development
- Professional Certificate in Industrial Relations
- Tactical Workforce Planning: Budgeting, Forecasting & Cost Control
- Employee Experience Design: From Onboarding to Retention
- Emotional Intelligence and Professional Communication
- Strategic Influence and Engagement
- Applied HR Tech: Optimising Systems & Data



Applies knowledge and skills independently to complete tasks and solve routine problems. Contributes to team objectives through collaboration and demonstrates confidence in adapting knowledge to different situations with minimal supervision.

LEVEL 3 ADVANCED

- Post-Graduate Diploma HRM OR Management Analysis Programme (MAP)
- Strategic HR Intelligence: From Analytics to Influence
- Advanced Negotiations and Political Acumen
- Strategic L&D Partner
- Transforming HR Leadership
- Regional or International Certification in HRM&D or related sub-specialty



Leads initiatives, mentors others, and solves complex problems within the area of expertise. Demonstrates the ability to analyse challenges, make informed decisions, and implement effective solutions while influencing others to achieve results.

LEVEL 4 EXPERT

- The Strategic Counsel: Enterprise Governance and Executive Influence
- Architecting the Future: Leading Sector-Wide Workforce Transformation
- The National Talent Architect: Policy, AI, and Employer Brand
- Strategic Leadership for Human Capital Development
- Advanced Regional or International Certification in HRM&D or related sub-specialty



- The Social Architect: Proactive Industrial Relations & Strategic Partnership

Shapes organisational strategy by aligning initiatives with long-term goals and vision. Drives innovation to create value and lead transformation within the field. Influences senior leadership, acts as a thought leader, and mentors others to build organisational capability.