Empowering Minds, Shaping Future



Diploma in HUMAN RESOURCE MANAGEMENT

2026



Course code
FCMDHRM26403

TT METRO CAMPUS
No 11 A1,Galle Road ,Mount Lavinia. SriLanka

011 4319 996 | 077 2270 348

www.techlinktechnology.com | ttmetrocampus.com

Diploma in HUMAN RESOURCE MANAGEMENT

PROGRAMME MODULES

Semester 1

- Fundamentals of Management.
- Principles of Human Resource Management.
- Organizational Behavior.
- Performance Management.
- Labour Law and Industrial Relations.
- Strategic Human Resource Management.

Semester 2

- Leadership and Team Building.
- Communication and Workplace Ethics.
- Employee Health, Safety & Welfare.
- HR Analytics and Information Systems.
- Research Project / Internship.

ABOUT

DURATION	: 04 MONTHS
AWARDING BODY	: OFQUAL REGULATED
EVALUATION METHOD	: ASSESSMENT BASED
MODE OF LECTURES	: ONLINE I ONSITE

FEE STRUCTURE

PROGRAMME FEE	: RS.29 500
INITIAL PAY	: RS.2 600
MONTHLY	: RS.7 400 X 4

ENTRY REQUIREMENTS

students those who sat for O/L's

OR

RELEVANT PROGRAMMES

OR

students those who are willing to follow

RECOGNITION

OFQUAL REGULATED
GLOBALLY RECOGNIZED
FOREIGN MINISTRY APPROVED
EMBASSY ATTESTATION
WES APPROVED
UK NARIC APPROVED

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EXCLUSIVE COUNTRY PARTNER

METROPOLITAN SCHOOL OF BUSINESS AND MANAGEMENT UK

महात्मा गांधी काशी विद्यापीठ

PLC Pacific Link College

REGULATED AWARDING BODIES

nqual. APPROVED CENTRE

athe AWARDS FOR TRAINING AND HIGHER EDUCATION

CPD CERTIFIED The CPD Certification Service

ACCREDITED UNIVERSITIES

TRINITY WESTERN UNIVERSITY

AMERICAN COLLEGE

FOM Hochschule für Oekonomie & Management University of Applied Sciences

NOIDA INTERNATIONAL UNIVERSITY

MODY UNIVERSITY

VIGNAN'S ONLINE

Marwadi University

Sheffield College Australia

LANKAGA COLLEGE

ERICAN COLLEGE yes, you can

JGI JAIN

RANKINGS & RECOGNITIONS

TRAINING PARTNERS

INTERNATIONAL ASSOCIATION OF UNIVERSITIES

IAS ACCREDITED Training Agency

WES WORLD EDUCATION SERVICES

UK ENIC Services provided by Ecctis

Next Learners

ttc Trusted Training & Compliance

MoFA

SCE

UGC Recognized

THE WORLD UNIVERSITY RANKINGS

Ofqual Office of Qualifications and Examinations Regulation

SS&Co.

EASTERN TOUR RIDE

DISTRICT OFFICES

Batticaloa

19, Sarvana Road,
Kallady,
Batticaloa
077 4929121
www.techlinktechnology.com

Ampara

255, Ampara Road,
Sammanthurai.
071 0102093
www.techlinktechnology.com

Trincomalee

58, Aazath Nagar, Kiliveddy
Muthur, Trincomalee
075 5433112
www.techlinktechnology.com

Nuwara Eliya

Dessford Estate,
Loarn Division,
Nanuoya
076 0700276
www.techlinktechnology.com

RECOGNIZATION BY

Ofqual Office of Qualifications and Examinations Regulation

NQUAL


Sample

nqual.

PROUDLY CERTIFIES THAT

Sample

HAS SUCCESSFULLY COMPLETED THE NQUAL ENDORSED PROGRAMME

Level 5 Endorsed Higher National Diploma in Civil Engineering

Awarded On: 20/06/2025
Certificate Number: INT311-000-414
Candidate ID: INT311-200534
Approved Centre:

Ashley Robertson
Group Director Signature

www.nqual.co.uk admin@nqual.co.uk

nqual.


Sample

nqual.

UNIT TRANSCRIPT

NQual Endorsed Programme – Level 5 Endorsed Higher National Diploma in Civil Engineering

Is Awarded To:

Having Successfully Completed The Following Units:

Unit Number	Unit Title	Results
1	Construction Practice and the Environment	Pass
2	Civil Engineering Construction	Pass
3	Environmental Engineering and Professional Development	Pass
4	Ground Engineering	Pass
5	Engineering Skills	Pass
6	Mathematics and Applied Mechanics	Pass
7	Structural Analysis and Design	Pass
8	Highway and Transportation Engineering	Pass
9	Project Planning & Cost Estimation	Pass
10	Advanced Soil Mechanics & Geotechnics	Pass
11	Construction Law & Contracts	Pass
12	Individual Research Project (Capstone)	Pass

Sample

Total Credits: 240 **Candidate ID:**
Programme Start Date: 09/04/2023
Programme Completion Date: 20/04/2025
Awarded On: 20/06/2025

Ashley Robertson
Group Director Signature

www.nqual.co.uk admin@nqual.co.uk

nqual.

RECOGNIZATION BY

Ofqual Office of Qualifications and Examinations Regulation

NQUAL



nqual.

BRITISH COUNCIL
British Council
49 Alfred House Gardens
Colombo 00300, Sri Lanka
T +94 (0) 11 4521521
F +94 (0) 11 2587079
www.britishcouncil.lk

PROUDLY CERTIFIES THAT

[redacted]

HAS SUCCESSFULLY COMPLETED THE NQUAL ENDORSED PROGRAMME

Endorsed Higher National Diploma in Quantity Surveying

Awarded On: 12/05
Certificate Number:
Candidate ID:
Approved Centre: E

Verified as a true copy of the original
M. Dominic Hudson
Country Exams Director,
British Council
Date: 17.06.2025

Ashley Robertson
Group Director Signature

www.nqual.co.uk admin@nqual.co.uk

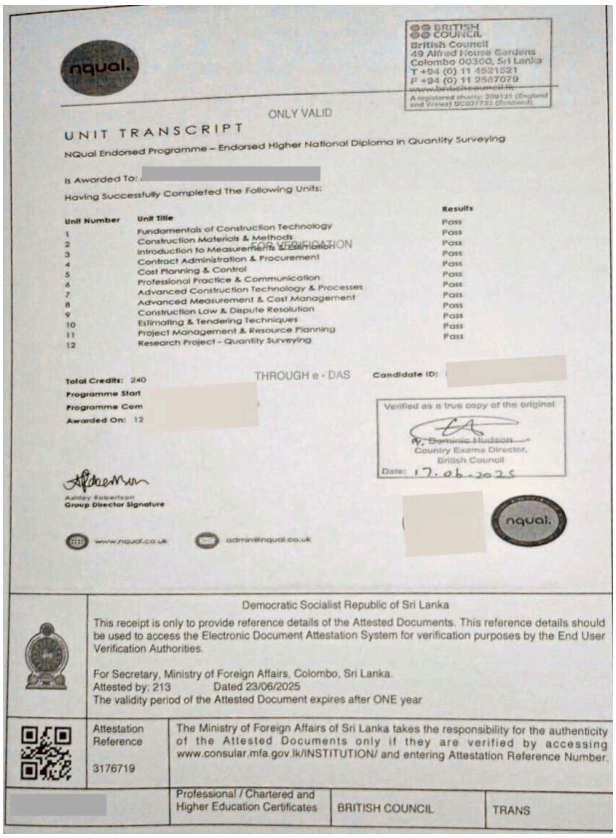
Democratic Socialist Republic of Sri Lanka

This receipt is only to provide reference details of the Attested Documents. This reference details should be used to access the Electronic Document Attestation System for verification purposes by the End User Verification Authorities.

For Secretary, Ministry of Foreign Affairs, Colombo, Sri Lanka.
Attested by: 213 Dated 23/06/2025
The validity period of the Attested Document expires after ONE year

Attestation Reference	The Ministry of Foreign Affairs of Sri Lanka takes the responsibility for the authenticity of the Attested Documents only if they are verified by accessing www.consular.mfa.gov.lk/INSTITUTION/ and entering Attestation Reference Number.
3176716	

[redacted]	Professional / Chartered and Higher Education Certificates	BRITISH COUNCIL	DIPLOMA



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British Council
49 Alfred House Gardens
Colombo 00300, Sri Lanka
T +94 (0) 11 4521521
F +94 (0) 11 2587079
www.britishcouncil.lk

ONLY VALID

UNIT TRANSCRIPT

NQual Endorsed Programme – Endorsed Higher National Diploma in Quantity Surveying

Is Awarded To: [redacted]

Having Successfully Completed The Following Units:

Unit Number	Unit Title	Results
1	Fundamentals of Construction Technology	Pass
2	Construction Materials & Methods	Pass
3	Introduction to Measurement & Estimation	Pass
4	Contract Administration & Procurement	Pass
5	Cost Planning & Control	Pass
6	Professional Practice & Communication	Pass
7	Advanced Construction Technology & Processes	Pass
8	Advanced Measurement & Cost Management	Pass
9	Construction Law & Dispute Resolution	Pass
10	Estimating & Tendering Techniques	Pass
11	Project Management & Resource Planning	Pass
12	Research Project - Quantity Surveying	Pass

FOR VERIFICATION
THROUGH e - DAS

Total Credits: 240
Programme Start
Programme Com
Awarded On: 12

Candidate ID: [redacted]

Verified as a true copy of the original
M. Dominic Hudson
Country Exams Director,
British Council
Date: 17.06.2025

Ashley Robertson
Group Director Signature

www.nqual.co.uk admin@nqual.co.uk

Democratic Socialist Republic of Sri Lanka

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3176719	

[redacted]	Professional / Chartered and Higher Education Certificates	BRITISH COUNCIL	TRANS

Our International Collaborations









RECOGNIZATION BY



MSBM

METROPOLITAN
SCHOOL OF BUSINESS AND MANAGEMENT UK

This Certifies that

[redacted]

Has successfully met the requirements for and was awarded an
INTERNATIONAL HIGHER DIPLOMA (EXTENDED LEVEL 5) in

Information Technology

20th Of September 2024.

Programme Coordinator

Certificate Number: [redacted]

President

Approved Centre For:

CPD
Corporate Member
The CPD Certification Service

UKRLP UK Register of Learning Providers
No - 10096812
in partnership with
GIRNE AMERICAN UNIVERSITY

othm qualifications
IAU
RUSHFORD

The content of this course has been independently certified as conforming to universally accepted **Continuous Professional Development (CPD)** guidelines.
Metropolitan School of Business and Management UK (MSBM) is registered in England and Wales. **www.msbm.org.uk** | R - SC799382

THIS IS A NON CREDIT BEARING PROGRAMME

SAMPLE

MOFA

AF3.5

METROPOLITAN
SCHOOL OF BUSINESS AND MANAGEMENT UK

This Certifies that ONLY VALID [redacted]

Has successfully met the requirements for and was awarded an
INTERNATIONAL HIGHER DIPLOMA (EXTENDED LEVEL 5) in

Information Technology

20th [redacted] 2024.

FOR VERIFICATION

Programme Coordinator

Certificate Number: [redacted]

THROUGH e - DAS

President

Approved Centre For:

CPD
Corporate Member
The CPD Certification Service

UKRLP UK Register of Learning Providers
No - 10096812
in partnership with
GIRNE AMERICAN UNIVERSITY

othm qualifications
IAU

Democratic Socialist Republic of Sri Lanka

This receipt is only to provide reference details of the Attested Documents. This reference details should be used to access the Electronic Document Attestation System for verification purposes by the End User Verification Authorities.

For Secretary, Ministry of Foreign Affairs, Colombo, Sri Lanka.
Attested by: 216 Dated 27/02/2025
The validity period of the Attested Document expires after ONE year

	Attestation Reference 3020365	The Ministry of Foreign Affairs of Sri Lanka takes the responsibility for the authenticity of the Attested Documents only if they are verified by accessing **www.consular.mfa.gov.lk/INSTITUTION/** and entering Attestation Reference Number.	
[redacted]	Professional / Chartered Certificates Foreign	HIGH COMMISSION OF SRI LANKA IN LONDON UNITED KINGDOM	DIPLOMA

SAMPLE

RECOGNIZATION BY



UGC

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பல்கலைக்கழக மானியங்கள் ஆணைக்குழு
UNIVERSITY GRANTS COMMISSION

My Number: UGC/AC/Recog-Forg/18
Post Office Box: 1406
Your Number:
20, வார்ட் லாவத்த, கொழும்பு 07, இலங்கை.
20, வார்ட் இடம், கொழும்பு 7, இலங்கை.
20, Ward Place, Colombo 07, Sri Lanka.

25th June 2025

MAHATMA GANDHI KASHI UNIVERSITY [MAHATMA GANDHI KASHI VIDYAPEETH (MGKV)] – INDIA

This has reference to the request made by Ms. M N Fathima Rinza, Chief Executive Officer and Director of International Affairs with regard to the recognition of the Mahatma Gandhi Kashi University [Mahatma Gandhi Kashi Vidyapeeth (MGKV)], India.

Please note that the Public Administration Circular No. 16/92 dated 13th March 1992 has provision to recognize universities and Higher Educational Institutions in different Countries of the World.

Accordingly, in terms of the decision taken by the Commission at its 1106th meeting held on 27th July 2023 the University Grants Commission recognizes Universities that are listed in the following International Publication/Database which are authentic sources of information on Universities and Higher Educational Institutions in different Countries of the World.

1. Commonwealth Universities Yearbook
2. World Higher Education Database

University of Wolverhampton, Wulfruna Street, Wolverhampton, WV1 1LY, United Kingdom is a University listed in the World Higher Education Database published by the International Association of Universities as at 25th June 2025.

Therefore, as the Mahatma Gandhi Kashi University [Mahatma Gandhi Kashi Vidyapeeth (MGKV)], India is listed in the above Database, it is recognized.

This letter is issued at the request of Ms. M N Fathima Rinza, Chief Executive Officer and Director of International Affairs, Techlink Technology Campus (PVT) LTD, No. 11 A/1, Galle Road, Mount Lavinia.

H.D. Rasika Karunarathna
Deputy Secretary/ Academic Affairs
for Secretary

H.D.R. Karunarathna
Deputy Secretary / Academic Affairs
University Grants Commission
No. 20, Ward Place
Colombo - 07.

Telephone: 2695301, 2695302, 2695357
AC/10-2024-July
Fax: 2688045
Website: http://www.ugc.ac.lk

APPOSTILE (UK)

Certified to be a ~~true copy~~ / an original document on 13/11/24

APOSTILLE
(Convention de La Haye du 5 octobre 1961)

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   This public document Le présent acte public / El presente documento público
2. **Has been signed by** a été signé par ha sido firmado por: Gerard Philip Davis
3. **Acting in the capacity of** agissant en qualité de quien actúa en calidad de: Solicitor
4. **Bears the seal / stamp of** est revêtu du sceau / timbre de y está revestido del sello / timbre de: Not Applicable

Certified
Attesté / Certificado

5. **at** á / en: London
6. **the** le / el día: 13 November 2024
7. **by** par / por: His Majesty's Principal Secretary of State for Foreign, Commonwealth and Development Affairs
8. **Number** sous no / bajo el numero: APO-UMZC-6NQD-5D7U-EDCN
9. **Seal / stamp** Sceau / timbre Sello / timbre
10. **Signature** Signature Firma: S. Kennedy

Leg/2024/570

I certify that without any ... to its contents the signature ... hereon is that of the duly authorised officer ...

For High Commissioner

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PROGRAMME OUTCOME

This Diploma programme provides learners with fundamental knowledge and practical skills in Human Resource Management, preparing them for entry-level roles in various organizational environments.

- **Understand and apply core concepts and functions of Human Resource Management.**
- **Assist in recruitment, selection, and onboarding processes.**
- **Maintain employee records, files, and HR documentation.**
- **Support training and development programmes.**
- **Understand performance appraisal and employee evaluation methods.**
- **Gain basic knowledge of payroll systems, compensation, and employee benefits.**
- **Understand labour laws, industrial relations, and workplace ethics.**
- **Communicate effectively with employees and management.**
- **Use Microsoft Office applications for HR operations and reporting.**
- **Demonstrate professional communication, teamwork, and problem-solving skills.**

This practical Diploma ensures learners can support HR functions, manage workplace relationships, prepare professional HR documents, and perform confidently in interviews and organizational settings.

PROGRAMME OVERVIEW

ENTRY REQUIREMENTS	Students those who sat O/L's Any Relevant Professional Skills Students those who are willing to follow this
COURSE DURATION	04 Months
CLASS TIME	Weekly 2 or 3 Classes (Flexible Time)
MEDIUM	English | Tamil
MODE	Online | On-site
AVAILABILITY OF CLASS RECORDINGS	Yes
STUDY MATERIALS & LECTURE NOTE	Upon enrolment, each student will receive a dedicated username and password to access the Learning Management System (LMS)
QUALIFICATION STRUCTURE	This qualification is structured to meet aligned with internationally recognised curriculum standards. The content is carefully designed to ensure academic depth, practical relevance, and progressive skill development across key thematic areas.

INSTALLMENT STRUCTURE

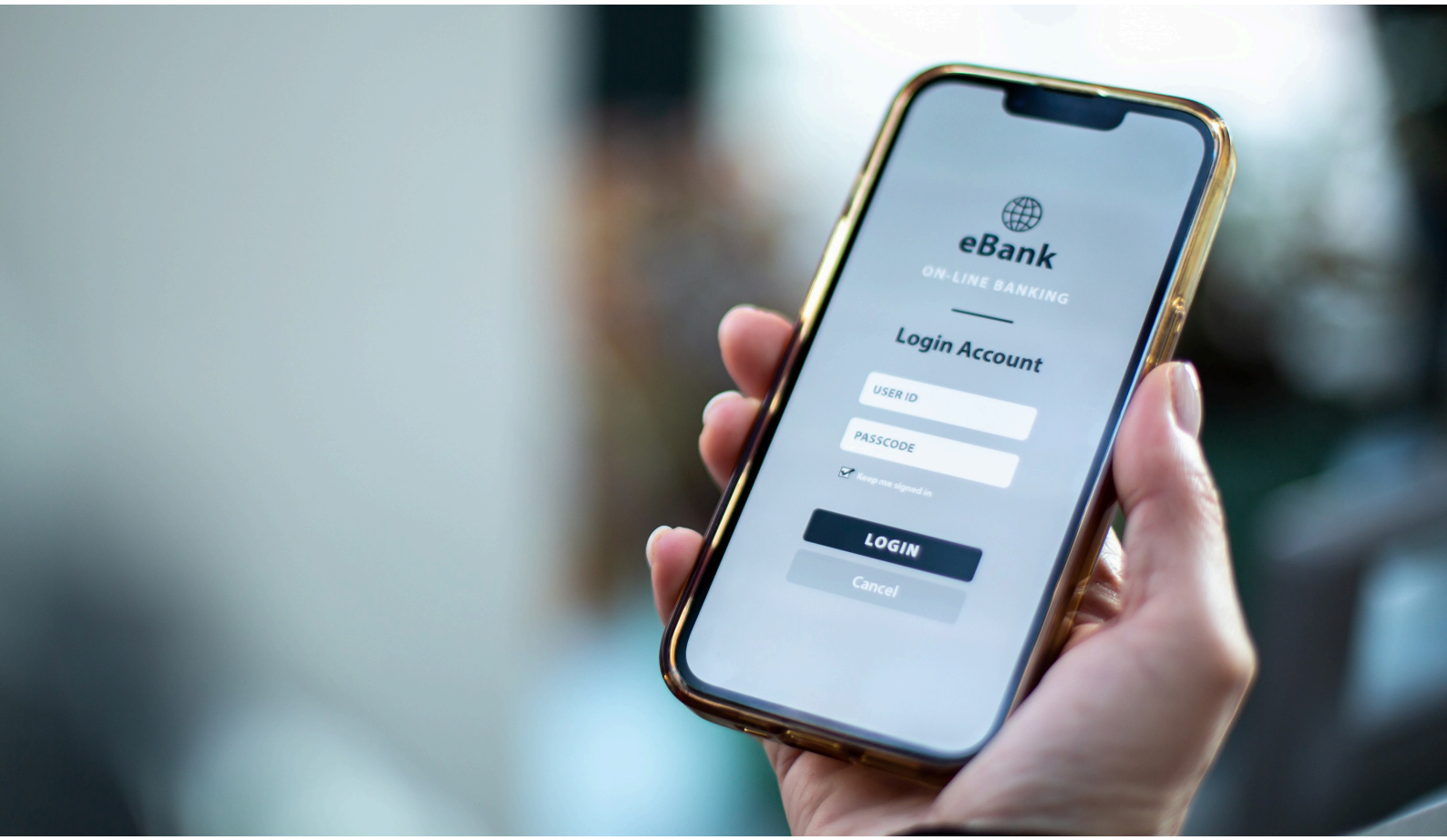
DETAILS	REGULAR PAY	SINGLE PAY	REMARK
REGISTRATION FEE		LKR. 2 600	-
COURSE FEE	LKR. 29 500	-	-
E-CERTIFICATE	FREE		-
PRINTED CERTIFICATE	FREE		Students may collect their certificates / documents in person from the campus. Alternatively , a courier deliver option is available upon request. In such cases, the students will be responsible for the courier charges payable at the time of dispatch.
PRINTED TRANSCRIPT	FREE		
INTERNATIONAL DIPLOMA CERTIFICATE FEE	FREE		Upon successful completion of the course, you will be eligible to apply for the Masters. Please note that this is optional and subject to additional terms and conditions
CONVOCATION FEE	The convocation fee applies only to students who wish to participate in the ceremony. It will be waived for non-participants. The fee may vary based on venue and timing, but will follow the standard market rate.		

BANK DETAILS

Bank of Ceylon

- Account Name: Techlink Technology Campus (PVT) LTD
- Account Number: 94929233
- Bank Name: Bank of Ceylon(BOC)
- Branch: Kalmunai Branch

Please email / DM the bank slip to the following email address OR Whatsapp Number
co.techlink@gmailcom | 077 2270348



www.techlinktechnology.com
www. ttmetrocampus.com

011 431 9996 | 077 227 0348

No 11, A1, Galle Road, Mount Lavinia

MORE ABOUT TT METRO CAMPUS

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Empowering Minds, Shaping Future