BriteEducation School of Technology
ABMA Education Recognised Centre No. 2851
2nd Floor, Chiyedza House, Corner of First Street and Kwame Nkrumah Avenue, Harare

Human Resources

Harare, Zimbabwe

Every organisation needs people who can recruit, pay, develop and look after its staff fairly and within the law. This 8-month course (two semesters) follows the five functional areas of HRCI's aPHRi (Associate Professional in Human Resources – International) exam — HR operations, recruitment and selection, compensation and benefits, HR development and retention, and employee relations, health and safety — with practical work on the documents and cases an HR office handles. No HR experience is needed, and you finish ready to sit the aPHRi exam online on campus.

Qualifications and exams

CERTIFICATION EXAM

HRCI

HRCI aPHRi — Associate Professional in Human Resources – International
HRCI's entry-level HR certification for HR work outside the United States. No HR experience needed. Written online with a live remote proctor (Pearson VUE OnVUE) in a testing room at BriteEducation's Harare campus.

Curriculum: 8 months, the five aPHRi functional areas

Each module follows a functional area of the HRCI aPHRi exam, applied to how HR works in Zimbabwean and regional organisations, so you finish ready to sit the exam and start in an HR office.

Stage	Modules (HRCI aPHRi functional areas)	Practical HR skills
Semester 1 Months 1–4	1. HR Operations 2. Recruitment and Selection 3. Compensation and Benefits	• Job descriptions, adverts and interview scoring • Payroll inputs and leave records in spreadsheets **Practice tests after each area**
Semester 2 Months 5–8	1. Human Resource Development and Retention 2. Employee Relations, Health and Safety	• Disciplinary and grievance case studies under Zimbabwean labour practice • Onboarding and training plans **HRCI aPHRi exam (online, OnVUE)**

Fees

> Flexible payment plans available. Exam fees: HRCI aPHRi about US$400 (exam plus application fee), set by HRCI and paid separately.

Entry requirements

Minimum of 5 O Levels including English, or equivalent. No HR experience needed: HRCI's aPHRi is designed for people starting in HR.

Study modes

Weekday, evening, weekend or live online, on campus in Harare or from anywhere.

Careers

- HR Assistant
- HR Administrator
- Recruitment Assistant
- Payroll and Benefits Clerk
- Training Coordinator
- HR Officer (Entry Level)

Questions students ask

Why the aPHRi and not the aPHR?
Both are entry-level HR certifications from HRCI. The aPHR is built around United States employment law; the aPHRi is the international version for HR work outside the US, so it is the right certification for HR careers in Zimbabwe and the region.

Apply for the 2027 intake: school.britelink.io/apply · WhatsApp +263 71 213 6444 · team@britelink.io