DIPLOMA OF HUMAN RESOURCES MANAGEMENT

Course Code: BSB50613  CRICOS Code: 084812B

Course Duration:
The course will be delivered full time over 26 weeks.

Course Description:
This course is designed for international student who will be involved in classroom training in a full time capacity to gain the qualification. This qualification reflects the role of individuals who have a sound theoretical knowledge base in human resources management and demonstrate a range of managerial skills to ensure that human resources functions are effectively conducted in an organisation or business area. Typically they would have responsibility for the work of other staff.

The course is beneficial for any person who may be interested in job roles listed below:

- Human resources adviser
- Human resources and change manager
- Human resources consultant
- Human resources manager
- Senior human resources officer

Career Opportunities:
Upon completion of the qualification, you gain employment in Human Resources manager/consultant role and can be utilized in a variety of business environments.

Entry Requirements:
An IELTS band score of 5.5 or equivalent is required for entry into this program. However, if a student has an IELTS score of 5.0, the student will be required to complete an English Language course to achieve the required standard prior to commencement of the course.

Academic Requirements:
Applicants should have successfully completed year 12 or equivalent level of studies.

Age requirement:
Applicants must be of 18 years of age to apply.

Practical Placement:
None

Course Fees:
Tuition Fees: AUD 4000
Material Fees: AUD 250
Enrolment Fees: AUD 200 (Non-refundable)

Special Consideration:
If a student is not able to meet the minimum entry requirements but considers that they have the skills and experience to succeed in the course, they may apply to ANGAD Australian Institute of Technology for special consideration for entry.

Mode and methods of delivery:
This qualification is delivered in a classroom based environment and / or simulated work environment for specific units as required.

Assessment Process and Methods:
Participants will be advised of the assessment requirements at the beginning of each unit. Assessment will usually commence in the session following delivery. As this is a competency based program, assessment continues throughout the program until the participant either achieves competency in the assessment tasks or a further training need is identified and addressed.

The assessment methods may include:

- Written reports
- Presentations/Demonstrations
- Classroom activities/ Role plays
- Case studies
- Written test
- Project work/Research/ Portfolio
Course Structure:
BSB50613 Diploma of Human Resources Management

Qualification Rules:
Participants need to complete nine (9) units of competency in total following the guidelines as outlined in the Business Services Training Package qualification rules which comprise of:
- Six (6) Core units
- Three (3) Elective units

Core Unit

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<thead>
<tr>
<th>Unit Code</th>
<th>Unit Name</th>
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<tbody>
<tr>
<td>BSBHRM501</td>
<td>Manage human resources services</td>
</tr>
<tr>
<td>BSBHRM506</td>
<td>Manage recruitment selection and induction processes</td>
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<tr>
<td>BSBHRM512</td>
<td>Develop and manage performance-management processes</td>
</tr>
<tr>
<td>BSBHRM513</td>
<td>Manage workforce planning</td>
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<tr>
<td>BSBWRK510</td>
<td>Manage employee relations</td>
</tr>
<tr>
<td>BSBWHS401</td>
<td>Implement and monitor WHS policies, procedures and programs to meet legislative requirements</td>
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Elective Units

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Unit Name</th>
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<tbody>
<tr>
<td>BSBITU402</td>
<td>Develop and use complex spreadsheets</td>
</tr>
<tr>
<td>BSBLED502</td>
<td>Manage programs that promote personal effectiveness</td>
</tr>
<tr>
<td>BSBADM502</td>
<td>Manage meetings</td>
</tr>
</tbody>
</table>

RPL and Credit Transfer

Students may be granted RPL (Recognition of Prior Learning) or Credit Transfer if they are able to demonstrate that they have achieved levels of skills and knowledge equivalent to requirements listed in the unit they are seeking credit for through work experience, life experiences or similar study at another institution. Students can apply for RPL or Credit Transfer at the time of enrolment.

Students applying for RPL/CT must submit RPL/CT application along with their original documents to student administration.

Where RPL is being applied, the student must submit all relevant evidence of work experience and where learning has occurred.

A Credit Transfer application must be accompanied by Nationally Recognised Certificates or detailed Statement of Attainment indicating units successfully completed including unit codes and titles and dates of completion.

Credit Transfer may also include Credit Transfer based on formal learning that is outside the AQF.