



Diploma of Human Resources Management

OVERVIEW

This course is ideal for you if you possess a sound theoretical knowledge base in human resources management and want to move into higher level HR functions within your role. You will further develop skills around staff responsibility and people management. Ideally, to undertake this course you should have experience in human resources (whether studies or employment), or currently work in the field.

LEARNING OUTCOMES

- Manage human resources services
- Manage workforce planning
- Develop and manage performance management processes
- Manage people performance
- Manage employee relations
- Implement and monitor WHS policies, procedures and programs to meet to meet legislative requirements
- Manage remuneration and employee benefits
- Manage separation or termination

COMPULSORY UNITS

BSBHRM501 Manage human resource services

BSBHRM506 Manage recruitment selection and induction processes

BSBHRM512 Develop and manage performance management processes

BSBHRM513 Manage workforce planning

BSBWKR520 Manage employee relations

BSBWHS401 Implement and monitor WHS policies, procedures and programs to meet legislative requirements

BSBMGT502 Manage people performance

BSBLDR502 Lead and manage effective workplace relationships

BSBHRM507 Manage separation or termination

SELECTABLE UNITS

Additional selectable units may apply.

ASSESSMENT

The assessments will enable students to demonstrate the underpinning knowledge, skills and attributes required to meet the course outcomes. All assessments are to be submitted electronically unless otherwise stated by your educator. Assessments may include written reports, essays and presentations.

CERTIFICATION

By successfully completing this course you will receive a nationally recognised AQF Qualification.

CAREERS

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

DELIVERY METHODS

- Blended – Teaching and assessment will be conducted on-campus and online.

LOCATIONS

- McKoy Street, Wodonga Vic (Main campus)

DURATION

Part time: 12 months

DELIVERY SCHEDULE

This course offered through monthly fast-track workshops with an online option.

6 workshops delivered throughout the year on Thursdays, 2 workshops on Wednesdays from 9am-4pm

REQUIREMENTS

There are no entry requirements for this qualification, however, it is preferred that candidates commencing this qualification meet either of the following conditions:

- Current Certificate IV Human Resources or other relevant qualification, or have vocational experience but without formal supervision or management qualification
- Students undertaking the employer based method of study must be employed in a supervisory position which complements the theoretical learning of the classes.

FEES

Government Funded \$3,240.00 (Tuition \$3,240.00, Materials \$0.00)

Fee For Service \$4,320.00 (Tuition \$4,320.00, Materials \$0.00)

FEES ADDITIONAL INFORMATION

The student tuition fees published are indicative only and can be subject to change given individual circumstances at the time of enrolment. Funding made available to eligible individuals by State and Commonwealth Governments. If funding is utilised, this may affect future opportunities to access additional funding in the future. For more information see 'Fee information and eligibility' under the 'Apply Now' tab on the Wodonga TAFE website.

VET Student Loans may be available to eligible individuals. For more information, visit <https://www.education.gov.au/vet-student-loans> or see the 'VET Student Loans' page on our website under the 'Apply Now' tab.

HOW TO APPLY

Apply via the 'Apply online now' button in this course information page. If the course is not available for online application, you can submit your enquiry via the online form below. Alternatively, please feel free to contact our friendly customer service team on 1300 69 8233 or email info@wodongatafe.edu.au

AQF CODE BSB50618

COURSE CODE BSB50618

COURSE TYPE Qualification

PATHWAYS

Successful completion of this qualification may lead you to further studies at university where you may be eligible for credits. Please contact the university directly to find out more information.

WHEN YOU CAN ENROL

You can enrol in this course anytime throughout the year - apply now!