

BSB50613 Diploma of Human Resources Management Dual Qualification Program

Gain **two** qualifications in **one** intensive learning program!

Are you looking for a career in HR but have little or no HR experience?

The Australian Government in its 2012 Skills Report noted that there is a severe skills shortage for HR Professionals across Australian workforces. If you enjoy working with people, are looking to enhance your career prospects and earn more money then, a career in HR is the way to go but, with little or no experience, it could take you years to get up to the standard required.

The College for Adult Learning is proud to announce the launch of its new HR dual qualification program that has been designed specifically for mature workers who have spent at least 5 years in the workplace. This accelerated program will provide you with all the skills, tools and techniques you need to be able to commence a job as an HR Professional immediately upon completion with no need to work your way up to 'the job' or to gain experience on the job working in a lesser role while you do.

How Does it Work?

CAL's one of a kind dual qualification program is supported by an online learning program containing specific tutorials that address the course content as well as the underpinning skills and knowledge that HR Professionals often take years to gain.

Students are supported by a personal online learning coach assigned to them for the entire duration of their program.

A personal learning plan is designed for every student that recognizes prior learning and experience and ensures your learning is focused on your skill & knowledge gaps.

Price \$2,495.00 or

Through Part Payments

The Program

Module no	Online Module Title
1	Introduction to HRM – An Emerging Profession
2	Goal Setting, Prioritising and Professional Development
3	Work Relationships and Teams
4	Research, Analysis & Business Writing for the Professional HRM
5	Client Satisfaction & the HR Consultant
6	People and Performance
7	Talent Acquisition
8	Workforce Planning
9	Work, Health & Safety : Legislation, Policies & Compliance
10	Employee Relations and IR
11	Organisational Change
12	Counseling and Mediation
13	Looking Forward: The HR Professional

Who is it designed for?

This dual qualification program is designed for individuals seeking a career as an HR Professional & who have little or no experience in HR who want to enter the profession at the mid-way mark & not have to begin at entry level.

This is a dual qualification program. Students will complete the Certificate IV in HR & the Diploma of HRM gaining current HRM skills plus the necessary underpinning skills & knowledge that more experienced HRM's already have.

Network with other Professionals, Learn & Work Together and Share ideas!



Contact CAL for more information

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HRM Tools, pro-formas, tips and techniques are all included in this program as is a wide range of learning aids such as calculators, white papers, videos, web support & online learning.

Diploma 9 Units

6 core + 3 electives

Code	Unit Title
BSBHRM501B	Manage Human Resources Services
BSBHRM512A	Develop & manage performance management processes
BSBHRM513A	Manage workforce planning
BSBWKR510A	Manage Employee Relations
BSBWHS401A	Implement & monitor WHS Policies, procedures & programs to meet legislative requirements
BSBHRM506A	Manage Recruitment, Selection & Induction processes
BSBHRM510A	Manage mediation processes
BSBINN601B	Manage Organisational change
BSBWOR501B	Manage personal work priorities and professional development

Course Benefits

This dual qualification program will give you the skills and knowledge to:

- ❖ Take charge of your career aspirations & goals and understand the changing roles of the HR Professional
- ❖ Understand People and the changing nature of HRM in a global context
- ❖ Manage time & competing priorities efficiently and effectively
- ❖ Research & analyse relevant HR related data and write concise reports
- ❖ Work effectively with the HR team & internal/ external HR clients
- ❖ Recognise and value the roles people play in successful organisations
- ❖ Develop strategies to Reward and Retain Talented Employees
- ❖ Manage Workforce Planning processes to ensure the organization has the best staff for ongoing & future growth
- ❖ Design, develop and operate the organisation's performance management system
- ❖ Design, develop and operate the organisation's talent management processes including employee engagement, recruitment, selection, induction and reward and remuneration systems.
- ❖ Gain a comprehensive perspective of people management and industrial relations processes including communication and interpersonal skills such as effective feedback, conflict management, consultation and mediation.
- ❖ Become a change agent and consultant to develop strategies for change & effectively and productively manage the change management processes

Certificate IV 10 Units

6 core + 4 electives

Code	Unit Title
BSBHRM404A	Review HR Functions
BSBHRM405A	Support Recruitment, Selection & induction of staff
BSBHRM403B	Support performance management process
BSBWKR411A	Support employee & IR Procedures
BSBWHS401A	Implement & monitor WHS Policies, procedures & programs to meet legislative requirements
BSBWOR502B	Manage personal work priorities and professional development
BSBWOR401A	Establish effective workplace relationships
BSBWRT401A	Write complex documents
BSBRES401A	Analyse and present research information
BSBWOR402A	Promote team effectiveness

Course Duration

This online, dual qualification program is usually undertaken over 12 months however, you can complete quicker or take up to 24 months.

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