

Now with graduate Pathways to further study



The College for Adult Learning  
We're who you trust

# BSB50615 Diploma of Human Resources Management and BSB51915 Diploma of Leadership & Management Online Delivery



CAL's "gold standard" nationally accredited Double Diploma of Human Resources Management Qualification BSB50615 and the NEW Diploma of Leadership and Management BSB51915 offers HR Professionals a purpose built leadership program to further their career as HR Leaders.

This new program is designed by MBA experienced facilitators with undergraduate and post graduate qualifications in Human Resources Management, Business Management and Education. Most importantly, CAL's facilitators are all experienced HRM's and senior managers having worked in senior & executive roles at exceptional, best of breed organisations around the world.

This new qualification in Leadership & Management is designed to meet the needs of the 21st Century Leader & Manager. Gain the skills & behaviours you need to **inspire and motivate** your stakeholders to **improve employee engagement** and **increase productivity**.

"The online study was self-paced and easy to follow and understand. The course completion timeframe was flexible and there was plenty of assistance available if needed."  
Angela Longo – Suni TAFE

## 10 video-based modules that cover all the course requirements for the dual diploma

- |  |   |
|--|---|
| 1. Introduction to HRM, Leadership & Management in 21 <sup>st</sup> Century & Managing Personal Work Priorities & PD | 5. Manage People & Performance Management Processes |
| 2. Manage Human Resource Services  | 6. Operational Planning                             |
| 3. Manage and Support Recruitment, Selection & Induction Processes   | 7. Workforce Planning                               |
| 4. Leading & building Teams  | 8. Employee Relations                               |
|  | 9. Work, Health and Safety                          |
|  | 10. Organisational Change                           |

Wide selection of alternative elective units to choose from

This exciting new program will give you the skills you need to manage HR effectively as well as focus on LEADERSHIP and the critically important set of behaviours and skills that will ensure you have what it takes to inspire and motivate your people to improve employee engagement and increase productivity.

Successful completion of these **10 learning modules** will give you all these units and the 2 Diplomas:

### Diploma of Leadership and Management

- ✓ BSBLDR501 Develop and use emotional intelligence
- ✓ BSBMGT517 Manage operational plan
- ✓ BSBLDR502 Lead and manage effective workplace relationships
- ✓ BSBWOR502 Lead and manage team effectiveness
- ✓ BSBWOR501 Manage personal work priorities & PD
- ✓ BSBHRM405 Support the recruitment, selection and induction staff
- ✓ BSBMGT502 Manage People Performance
- ✓ BSBHRM512 Develop and manage performance-management processes
- ✓ BSBHRM513 Manage workforce planning
- ✓ BSBWRK510 Manage employee relations
- ✓ BSBWHS501 Ensure a safe workplace
- ✓ BSBINN601 Lead and Manage Organisational Change

### Diploma of Human Resources Management

- ✓ BSBWOR501 Manage personal work priorities & PD
- ✓ BSBHRM501 Manage human resources services
- ✓ BSBHRM506 Manage recruitment selection and induction processes
- ✓ BSBHRM512 Develop and manage performance-management processes
- ✓ BSBMGT502 Manage People Performance
- ✓ BSBHRM513 Manage workforce planning
- ✓ BSBWRK510 Manage employee relations
- ✓ BSBWHS401 Implement and monitor WHS policies, procedures and programs to meet legislative requirements
- ✓ BSBINN601 Lead and Manage Organisational Change

Select units for your career

## Step up > Now is the time for career mastery.

You'll discover CAL's programs are outstanding value for money.

CAL's Diploma Pathway Options cater to your unique workplace history and allow you to select the amount of program coaching right for you. Our career advisors will assist you to choose the learning pathway, price point and payment plan choice that is best for you. Enquire today for our current fee schedule or visit our website [www.collegeforadultlearning.edu.au](http://www.collegeforadultlearning.edu.au).

An exceptional dual Diploma, that includes:

- ✓ All NEW 2015 Diploma Leadership and Management as well as new prerequisite tutorial units (HR & WHS)
- ✓ Assistance to select the electives that are right for you
- ✓ Introductory 30-60 min coaching video & optional call (Value \$130)
- ✓ A Learning Styles Questionnaire and 1 hour assessment (Value \$150)
- ✓ These free resources to further support your learning – A Guide to Learning Online; Easy Ergonomics Computer User Guide; Time Management Tips. (Value \$150)
- ✓ Comprehensive case studies to use as you need
- ✓ Recognition of Prior Learning (RPL) for the skills you already have.

"I feel I've become a more valuable employee and a more efficient manager."

David Clarke

These 7 Additional Pathway Options are available to enhance your learning...

1. Continued coaching via email or telephone with our trained learning coaches
2. Access to 50 hours of important elective video tutorials and a wide range of elective units
3. A designated Program Manager and Learning Coach to assist with working the online program including advice on how to complete your Assessments
4. 1 hour Career Planning advice
5. 1 hour Job Ready resume and preparation for interview advice
6. Free access to CAL's Webinar Series
7. 20% discount (as a CAL student) on CAL Short Courses and On Demand video courses
8. Unrestricted access at no extra charge for up to 2 years to complete your study

Study at your own pace - Achieve both Diploma's in 12 - 18 months

This program is specifically designed for busy professionals who understand the value of a Gold Standard Accreditation on their CV. The program provides Recognition of Prior Learning for the skills and knowledge you already have and focuses entirely on the gaps – the knowledge and skills you still need to manage projects efficiently and effectively.

30 Day "Earn Your Trust" no risk guarantee

We are completely confident that our program is the best in the market. Sign up today with full payment and commence your course. For 30 days you can explore the introductory tutorials, meet your online Learning Coach and have access to the free tools and resources. If you decide this program is not for you we will provide you with a refund. Terms and Conditions do apply.

**CONTACT one of CAL's Career Advisors NOW on  
1300 907 870 to discuss this course further**

[admin@collegeforadultlearning.edu.au](mailto:admin@collegeforadultlearning.edu.au)

[www.collegeforadultlearning.edu.au](http://www.collegeforadultlearning.edu.au)

Why CAL is a better choice  
In a recent survey of over 150  
CAL graduates:

- 100% said CAL met or exceeded their expectations
- 97% responded that CAL's courses offer value for money
- 96% actively recommend CAL courses to others

**This Dual Diploma provides  
accredited learning pathways to  
higher (post graduate) qualifications**