



The College for  
Adult Learning

# Your Career in Human Resources

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COMPLETE CAREER, SALARY  
& COURSE GUIDE



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# Overview

## HUMAN RESOURCES & ORGANISATIONAL DEVELOPMENT

Human Resources has changed considerably over the last decade or so. HR has become so much more than just the department responsible for hiring and firing employees. Human Resource Management is the core of an organisation, focusing not only on the recruitment, management, and direction of the people who work within that business but the business and its people as a whole. The HR department is instrumental in ensuring the stability of a company, and cannot be undervalued.

**The human resources department exists as a key partner to the overall organisation and is vital in supporting overall business success.**

The HR role historically centred around the administrative requirements of managing the workforce. These were tasks such as organising the weekly pay run, scheduling and keeping a record of leave entitlements, and dealing with employee questions about employment and conditions. In a modern organisation, the human resources department exists as a key partner to the overall organisation and is vital in supporting overall business success.

Organisational development is mainly the approach of changing and making systems within a business more effective. This can be the management of its people and teams, to identify what businesses and managers can do to improve processes and achieve greater success. OD has a focus on understanding the effectiveness and potential of employees.

With organisations becoming increasingly aware of the need to attract and retain the best people, create a positive culture, research, and design a workforce to support business goals, and handle the complex nature of employee welfare and employment law, employers are constantly seeking skilled people to add to their key business and leadership teams.



# What is HR?

## WHAT A HR DEPARTMENT PROVIDES



# Human Resources

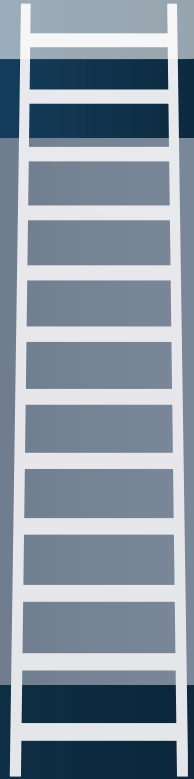
IN NUMBERS



**\$110,000**

MOST COMMON HR  
MANAGER SALARY

SEEK



**78,800**

AUSTRALIANS  
EMPLOYED IN HR

JOB OUTLOOK, 2019



**15.5%**

JOB GROWTH OVER  
THE NEXT 5 YEARS

SEEK

# Human Resources & Organisational Development

Human resources, in simple terms, covers operational areas like hiring, onboarding, performance management, and redundancies. It covers both business-wide and individual goals, interactions, and policies.

Organisational Development, on the other hand, is concerned with developing people to align to and achieve wider business goals. Areas of consideration are planning and managing change, developing leaders, and identifying opportunities for personal employee growth.

In a modern workplace, the HR Manager will provide a link between management and employees. The OD Manager ensures workers have conditions in place for the business and individuals to thrive long-term. Strong leadership skills are vital to both roles.

A lot of the time, you will find Organisational Development and Human Resources are not separate at all, but two core areas of a company that can work symbiotically to create a positive business environment.

Whichever pathway you decide, qualifications are recommended at each stage of your HR or OD career.



# HR & Organisational Development Skillset

In order to start a career in either HR or organisational development, you will need to show first-class communication and interpersonal skills as the majority of the role will be people orientated. This means that you will deal with people at all levels within an organisation. You must be able to show your adaptability and be as comfortable talking to the CEO as you would be talking to the intern.

Organisational skills and flexibility are also a must to deal with a busy and unpredictable workload. It's a dynamic, changeable role that means you must be good at juggling and adapting – so prioritising and scheduling skills are critical.

One of the most difficult aspects of either job is that the HR team often sits outside of any linear management hierarchy, and so must work collaboratively with others in the organisation. Professionals within this industry must become very skilled in communication, persuasion, and influencing others to make positive changes. Directed, purposeful discussion, collaboration, and negotiation are all skills you need plenty of, as these leaders are often called upon to settle disputes, manage conflict and negotiate outcomes that are acceptable to all parties and to the organisation itself. Workers in both roles also need to have a strong and focused professional work ethic as you must be trustworthy and handle personal and confidential information.

Organisational development managers have a focus on the culture and 'human side' rather than the more intricate subjects of policies and hiring. Managers in this area may find themselves working on enhancing employee productivity and engagement with the workforce, and can sometimes work closely with HR to facilitate problems employees may face.

Finally, promoting a balanced and skilled workforce is a must, so having the ability to train and coach others one-on-one or in small groups is an essential skill set within these professions.

Organisational Development	Both	Human Resources
Increase employee engagement	Emotional intelligence	Hiring & onboarding
Enhance workplace productivity	Effective communication	Performance management
Scheduling skills	Trustworthy	Redundancy & employee retention
Develop workplace culture	Leadership skills	Writing policies

# JOB ROLES



## HUMAN RESOURCES & ORGANISATIONAL DEVELOPMENT



# JOB ROLES




## HUMAN RESOURCES & ORGANISATIONAL DEVELOPMENT



# Career Pathways


## BUSINESS UNITS FOR EACH CAREER PATH

### RECRUITMENT




In human resources management, recruitment is the process of finding, screening, and hiring. Recruitment considers a candidate's practical and soft skills and follows pre-determined company guidelines that might involve psychometric testing, interviews, and the vetting of referees. The aim is to fit the best, most qualified person for the job on offer and then integrate them successfully into the culture of the organisation.

### PAYROLL




A very specific area of HR, payroll is the administration and management of staff financial records compliance relating to salary, tax, leave, and termination of employment. An effective payroll division will operate seamlessly and increase employee engagement. An essential part is selecting and maintaining the best software systems, often in consultation with Finance and IT management.

### PEOPLE & CULTURE



A newer area of HR that delivers organisational development strategies and implements policies and systems that strengthen work culture. It is concerned with the employees' relationships and well-being within the company. Outcomes include improved productivity, happiness, loyalty, and retention.

### MANAGEMENT



At a management level, human resources seeks to improve people's performance to give an organisation a competitive advantage. Areas of focus are training, salary and salary packages, performance reviews, and career progression within the company. HR management positions will work closely with both the COO and CEO.

## WHAT INDUSTRIES MAKE UP HR

- > **7.2%** in professional, scientific and technical services
- > **36.1%** in administrative and support services
- > **13.6%** in public admin and safety
- > **7.2%** in healthcare and social assistance

# Which Course is Right for Me?

## DESIGNED FOR

## EXPERIENCE LEVEL

## OUTCOMES

### Single qualifications

**BSB40420**

**Certificate  
IV in Human  
Resource  
Management**

Professionals looking to begin their career in HR and professionals who have recently moved into an HR career.



No experience needed, but basic understanding of HR skills and knowledge is preferred.

HR Assistant  
HR Administrator  
HR Officer  
Payroll Officer/Supervisor

**BSB50320**

**Diploma of  
Human  
Resource  
Management**

HR professionals looking to progress and excel in their HR career to higher management positions.



There are formal entry requirements for this course. To satisfy entry requirements you must have either completed the required units or have two years of full-time work experience.

Recruitment Coordinator  
Training Officer  
HR Manager

**BSB50120**

**Diploma of  
Business  
(Organisational  
Development)**

HR and business professionals looking to move into change management or organisational development roles.



No experience needed, but basic understanding of HR skills and knowledge is preferred.

Org Dev Specialist  
Change Manager  
People and Culture Manager

### Pathway Package

**BSB50320**

**Diploma of  
Human Resource  
Management  
+ Pathway Package**

Professionals looking to start their HR career and take a step further to develop management level skills, professionals with some experience with HR duties wanting to build their skills from the ground up.



No experience needed, understanding of HR skills and processes is preferable.

HR Administrator  
Payroll Supervisor  
Training Officer  
HR Manager

# Which Course is Right for Me?

## DESIGNED FOR

## EXPERIENCE LEVEL

## OUTCOMES

### Double qualifications

**BSB50120 + BSB50420**

**Diploma of Business (Organisational Development) +**

**Diploma of Leadership & Management**

HR and business professionals looking to move into leadership roles in change management or organisational development roles.



No experience needed, but basic understanding of HR skills and knowledge is preferred.

**Org Dev Specialist  
Change Manager  
People and Culture Manager**

**BSB50320 + BSB50420**

**Diploma of Human Resource Management +**

**Diploma of Leadership & Management**

Professionals established in HR who are wanting to gain a competitive edge with leadership skills, administrators wanting to branch into an HR career, or gain fundamental HR skills.



There are formal entry requirements for this course. To satisfy entry requirements you must have either completed the required units or have two years of full-time work experience.

**Payroll Supervisor  
HR Manager  
HR Director**

### Dual qualification

**BSB50320 + BSB60320**

**Diploma of Human Resource Management +  
Advanced Diploma of Human Resource Management**

HR managers ready to upskill and move into senior HR leadership or executive roles to become a key influencer in the future of the business.



There are formal entry requirements for this course. To satisfy entry requirements you must have either completed the required units or have two years of full-time work experience.

**Senior HR Manager  
HR Manager  
HR Director**

### Advanced qualification

**BSB60320**

**Advanced Diploma of Human Resource Management**

HR Managers looking to move into strategic human resource management roles and become a key influencer in the future of the business.



There are formal entry requirements for this course. To satisfy entry requirements you must have either completed the required diploma or have four years of full-time work experience.

**HR Business Partner  
HR Director  
Senior HR Manager**

# Certificate IV in Human Resource Management

**BSB40420**

Most organisations now adopt an approach that sees HR responsibilities devolved to unit managers, meaning that HR capability now ranks as a core skill among managers and supervisors at virtually every level. The Certificate IV in Human Resource Management (BSB40420) is the perfect qualification for those looking to begin a career in HR and gain a well-rounded skillset in the common professional areas.

## DESIGNED FOR

This qualification is an ideal entry point into HR. It is suitable for those new to HR and staff moving from other related areas such as payroll, into HR.

The Certificate IV in Human Resource Management (BSB40420) teaches skills and knowledge for HR officer roles or manager roles with certain HR responsibilities.

## LEARNING OUTCOMES

- Gain a deeper understanding of the role HR plays in supporting business strategy
- Understand the various functions and roles undertaken by HR and administrative requirements
- Conduct research, analyse results and compile data into business reports
- Contribute to recruitment and selection processes, and work with managers to ensure they have support
- Understand how the performance management processes work in your organisation
- Support managers to conduct performance review meetings and document outcomes
- Update HR policies and procedures in line with changes to the organisation and any relevant standards, regulations, and legislation

## ENTRY-LEVEL QUALIFICATION

### UNITS



A total of 12 units to achieve your Certificate IV

### DURATION



Generous 24-month self-paced enrolment period

Part-time: approx 12-14 months  
Full-time: approx 8 months

### CAREER OPPORTUNITIES



- Human Resource Administrator
- Human Resource Assistant
- Payroll Supervisor

### SKILLS YOU WILL LEARN

- Conducting research and analysis
- Coordination of HR services and WHS
- Recruitment, coordination and induction processes
- Performance management
- Team building
- Development of effective workplace relationships

# Diploma of Human Resource Management + Pathway Package

**BSB50320**

Hit the ground running with our Human Resources Pathway Package. We provide you with everything you need to know to kickstart your Human Resources career, from managerial, operational, and strategic human resources skills, to financial and account management, change management, recruitment, and more. Set yourself up for success in an HR career with this well-rounded qualification.

## DESIGNED FOR

This course is designed for professionals looking to start their career in HR, or for entry-level HR professionals who are wanting to formalise their existing experience and progress in their HR career.

Throughout the course, you will gain essential foundation-level HR skills from the Certificate IV entry units, and then be able to acquire practical HR management skills with the Diploma.

## LEARNING OUTCOMES

- Gain a deeper understanding of the role HR plays in supporting the business strategy
- Understand the various functions and roles undertaken by HR and administrative requirements
- Contribute to and develop the recruitment and selection processes
- Understand how performance management processes work and develop systems for staff
- Understand how to conduct performance review meetings and document outcomes, and manage negotiations, conflicts and disputes
- Update HR policies and procedures in line with changes to the organisational processes and any relevant standards, regulations and legislation
- Implement and monitor WHS policies, procedures, strategies and other participative arrangements to ensure compliance with current legislation, regulations and standards

## ENTRY-LEVEL PATHWAY QUALIFICATION

### UNITS



**A total of 16 integrated units to achieve your Diploma**

### DURATION



**Generous 24-month self-paced enrolment period**

Part-time: approx 16-18 months  
Full-time: approx 12 months

### CAREER OPPORTUNITIES



- Human Resource Administrator
- Human Resource Manager
- Human Resource Generalist

### PATHWAY PACKAGE

Perfect for those who want to complete the diploma but need the required units to gain entry.

This package simply adds the required units at the start of your course so you can continue on to the diploma seamlessly without needing to study a separate qualification or prove that you have considerable work experience.

# Diploma of Human Resource Management

**BSB50320**

Take your HR career to the next level with a Diploma of Human Resource Management (BSB50320) and set yourself up to drive change in your current or future HR role. Develop comprehensive knowledge and skills in HR management processes and learn about HR areas relevant to current business needs.

## DESIGNED FOR

This course is designed for current HR professionals or people who work in specific areas related to HR who have had some experience of HR in the workplace.

This course suits managers who may already have technical qualifications but need additional management skills to advance their careers. This diploma will also suit those who are experienced in HR but would like a formal qualification.

## LEARNING OUTCOMES

- Develop integrated performance management processes
- Design, implement and oversee performance management systems for your staff
- Research and analyse future workforce requirements and data to implement workforce planning strategies
- Develop recruitment, selection and induction policies and processes
- Implement and monitor WHS policies, procedures and strategies to ensure compliance with current legislation, regulation and standards
- Manage negotiations, conflict and disputes

## MID-LEVEL QUALIFICATION

### UNITS



A total of 12 units to achieve your Diploma

### DURATION



Generous 24-month self-paced enrolment period

Part-time: approx 14-16 months  
Full-time: approx 12 months

### CAREER OPPORTUNITIES



- Human Resource Manager
- Human Resource Coordinator
- Human Resource Generalist

### ENTRY REQUIREMENTS

There are entry requirements for this course. To satisfy entry requirements for this diploma, you must have either completed the required units or have two years of full-time work experience.

More information on entry requirements can be found on page 19.

# Diploma of Business (Organisational Development)

**BSB50120**

CAL's Diploma of Business (Organisational Development) will strengthen your ability to foster a positive and productive workplace focusing on its people and culture. You'll develop critical skills in change management, resource management and policy creation as well as managing budgets and financial plans to make effective business decisions that align with business goals and impact the bottom line.

## DESIGNED FOR

Develop your organisational development skills and become a confident people and culture manager or change manager with essential change management and communication.

This qualification is for HR and business professionals looking to move into change management or organisational development roles.

## LEARNING OUTCOMES

- Lead communication in the workplace to enhance transparency with stakeholders.
- Lead continuous improvement to ensure the business is always evolving and optimising.
- Lead and manage organisational change and policies to ensure they are adopted with ease.
- Develop skills in managing budgets and financial plans to understand the business' financial position.

## MID-LEVEL COURSE

### UNITS



A total of 12 units to achieve your Diploma

### DURATION



Generous 24-month self-paced enrolment period

Part-time: approx 14 - 16 months  
Full-time: approx 12 months

### CAREER OPPORTUNITIES



- Organisational Development Specialist
- Change Manager
- People and Culture Advisor

### BUSINESS SECTORS



- People and Culture
- Training and Development
- Organisation Development
- + Many more

### UPGRADE OPTIONS



Combine this diploma with:

- Diploma of Leadership & Management (BSB50420)

# Diploma of Human Resource Management + Diploma of Leadership & Management

**BSB50320 + BSB50420**

Take the next step to becoming a senior leader and human resources manager in your organisation with our integrated Double Diploma course. We've hand-selected these units to give you the skills you need to succeed in your HR career. You will learn operational and strategic human resources management skills and be equipped with critical leadership skills to manage teams effectively and play an essential part in any organisation.

## DESIGNED FOR

This double qualification is designed for HR professionals who are ready to upskill and move into strategic HR and people management roles.

## LEARNING OUTCOMES

- Manage HR services and processes linking to supporting the business strategy
- Manage performance management processes
- Conduct performance review meetings and processes
- Manage workforce planning, budgeting, payroll, and administrative systems
- Lead and manage teams effectively
- Successfully develop and incorporate change management into your organisation
- Manage employee relations, workforce planning, WHS policies and procedures, HR and administrative requirements, and people performance

## MID-LEVEL COURSE

### UNITS



A total of 17 integrated units to achieve your Double Diploma

### DURATION



Generous 24-month self-paced enrolment period

Part-time: approx 16-18 months  
Full-time: approx 12 months

### CAREER OPPORTUNITIES



- General Manager
- Human Resource Manager
- Human Resource Generalist
- Human Resource Director

### ENTRY REQUIREMENTS

There are entry requirements for this course. To satisfy entry requirements for this double diploma, you must have either completed the required units or have two years of full-time work experience.

More information on entry requirements can be found on page 19.

# Diploma of Business (Organisational Development) + Diploma of Leadership & Management

**BSB50120 + BSB50420**

CAL's Double Diploma of Business (Organisational Development) and Leadership & Management will strengthen your change management skills and be able to foster a positive and productive workplace by focusing on the development of its people and culture. You'll develop crucial leadership and business management skills to support you in a wide range of organisational development and leadership roles.

## DESIGNED FOR

Develop your organisational development and leadership skills and become a confident people and culture manager or change manager with essential change management, communication and leadership skills.

This qualification is for HR and business professionals looking to move into change management or organisational development roles.

## LEARNING OUTCOMES

- Manage workplace relationships to foster a positive workplace culture.
- Lead communication in the workplace to enhance transparency between stakeholders.
- Lead and manage organisational change and policies to ensure they are adopted with ease.
- Develop skills in managing budgets and financial plans to understand the business' financial position.

## MID-LEVEL COURSE

### UNITS

**A total of 14 units to achieve the Double Diploma**



With overlapping units to create a seamless course, you'll save hundreds of hours normally needed to complete two separate qualifications.

### DURATION

**Generous 24-month self-paced enrolment period**



Part-time: approx 16 - 18 months  
Full-time: approx 14 months

### CAREER OPPORTUNITIES



- Organisational Development Consultant
- Change Manager
- People and Culture Manager

### INDUSTRY SECTORS



- People and Culture
- Training and Development
- Organisation Development
- + Many more

# Diploma of Human Resource Management + Advanced Diploma of Human Resource Management

**BSB50320 + BSB60320**

With the Dual Diploma of Human Resource Management and Advanced Diploma of Human Resource Management you'll gain key HR management skills with the Diploma, then further develop these skills with a strategic focus in the Advanced Diploma, expanding your career opportunities from HR management roles to senior and executive levels.

## DESIGNED FOR

This qualification is for HR professionals looking to take the next step in their career, towards a directorship or a strategic HR role.

With our human resources dual qualification course, you'll be ready to take on strategic HR initiatives and progress your career to be a Senior HR Manager or HR Director.

## LEARNING OUTCOMES

- Manage employee relations to foster a positive workplace culture
- Manage strategic workforce planning to attract and retain the talent you need for future growth
- Manage organisational finances to monitor business financial position and manage risk
- Provide leadership across the organisation to increase engagement and develop a united culture

## HIGH-LEVEL COURSE

### UNITS



**A total of 18 units to achieve your Dual Qualification**

You'll study the Diploma units first, then continue to the Advanced Diploma.

### DURATION



**Generous 24-month self-paced enrolment period**

Duration: approx 20 months

### CAREER OPPORTUNITIES



- Human Resources Business Partner
- Human Resources Director
- Senior Human Resources Manager

### ENTRY REQUIREMENTS

There are entry requirements for this course. To satisfy entry requirements for this diploma, you must have either completed the required units or have two years of full-time work experience.

More information on entry requirements can be found on page 19.

# Advanced Diploma of Human Resource Management

**BSB60320**

CAL's Advanced Diploma of Human Resource Management will further develop your HR management skills to prepare your organisation to move into the next stage of growth. With a formal qualification under your belt to support your years of experience, you'll gain the leadership skills needed to move into strategic human resource management roles and become a key influencer in the future of the business. This includes the development and implementation of a future-proof workforce plan, developing business plans, leading organisational change, risk management, and employee relations.

## DESIGNED FOR

This qualification is for HR managers looking to take the next step in their career, towards a directorship or a strategic HR role.

The Advanced Diploma of Human Resource Management (BSB60320) teaches strategic management skills.

## LEARNING OUTCOMES

- Manage employee relations to foster a positive workplace culture.
- Manage strategic workforce planning to attract and retain the talent you need for future growth.
- Manage organisational finances to monitor business financial position and manage risk.
- Provide leadership across the organisation to increase engagement and develop a united culture.

## HIGH-LEVEL COURSE

### UNITS



A total of 10 units to achieve your Advanced Diploma

### DURATION



Generous 24-month self-paced enrolment period

Part-time: approx 18 - 20 months  
Full-time: approx 18 months

### CAREER OPPORTUNITIES



- Human Resources Business Partner
- Human Resources Director
- Senior Human Resource Manager

### ENTRY REQUIREMENTS

There are entry requirements for this course. To satisfy entry requirements for this Advanced Diploma, you must have completed a Diploma or demonstrate that you have four years' equivalent full-time relevant work experience in an human resource role within an enterprise.

More information on entry requirements can be found on page 20.

# Entry Requirements

## Diploma of Human Resource Management (BSB50320)

To satisfy the entry requirements for the diploma, you must be able to demonstrate that you have **either** completed the four (4) required units of competency, **or** that you have two (2) years equivalent full-time work experience.

### UNITS OF COMPETENCY

To satisfy this entry requirement option, you must have completed the following units (or equivalent competencies):

- BSBHRM411 - Administer performance development processes;
- BSBHRM412 - Support employee and industrial relations;
- BSBHRM415 - Coordinate recruitment and onboarding; and
- BSBHRM417 - Support human resource functions and processes.

#### What do I need to provide to demonstrate that I've completed the entry requirement units?

Evidence must be provided in the form of a VET Transcript. If your units were awarded prior to 2015, you may provide a certified copy of a Statement of Attainment, Testamur, or Record of Results.

OR

### WORK EXPERIENCE

To satisfy this entry requirement option, you must demonstrate you have successfully completed two years of equivalent full-time work experience. This should cover a range of human resource functions, including performance development, employee relations, recruitment, termination, and workforce planning.

#### What do I need to provide as evidence of workplace experience?

You'll be required to submit at least one of the following documents to demonstrate two years equivalent full-time work experience.

- A Curriculum Vitae (CV) outlining all roles and responsibilities relating to the above-specified human resources areas that demonstrate two years equivalent full-time relevant work experience; or
- A job description outlining all responsibilities relating to the above-specified human resources areas that demonstrate two years equivalent full-time relevant work experience.

### Haven't got the entry requirements under your belt?

#### Combine the diploma with our: **Human Resources Pathway Package**



*Perfect for those who want to complete the diploma but need the required units to gain entry. This package simply adds the required units at the start of your course so you can continue on to the diploma seamlessly without needing to study a separate qualification or prove that you have considerable work experience.*

# Entry Requirements

## Advanced Diploma of Human Resource Management (BSB60320)

To satisfy the entry requirements for this Advanced Diploma, you must be able to demonstrate that you have either completed the Diploma of Human Resource Management (BSB50320)/Diploma of Human Resources Management (BSB50618), or that you have four (4) years equivalent full-time relevant work experience.

### DIPLOMA QUALIFICATION

To satisfy this entry requirement option, you must have completed one of the following (or equivalent competencies):

- Diploma of Human Resources Management (BSB50618); or
- Diploma of Human Resource Management (BSB50320)

#### What do I need to provide to demonstrate that I've completed the entry requirement units?

Evidence must be provided in the form of a VET Transcript. If your units were awarded prior to 2015, you may provide a certified copy of a Statement of Attainment, Testamur, or Record of Results.

OR

### WORK EXPERIENCE

To satisfy this entry requirement option, you must demonstrate you have successfully completed four years of equivalent full-time work experience. This should cover a range of human resource functions, including performance development, employee relations, recruitment, termination, and workforce planning.

#### What do I need to provide as evidence of workplace experience?

You'll be required to **submit at least one of the following documents** to demonstrate four years equivalent full-time work experience.

- A Curriculum Vitae (CV) outlining all roles and responsibilities relating to the above-specified human resources areas that demonstrate four years equivalent full-time relevant work experience; or
- A job description outlining all responsibilities relating to the above-specified human resources areas that demonstrate four years equivalent full-time relevant work experience.

### Haven't got the entry requirements under your belt?

#### Combine this Advanced Diploma with our: **Human Resources Dual Qualification Package**



*Perfect for those who want to complete the advanced diploma but need the entry requirement diploma units first.*

*This package simply adds the required diploma units at the start of your course so you can continue on to the advanced diploma seamlessly without needing to study a separate qualification or prove that you have considerable work experience.*

#### **A total of 18 units to achieve your Dual Qualification Package**

# Why CAL?

## UNIQUE AND FLEXIBLE ADULT LEARNING

“ We’re committed to **igniting real change** by inspiring one student at a time and giving them the power to shape their world. ”



The College for Adult Learning formed as a Registered Training Organisation (RTO) in 2009, founded by Helen Sabell and Rob Golding. They wanted to change the way we deliver adult education through dedication to outcomes-focused, practical training solutions with unparalleled support and flexibility.

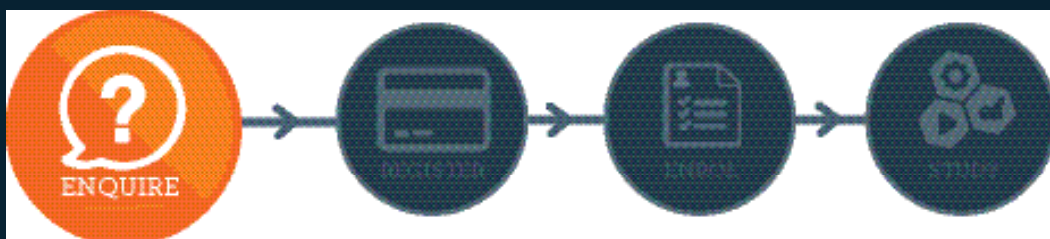


They built the foundation for an RTO that is committed to making a difference and inspiring transformation through learning.



At CAL, we live by this in everything we do, from our unique flexible delivery to our bespoke content written in partnership with industry leaders, through to our hands-on and personalised approach to support.

**In just four easy steps you’ll be on your way to taking your career to new heights.**



Now that you’ve enquired, the next step is to apply to enrol. You’ll be put in contact with your own Professional Learning Consultant who will guide you through the registration and enrolment process and get you started in your exciting new HR course with CAL.

**Take the first step in advancing your career and apply to enrol today.**

**Apply now, start tomorrow**