

## DUAL HR COURSE

## CERTIFICATE IV IN HUMAN RESOURCES **BSB41015**

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## DIPLOMA OF HUMAN RESOURCES MANAGEMENT **BSB50615**

### THE COURSE

The College for Adult Learning helps you achieve your goals with this wholly online Dual Qualification course. Designed around your goals, start anytime and finish when you want.



#### 24/7 ACCESS

Access your course content any time, anywhere, from the comfort of your own home.



#### 1-1 TUTOR SUPPORT

One on one tutor support with coaching calls when you want them and direct email access.



#### NATIONALLY ACCREDITED

Nationally recognised qualifications delivered by The College for Adult Learning.



#### FLEXIBLE LEARNING

Online learning so you can study when you want and how much you want. No more tedious classroom learning!

### GET QUALIFIED

Already have the skills? New to the industry? Work with our team of Learning Coaches to help you get qualified in a time frame that suits you to receive your nationally recognised qualifications.

### Are you looking for a successful career in HR?

The Dual Certificate IV and Diploma of Human Resources Management will give you the edge you need to break into a successful HR career and learn all the skills and knowledge you'll need.

The Dual program has a strong emphasis on building up you and your skills in HR so that you'll be able to hit the ground running. Gain entry level skills through the Cert IV and move up to a senior HR manager with the Diploma.

Along with the subjects you need to advance you to the next level of your career, this dual program will also provide you with a range of Leadership, business, management and HR skills.

### EMPLOYMENT OPPORTUNITIES

#### HR Departments:

- HR generalist
- Recruitment, resourcing & talent planning
- Learning & development
- Organisational development
- Employee relations
- Performance & reward

#### Job roles such as:

- HR assistant or administrator
- HR officer
- Recruitment coordinator
- Training officer
- HR manager

## Certificate IV in HR

### CORE UNITS - 6 Units

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**BSBHRM403** Support performance-management processes

**BSBHRM404** Review human resources functions

**BSBHRM405** Support the recruitment, selection and induction of staff

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

**BSBLDR402** Lead effective workplace relationships

**BSBWKR411** Support employee and industrial relations procedures

### ELECTIVE UNITS - Select 2

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**BSBCUS402** Address customer needs

**BSBWRT401** Write complex documents

**BSBWOR402** Promote team effectiveness

**BSBRES401** Analyse and present research information

## Diploma of HRM

### CORE UNITS - 6 Units

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**BSBHRM501** Manage human resources services

**BSBHRM506** Manage recruitment selection and induction processes

**BSBHRM512** Develop and manage performance-management processes

**BSBHRM513** Manage workforce planning

**BSBWKR510** Manage employee relations

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

### ELECTIVE UNITS - Select 2

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**BSBFIM501** Manage budgets and financial plans

**BSBFIM502** Manage payroll

**BSBHRM505** Manage remuneration and employee benefits

**BSBHRM510** Manage mediation processes

**BSBINN601** Lead and manage organisational change

**A total of 16 units to achieve two qualifications**

## Frequently Asked Questions

### Is this course right for me?

If you're looking to take the next step in your career and break into HR, then absolutely!

### How long does the course take?

The course is self paced but as a general guide, if you commit 6-8 hours per week to the course you will complete the Cert IV in 6-8 months and the Diploma in another 8-12 months. As it's self paced, you can complete it faster or slower, it's up to you!

### What are the assessments?

There are no exams for the course. All assessments are work based competency assessments. For example, developing a recruitment and selection plan.

### What support is provided?

All support is provided by the College for Adult Learning. You will have access to a team of Learning Coaches throughout your time studying with CAL. You can book in coaching calls when you need them, and submit draft assessments for feedback.

## WHY CHOOSE CAL?

The College for Adult Learning provides the highest quality course content with flexible programs, suited to your needs.



Not just a student number, you receive as much support as you want and when you need it!

Tutors who have real world experience who will support you to reach your dream career.



### For more information

talk to a course advisor on

**1300 907 870** 