



DOUBLE DIPLOMA

DIPLOMA OF HUMAN RESOURCES MANAGEMENT **BSB50615**



DIPLOMA OF LEADERSHIP AND MANAGEMENT **BSB51915**

THE COURSE

The College for Adult Learning helps you achieve your goals with this wholly online Double Diploma qualification course. Start anytime and finish when you want with a generous 24-month timeframe.



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.



NATIONALLY ACCREDITED

Nationally recognised qualifications delivered by The College for Adult Learning.



FLEXIBLE LEARNING

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

GET QUALIFIED

Already have the skills? New to the industry? Work with your very own course tutor to help you get qualified in a time frame that suits you to receive your nationally recognised diploma qualifications.

Are you looking for a successful career in HR?

The integrated Double Diploma of Human Resources Management and Leadership and Management will give you all the skills necessary to be able to move into a successful HR and management career.

The perfect qualification for those who want to make a positive difference to the most important asset of any organisation, its people. Often a challenging and demanding position, you will find that creating positive outcomes is very rewarding.

The Double Diploma qualification will equip you with all the essential people management skills that you will need as well as the important leadership and management skills that go hand in hand with running a successful team and business operation.

Why become an HR Professional?

A great job outlook: An extremely sought after role, with above average job growth in the next 10 years.

High pay that comes with high responsibility: Get into the board room and make a difference!

Travel opportunities: HR is a global profession, in high demand. You can work for small non-profit organisations and charities to large corporate businesses.

Course Structure

The College for Adult Learning has integrated both diploma qualifications into one comprehensive course of study so that you can gain all the skills you need as well as achieve two Nationally Recognised Diploma level qualifications.

Module	Unit Code	Unit Title
Introduction to Human Resources Management, Leadership and Management and Manage Personal Work Priorities	BSBWOR501	Manage personal work priorities and professional development
	BSBLDR502	Lead and manage effective workplace relationships
	BSBWOR502	Lead and manage team effectiveness
Manage Effective Work Relationships and Productive Teams	BSBLDR501	Develop and use emotional intelligence
	BSBHRM501	Manage human resources services
Manage Recruitment, Selection and Induction Processes	BSBHRM506	Manage recruitment selection & induction processes
	BSBHRM405	Support the recruitment, selection and induction of staff
Manage People Performance	BSBMGT502	Manage people performance
	BSBHRM512	Develop and manage performance management processes
Manage Operational Plan	BSBMGT517	Manage the operational plan
Manage Workforce Planning	BSBHRM513	Manage workforce planning
Manage Employee Relations	BSBWRK510	Manage employee relations
Ensure a Safe Workplace and Implement and Monitor WHS policies, procedures and programs to meet legislative requirements	BSBWHS401	Implement & monitor WHS policies, procedures & programs to meet legislative requirements
	BSBWHS501	Ensure a safe workplace
Lead and Manage Organisational Change	BSBINN601	Lead and manage organisational change

A total of 15 units to achieve two qualifications



EMPLOYMENT OPPORTUNITIES

HR Departments:

- HR generalist
- Recruitment, resourcing and talent management
- Learning and development
- Organisational development
- Employee relations
- Performance and reward

Job roles such as:

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

Frequently Asked Questions

Is this course right for me?

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

How long does the course take?

The course is self paced but as a general guide, if you study part-time you could complete it in approximately 12-16 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 an individual learning coach throughout your time studying with CAL. You can book in coaching calls when you need them as well as send your coach emails to check over your draft work or ask questions on the course.

ABOUT CAL

The College for Adult Learning, RTO #22228, was established and has been a Registered Training Organisation (RTO) since 2009.

CAL was established and is now run by three senior executives from the TAFE/University sector who wanted to provide a custom designed learning environment for experienced, mature adults.

Your course coach

Vikki Fitzgerald has over 24 years of professional HR, business & management experience. She has also run her own HR consultancy business, as well as worked in senior HR management roles for well known Australian and global enterprises.



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 one-on-one support as you want and when you need it!

Expert and up-to-date content that is purposefully developed to be future-focused, rich in current workplace topics that are practical and relevant to your career.



We take the time to understand you and your level of experience. Your team is familiar with your CV, your goals and your unique needs.

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

 admin@collegeforadultlearning.edu.au