

Human Resources Management

Career, Salary & Course Guide



The College for
Adult Learning

<https://collegeforadultlearning.edu.au>
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TOID2228

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“Human Resources isn’t a thing we do, it’s the thing that runs our business.”



What is HR?

Human Resources Management is the function within an organisation that focuses on the recruitment, management and direction for the people who work within that business. To ensure the successful operation of an organisation, the HR department provides:

- Organisational design
- Organisational development
- Learning and development
- Employee relations
- Performance and reward
- Resourcing and talent planning
- Employee engagement
- Service delivery and information

Why become an HR professional?

- **A great job outlook:** An extremely sought after role, HR jobs are set to have above-average job growth in the next 10 years
- **High pay that comes with high responsibility:** With an attractive salary for HR professionals, you get the reward and the responsibility in one role
- **Travel opportunities:** HR is a global profession in high demand. You can work for small non-profit organisations and charities, to large corporate businesses
- **Positive people difference:** Make a positive difference to the most important asset of any organisation - the people. HR is often a challenging and demanding position, therefore being able to create positive outcomes can be very rewarding
- **Climb the corporate ladder:** There's always room to grow with an HR career. Many employers encourage gaining new skills and strategies to improve yourself and the job. The sky's the limit!



78,800 Australians
employed in HR
(2019)



71.7% 10-year
job growth



\$83,557
Average Salary

Which HR department suits you?



HR generalist

Across all HR departments, the generalist must be adaptive and decisive in actions. Involved in talent acquisition, staffing, employment processing, compensation, health and welfare benefits, training and development, OH&S... the list goes on!

Recruitment, resourcing and talent planning

Your role is to help your organisation meet the needs of the business goals. You will be responsible for identifying and attracting the right people who will provide the competitive advantage, managing turnover, supply and demand of labour, and planning demographic changes. You will ensure the business is able to meet the needs of its customers.



Learning and development

You will help identify, develop and nurture the skills that help individuals succeed in their jobs. By aligning training with business goals, a Learning and Development specialist is a rewarding and critical job role. You will need to be a quick thinker with strong analytical skills.

Which HR department suits you?

Organisational development



You will be in charge of developing and fostering a positive culture through programs, initiatives, change management and re-organisation. Being able to positively impact people's day-to-day activities to achieve sustained business performance, you will need to have great communication skills, creativity and organisation.

Employee relations

This areas involves having responsibility for maintaining and developing productive working relationships throughout the organisation. Regularly the conduit between the organisation and employees, you will be involved in managing employee participation in management decisions, dealing with conflict and grievance resolution, trade unions, collective bargaining and health and safety/employee wellbeing.



Performance and reward



A critical role in any organisation, your responsibilities include the formulation of reward recognition and benefits strategies in line with business goals and the development of related policy and procedures and systems. Creativity and communication are key as you'll be liaising with trade unions and employees, as well as creating incentive and recognition schemes.

Job roles in HR

There are many jobs in the HR profession ranging from HR assistants or administrators to HR Directors or General Managers with a large number of varying roles in between in fields like OH&S, Organisational Development and Specialist HR roles.

HR Assistant or HR Administrator

This is an entry-level position acting as the first point of contact for all HR-related queries, and handles all personnel-related paperwork and documentation, such as employment contracts.

HR Officer

This role generally has responsibilities in recruitment, payroll, training, induction, sickness and absence tracking, disciplinary and grievance procedures, redundancy settlements, equal opportunities and establishing staff support systems.

Recruitment Coordinator

This role arranges the advertisement of new vacancies, analyses applications and shortlists candidates, arranges job interviews and manages any testing procedures involved in the recruitment process.

Training Officer

This role identifies the training requirements among employees within the organisation, and designs and implements appropriate training programs for individuals.

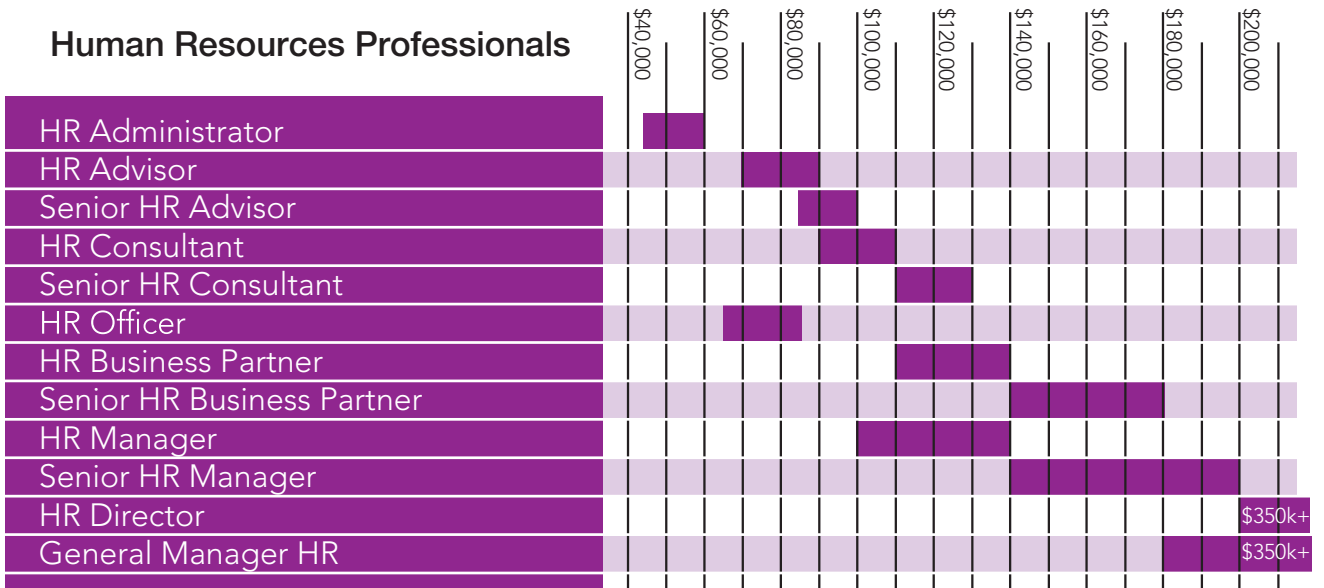
HR Manager

A more strategic role involving a range of policies, processes and practices relating to the overall business needs of the organisation. This role contributes to and/or is a party to the business or strategic planning processes of the organisation. HR Managers often produce the HR Plan in support of the organisation's strategic plan.

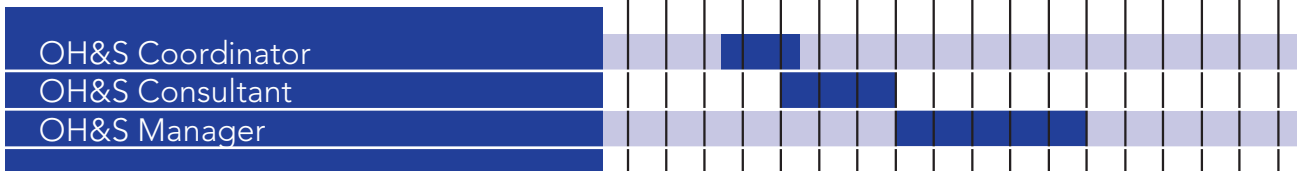
HR Director

A member of the executive management team and with a hands-on role developing strategy and future directions of the company. Manages and controls departmental expenditure within budgets and implements new practices to maintain a competitive edge.

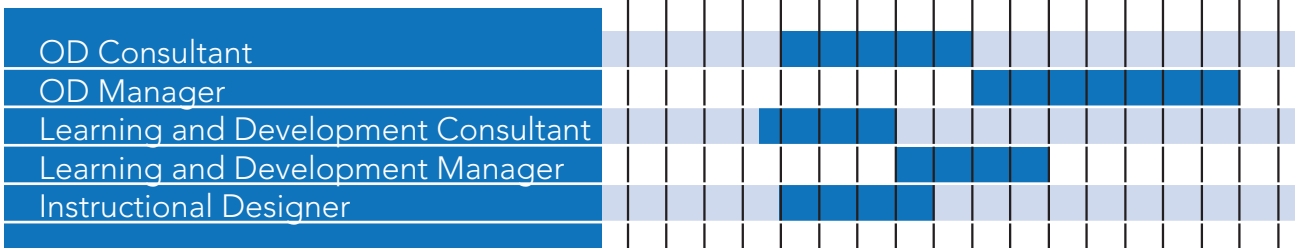
Human Resources Professionals



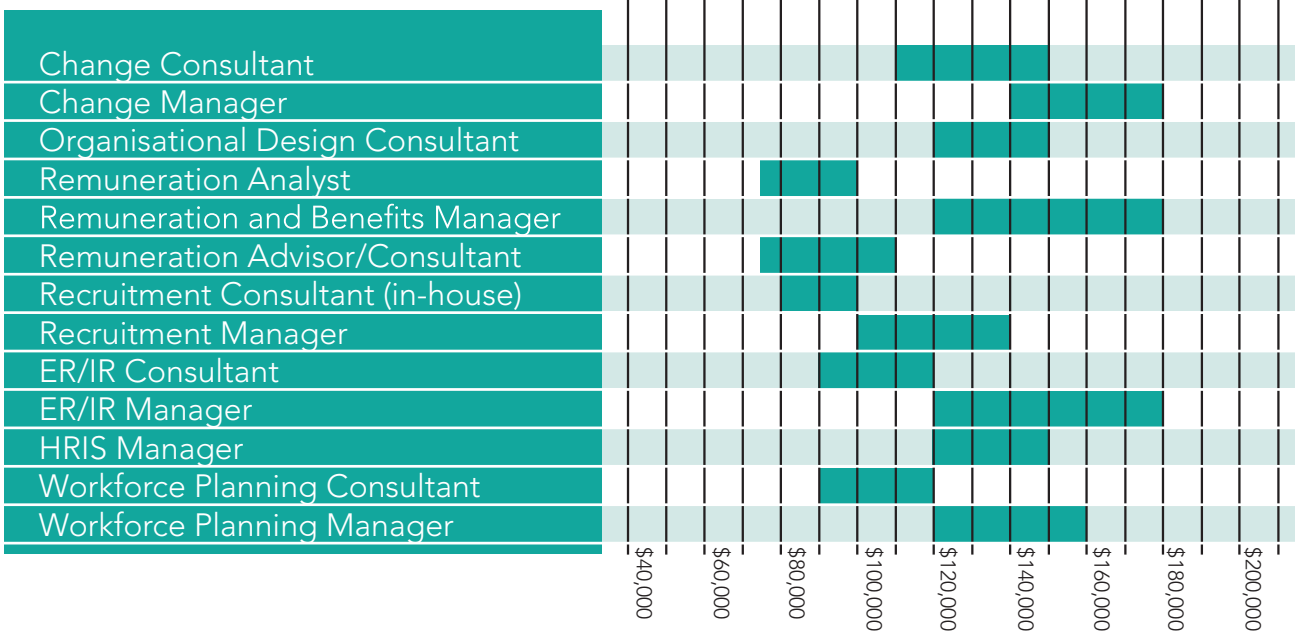
Health, Safety and Wellbeing



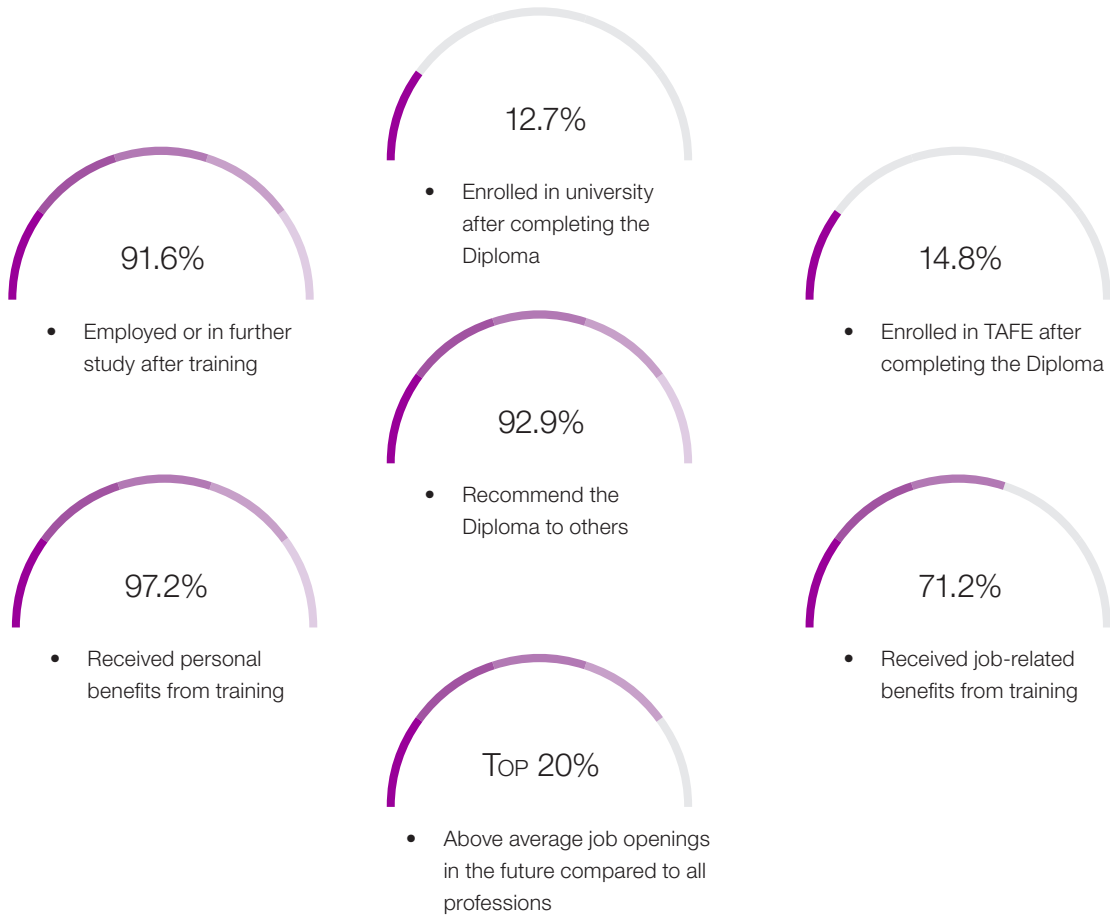
Organisational Development



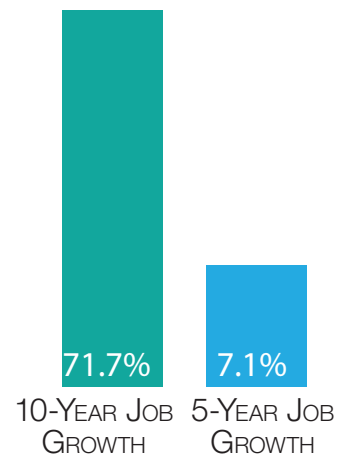
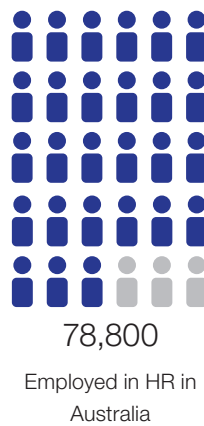
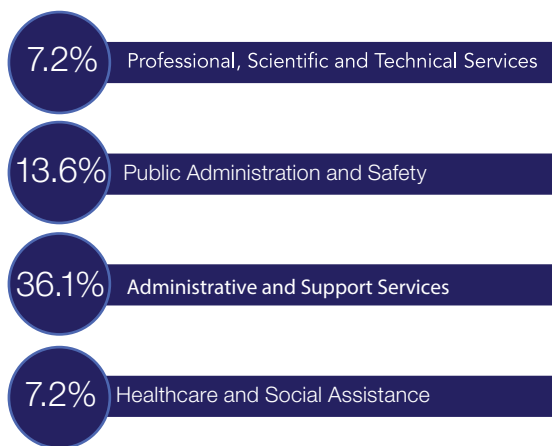
Specialist HR



Recent HR statistics



Main Employing Industries



Certificate IV in Human Resource Management

Overview

The Certificate IV in Human Resource Management delivers skills training in the professional practices common to HR roles: conducting research and analysis and preparing reports, the coordination of HR services, recruitment and induction processes, performance management, work, health and safety, team building and the development of effective workplace relations. 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.

Designed for

This qualification is an ideal entry point into HR and is suitable for those new to HR and for staff moving from other related areas such as payroll into HR. The Certificate IV in Human Resource Management will give you the skills and knowledge to work as a human resources officer or a manager with human resource responsibilities.

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 the administrative requirements
- Learn how to manage personal work priorities and priorities and delegate effectively
- Conduct research, analyse results and compile into usual business report format
- Contribute to the recruitment and selection process 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 the outcomes
- Update HR policies and procedures in line with changes to the organisational processes and any relevant standards, regulations and legislation

Course Details

Qualification

Certificate IV

National Course Code

BSB40420

Institute

College for Adult Learning
TOID22228

Recognition

Nationally Recognised Qualification

Time Frame

Self-paced course
Up to 2 years to complete

Units

10 Units - 6 core + 4 electives

Delivery

Online with tutor support

Enrolment

Start anytime

Entry Requirements

None

Payment Options

Upfront deposit discount or
3-12 month payment plans

Australian
Qualifications
Framework

NATIONALLY RECOGNISED
TRAINING

Diploma of Human Resource Management

Overview

The Diploma of Human Resource Management provides participants with comprehensive knowledge and skills in HR management processes and offers a broad range of study areas relevant to current business needs.

This program reflects the latest changes in HRM practice as well as global trends and current research practice so that graduates of the program will have the latest knowledge and skills as well as access to the newest and most up-to-date tools and processes.

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. It is also perfect for managers who may already have technical qualifications but need additional management skills to advance their career and for those who are experienced in HR but would like a formal qualification. To complete this qualification you must satisfy the entry requirements.

Learning Outcomes

- Develop integrated performance management processes
- Design, implement and oversee performance management systems for your staff
- Research and analyse future workforce requirements, labour market data and implement a workforce planning strategy to suit your organisation's needs
- Develop recruitment, selection and induction policies and procedures, linking the sourcing and development of talent to their organisations' business goals
- Understand industrial relations law and best practice for your organisation
- Implement and monitor WHS policies, procedures, strategies and other participative arrangements to ensure compliance with current legislations, regulations and standards
- Manage negotiations, conflict and disputes
- Identify change requirements and opportunities and develop and implement an effective change management strategy

Course Details

Qualification

Diploma

National Course Code

BSB50320

Institute

College for Adult Learning
TOID22228

Recognition

Nationally Recognised Qualification

Time Frame

Self-paced course

Up to 2 years to complete

Units

9 Units - 6 core + 3 electives

Delivery

Online with tutor support

Enrolment

Start anytime

Entry Requirements

Completed required units or have two years of full-time work experience

Payment Options

Upfront deposit discount or
3-12 month payment plans

Australian
Qualifications
Framework

NATIONALLY RECOGNISED
TRAINING

OUR TEAM

HELEN SABELL
CEO & PRINCIPAL



Passionate about adult and lifelong learning, Helen established The College for Adult Learning for mature, work-experienced learners and mid-career professionals seeking professional development options and work-ready qualifications, which are relevant, adaptable and flexible. Helen holds a Masters of Education and is working towards her PhD. She has worked with some of the leading names of the Australian University and TAFE sector across her extensive career in the industry.

SARAH SABELL
ASSOCIATE DIRECTOR OF LEARNING



Sarah's background in workplace training and work-ready education sees her well placed to not only understand many of the challenges faced by CAL's students, but to provide solutions, options and answers to many of these day-to-day obstacles. Sarah also works closely with students to ensure that all training CAL provides is precisely customised to each individual's needs, and then delivered to the highest possible quality. Sarah spent many years with Swinburne University, working in Industry Solutions (as part of the Commercial Education Unit). She held a number of roles in this area, most recently as a Project Manager.

Kerre is an award-winning business owner with over 40 years' experience in service industries. She brings a wealth of business training, and international consulting experience, working throughout South East Asia with major companies. She has been an industry trainer for over 30 years, as well as an international speaker and facilitator. Kerre is currently the CEO of The Goulding Institute looking after an international team. She enjoys supporting and empowering individuals to pursue their dreams, aspirations, and goals. Her fun, quirky personality and positive outlook bring out the best in her pupils.

KERRE BURLEY
LEARNING COACH



Frequently Asked Questions

Where are these qualifications recognised?

The College for Adult Learning is a Registered Training Organisation T0ID22228 and all of our qualifications adhere to the Australian Quality Framework (AQF) standards. As such they are nationally and internationally recognised qualifications, issued on behalf of the Australian Government.

How is the course set out?

The course is wholly delivered online. You are able to access all learning materials online via Spark, CAL's Learning Platform

What are the assessments? Are there exams?

There are no exams for the course. All assessments involve practical and job-ready applications based on your workplace or the case studies we provide. There are different assessment elements, including interactive simulation and role play activities. These activities are conducted with a Learning Coach and may need to be completed with others (e.g. coworkers, friends or family) in real-time through Zoom or in a pre-recorded video. Video assessments allow us to assess your interpersonal skills needed for management roles. This is an innovative method to engage with your learning by acting out crucial situations you would encounter in the workplace, in a safe environment with an industry expert. You'll be able to hone your new skills in real-time with your Learning Coach and get valuable feedback so you can confidently demonstrate your learning in the workplace.

What support is provided?

All support is provided by the College for Adult Learning. You will have a team of expert learning coaches supporting you throughout your time studying with CAL. You can book in coaching calls when you need them at any time, or utilise one of our many support avenues, like our Live Chat service.

How long does it take?

As a general guide, the Certificate IV will take approximately 8 months and the Diploma 12-16 months to complete. This is different for everyone, and you have up to two years to complete your qualification.

Am I eligible for Recognition of Prior Learning?

Depending on your HR experience, you may be eligible for RPL. As everyone is different, talk to your course advisor who will be able to advise you on the RPL process at CAL, and what you may be eligible for.

Can I finish it faster?

Absolutely! As the course is online and self-paced, you can complete the course in a time frame that suits you.

What about VET FEE-HELP?

The College for Adult Learning does not provide VET FEE-HELP. We do offer our own cost-effective payment plans which range from 3-18 months. These payment plans are structured to be affordable and flexible to our students' needs.

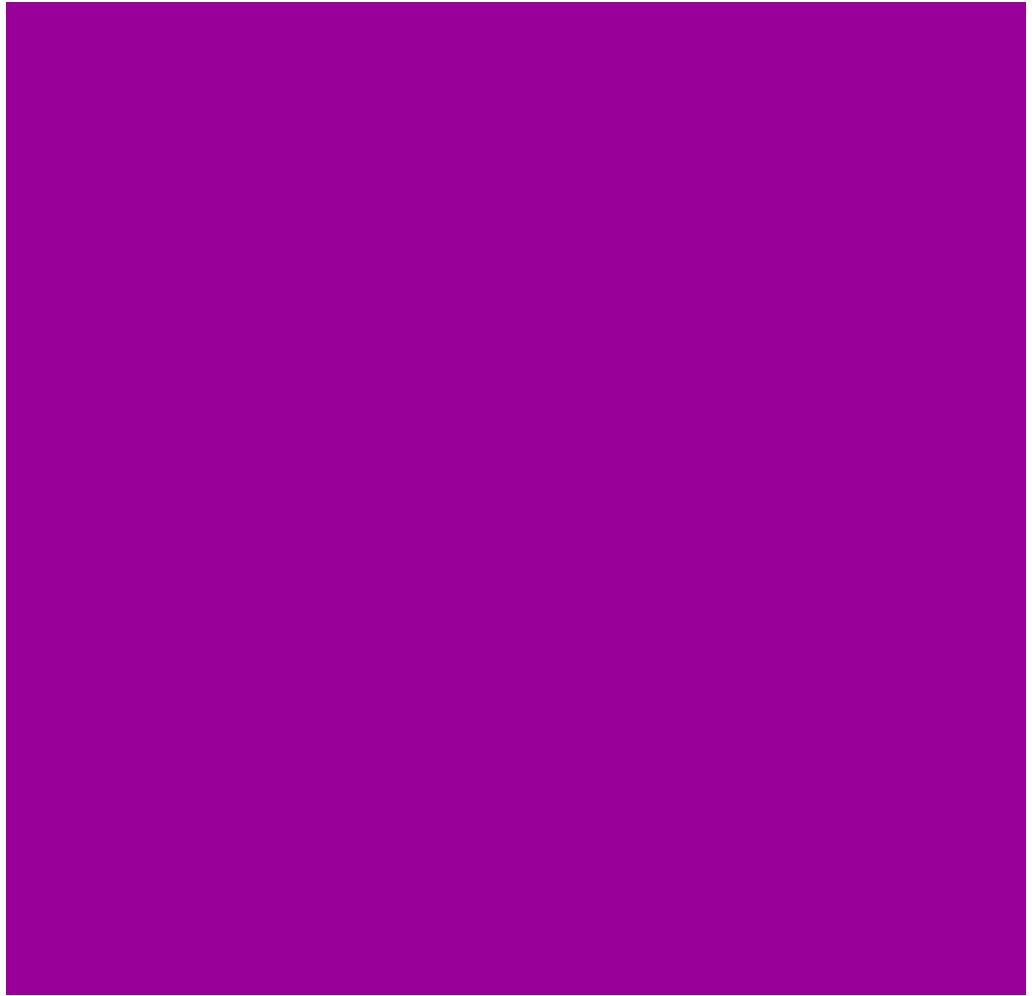
How do I enrol?

Click the enrolment link below to put in your enrolment application. From here, you will be able to have a chat with one of our friendly Learning Consultants who will be able to guide you through the enrolment process and answer any questions you might have about studying a qualification with CAL.

Entry Requirements

There are entry requirements for the HR Diploma. To satisfy entry requirements for this diploma, you must have either completed the required units or have two years of full-time work experience. If you don't meet the entry requirements yet, we offer the option to combine this qualification with our Pathway Package. Chat to a Learning Consultant or download our Diploma of Human Resource Management course guide for more information.

[Apply to Enrol Now](#)



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