

ADVANCED DIPLOMA

# Advanced Diploma of Human Resource Management

BSB60320



UNLIMITED ONE-ON-ONE SUPPORT



30 DAY COOLING OFF PERIOD



100% ONLINE LEARNING

BSB60320

## ADVANCED DIPLOMA

# Advanced Diploma of Human Resource Management

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. With this combination of technical HR and leadership skills, you'll be equipped to manage the strategic direction of human resources within an organisation.

### In-demand skills you will learn:

- 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



#### Courses designed for success

We designed our courses to be aligned with industry expectations. We've consulted with industry professionals to deliver the skills that tomorrow's workforce needs today.



#### Focus on student experience

We take the time to understand your goals, providing personalised and flexible learning solutions driven by passionate mentors and support teams.



#### Committed to real outcomes

We're dedicated to making a difference in our students' lives. We focus on providing real outcomes, not just a piece of paper.

### 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

To satisfy entry requirements for this Advanced Diploma, you must have either completed the required diploma or have four 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 Dual Qualification Package. More information on entry requirements can be found on page 5.

# Course Structure

CAL has developed this Advanced Diploma qualification in consultation with industry experts. **We've hand-selected these 10 units to align your skills with industry expectations.** If you don't meet the entry requirements yet, we offer the option to combine this qualification with our Dual Qualification Package. For more information on entry requirements see page 5.

## MANAGE AND DEVELOP WORKFORCE

<b>BSBHRM611</b>	Contribute to organisational performance development
<b>BSBHRM612</b>	Contribute to the development of employee and industrial relations strategies
<b>BSBHRM614</b>	Contribute to strategic workforce planning
<b>BSBLDR602</b>	Provide leadership across the organisation

## LEAD AND COORDINATE HR AND BUSINESS FUNCTIONS

<b>BSBCRT611</b>	Apply critical thinking for complex problem solving
<b>BSBLDR601</b>	Lead and manage organisational change
<b>BSBFIN601</b>	Manage organisational finances
<b>BSBOPS601</b>	Develop and implement business plans
<b>BSBOPS504</b>	Manage business risk
<b>BSBWHS521</b>	Ensure a safe workplace for a work area

### Dual Qualification Package

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 first. This package simply adds the required diploma at the start of your course so you can continue on to the advanced diploma seamlessly.

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

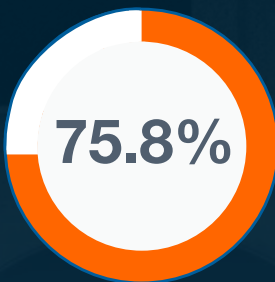
# Outcomes

By completing this course, you'll be prepared to confidently take your next steps into HR director, with vital leadership skills to support you. These will help you navigate the demands of HR senior leadership, including risk management, change management and strategic workforce planning to effectively build high-performing teams and future-proof your organisation.

With a strong skills in Human Resources, some common career pathways are:

<b>HUMAN RESOURCES BUSINESS PARTNER</b>	<b>\$91,000</b>
<b>SENIOR HUMAN RESOURCE MANAGER</b>	<b>\$122,000</b>
<b>HUMAN RESOURCES DIRECTOR</b>	<b>\$144,000</b>

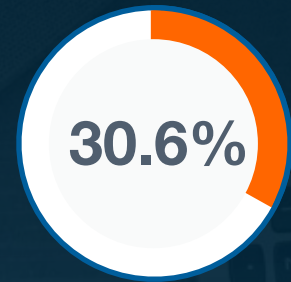
Salaries sourced from Glassdoor.com.au



Managers with at least a Diploma qualification



The average salary for management in the industry



Employers wanting people with a qualification

Data sourced from Jobs and Skills Australia



“As a mature age student that had not technically studied for over 30 years, I actually loved my time with CAL. I had prior experience with many facets of the course, but enjoyed explanations and more detail. ”

**LUISE**

Double Diploma of Human Resources Management (BSB50618) + Business Administration (BSB50415)



“My studies are giving me the ability to add immediate value to my role and my team. It is also teaching me different ways of thinking about situations and approaches to situations.”

**AMI**

**TALENT ACQUISITION CONSULTANT**

Double Diploma of Human Resources Management (BSB50618) + Leadership & Management (BSB51918)

# Entry Requirements

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.

### 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 that demonstrate four years equivalent full-time relevant work experience; or
- A job description outlining all responsibilities 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**

# Flexible Options

CAL is designed for adult learners with busy lives. We know life can be unpredictable and circumstances change, that's why we make our study options as flexible as we can to cater to your lifestyle.

CAL		Competitors	
<input checked="" type="checkbox"/> <b>\$0</b>	RPL Application Cost	<input type="checkbox"/> <b>\$1500*</b>	<input type="checkbox"/>
<input checked="" type="checkbox"/> <b>\$0</b>	6-Month Extension Cost	<input type="checkbox"/> <b>\$500*</b>	<input type="checkbox"/>
<input checked="" type="checkbox"/> <b>\$250</b>	Refund Processing Fee	<input type="checkbox"/> <b>\$280*</b>	<input type="checkbox"/>
<input checked="" type="checkbox"/> <b>30 Days</b>	Refund Period	<input type="checkbox"/> <b>14 Days*</b>	<input type="checkbox"/>
<input checked="" type="checkbox"/> <b>Free 90 Days</b>	Deferral Period	<input type="checkbox"/> <b>30 Days*</b>	<input type="checkbox"/>

\*Sourced from five competitor averages

<sup>†</sup>Up to



### Cooling Off Period

If the course isn't right for you, withdraw within 30 days for a refund.\*



### Free Deferral

You can pause your studies, then pick them back up when you're ready.\*



### Free Extension

If you require additional study time, we can help.\*

\*Terms and conditions apply

## Simple Payment Options

We understand that you need straightforward course fees. We offer transparent payment plans as well as discounted upfront payment options for our courses, where you will see your complete schedule of fees before you make any payments.

We also keep our administrative fees simple. We don't aim to make a profit in order to cater to our students' needs – we just do it.



### Flexible Payment Plans



### Discounted Upfront Payments



### No Hidden Fees

# FAQs

## RECOGNITION

### Where is this qualification recognised?

The College for Adult Learning is a Registered Training Organisation TOID 22228 and all of our Certificate IV and Diploma qualifications adhere to the Australian Qualification Framework (AQF). They are Nationally Recognised and internationally respected qualifications, issued on behalf of the Australian Government.

## REQUIREMENTS

### Are there any prerequisites for the course?

Our students are required to be 18 years or older at the time of registration and demonstrate the required level of competency in English language, literacy and numeracy skills. If English isn't your first language, you may be asked to sit an LLN test to ensure you are suitable to undertake the course.

There are entry requirements for this course. To satisfy entry requirements for this Advanced Diploma, you must have either completed the required diploma or have four 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 Dual Qualification Package. More information on entry requirements can be found on page 5.

### What IT requirements do I need to complete the course?

You will need regular access to a laptop, desktop computer or another device with an adequate and reliable internet connection, at least the equivalent of Microsoft Office or Office for Mac, with word-processing capabilities and spreadsheets and a PDF reader installed, full permissions to install and access third-party software as required. You will also need regular access to a laptop, desktop computer or device with an adequate camera to undertake video calls for assessments as required.

## COURSE STRUCTURE

### How is the course delivered?

The course is 100% online and self-paced, so you can study on your own terms. Make your way through the units with clear tutorials, supporting content downloads, as well as regular checkpoints to test and strengthen your learning along the way. You'll complete a combination of quizzes, written activities, and practical assessment tasks to demonstrate your skills.

### What are the assessments?

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.

# FAQs

## COURSE STRUCTURE

### How long does the course take?

Our courses are completely self-paced, meaning you can study around your lifestyle. No strict deadlines, no inflexible classes to work around, no pressure to work to someone else's schedule. Depending on the time you commit and your learning style, studying part-time could see you complete the course in approximately 20 months. You'll have the freedom to study when it suits you with our generous 24-month enrolment period.

### When can I start?

We have no restrictive intake periods, so you can start as soon as we've processed your course registration and official enrolment form. This is typically done in as little as two business days. We also have options to start your payment plan while delaying your course commencement date until you're ready to begin studying within three months.

### What if I fall behind?

Our courses are completely self-paced, so you don't need to keep up with a class or work to strict deadlines. As a CAL student, you'll receive an individual learning plan that is tailored to your study needs, this helps create structure and set guidelines to help you stay on track to complete your studies. We cater to adult learners and understand that life can sometimes get in the way, so if you find yourself falling behind, you can speak to our Student Support who will be able to advise you of all your options, revisit your learning plan, and help you get your study back on track.

## SUPPORT

### What support is provided?

All support is provided by CAL, you can book in coaching calls when you need them as well as send through support requests to be answered by our Learning Coaches and Student Success Advisors. You can even get quick answers from our Live Chat with Student Support.

### I work full time, can I access my coach after hours?

Our coaches work late on selected nights of every week, so we are happy to book in after-hours calls. We have students across all timezones, so our Learning Coaches are conscious of accounting for time differences.

## RPL AND CREDIT TRANSFER

### Does CAL offer RPL and credit transfer?

If you're a highly experienced professional and currently hold an extensive level of knowledge, competence, and ability in your field, you may be eligible for RPL (recognition of prior learning). You can RPL particular units, or a whole course. To be successful in your RPL application, you'll need to provide comprehensive evidence of prior work experience, including workplace documents and strategies you've created.

We also offer credit transfers. If you've previously completed a unit(s) within the course you wish to enrol in, you may apply for a credit transfer so you don't have to complete the unit again. You can also apply for a credit transfer for a unit that you've completed that is not listed in the course you are enrolling but is in the training package.

For more information on RPL and credit transfers, please speak to one of our learning consultants.

# Why CAL?

**We're committed to igniting real change by inspiring one student at a time and giving them the power to shape their own 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.

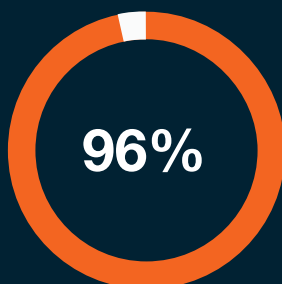


# Unlimited support

Throughout your studies with CAL, you'll have constant access to learning coaches and student support – via calls, live chats, emails, and support tickets.

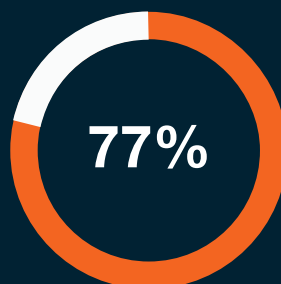
Our learning coaches are experts in their industries and will assess and support you in your course learning. They're an invaluable resource for specific course content, bouncing ideas around, and providing practical advice. Additionally, learning coaches are available for one-on-one coaching sessions (including some after-hours slots). You can book as many coaching calls as you want!

Our support team gives you a catch-all for all support queries that aren't content-specific. They're available to chat over the phone or on live chat between 9:00 am and 6:00 pm on weekdays. Have a support question outside these hours? Just submit a support ticket and our solution-oriented team will get back to you as soon as they can

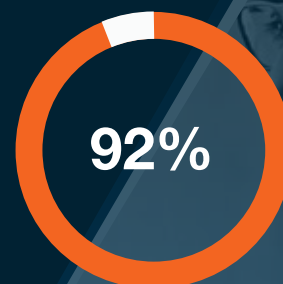


of our students surveyed achieved their primary study goal

\*Statistics sourced from 2020 Alumni Survey



of our students surveyed achieved multiple study goals



recommend CAL to people looking to progress their career



“Studying with CAL has [...] opened up doors for gaining better employment and wages for me. Struggling with surviving in my previous job, I decided to step out of the box and gain a higher qualification than I had. I applied for a new job and having started my course, this had a bearing on gaining the position I am now in.”

**ROSALIND**

*CAL Graduate*



“10 years ago, I was almost unemployable, now I’m being headhunted for roles. In 10 years, I will (hopefully) be retired.”

**JEREMY**

*CAL Graduate*

# Apply Now, Start Tomorrow

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



**Our Learning Consultants are here to help you find the right study path for your career.**

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 to guide you through the registration and enrolment process and get you started in your exciting new course with CAL.

**APPLY NOW**