

DOUBLE DIPLOMA

# Diploma of Human Resource Management

+

# Diploma of Leadership & Management

BSB50320 + BSB50420



UNLIMITED ONE-ON-ONE SUPPORT



30 DAY COOLING OFF PERIOD



100% ONLINE LEARNING

Australian  
Qualifications  
Framework



NATIONALLY RECOGNISED  
TRAINING

BSB50320 + BSB50420

## DOUBLE DIPLOMA

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

CAL's Double Diploma of Human Resource Management and Leadership & Management gives you the skills you need to progress your career into senior leadership roles. You'll be equipped with the skills you need to lead and manage workplace relationships, oversee business functions like WHS, risk and budget management, and communicate effectively with stakeholders at every level of your business.

### In-demand skills you will learn:

- > Leading and managing business operations
- > Managing recruitment and workforce planning
- > Managing people performance and performance management processes



#### 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 16 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 12 months

### CAREER OPPORTUNITIES



- Human Resources Generalist
- Human Resources Manager
- General Manager
- Human Resources Director

### ENTRY REQUIREMENTS

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 5.

# Course Structure

CAL has developed this integrated Double Diploma qualification to give you a holistic view of the HR industry. You'll study both Diploma qualifications simultaneously with overlapping units to create a seamless course, saving you hundreds of hours normally needed to complete two separate qualifications. We've hand-selected these 16 integrated units in line with industry expectations.

	Unit Code	Unit Title	A total of 16 units to achieve your Double Diploma
PROFESSIONAL DEVELOPMENT	BSBPEF501	Manage personal and professional development	
	BSBCRT511	Develop critical thinking in others	
	BSBPEF502	Develop and use emotional intelligence	
	BSBHRM523	Coordinate the learning and development of teams and individuals	
MANAGING PEOPLE	BSBTWK502	Manage team effectiveness	
	BSBLDR523	Lead and manage effective workplace relationships	
	BSBCMM511	Communicate with influence	
MANAGING HUMAN RESOURCE INITIATIVES	BSBHRM522	Manage employee and industrial relations	
	BSBHRM524	Coordinate workforce plan implementation	
	BSBHRM521	Facilitate performance development processes	
	BSBHRM527	Coordinate human resource functions and processes	
	BSBHRM525	Manage recruitment and onboarding	
MANAGING BUSINESS FUNCTIONS	BSBOPS502	Manage business operational plans	
	BSBOPS504	Manage business risk	
	BSBWHS411	Implement and monitor WHS policies, procedures and programs	
	BSBWHS521	Ensure a safe workplace for a work area	

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

Combine this double diploma with our:

**Human Resources + Leadership & Management Pathway Package**



Perfect for those who want to complete the double 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 double diploma seamlessly without needing to study a separate qualification or prove that you have considerable work experience.

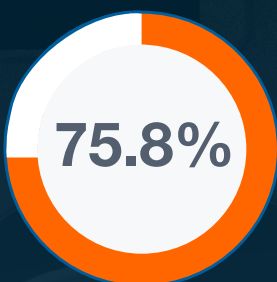
**A total of 20 units to achieve your Double Diploma + Pathway Package**

# Outcomes

As a confident and qualified human resources leader, you'll be prepared to navigate the challenges that HR managers face and reap the rewards that come with having a positive team culture and an effective workplace. With your influential communication skills and understanding of the business from top-level to operations, you'll be able to support individuals and teams throughout your business to operate efficiently and achieve key business objectives. You'll be a valuable asset to any business as you encourage a safe, positive and ever-improving workplace.

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

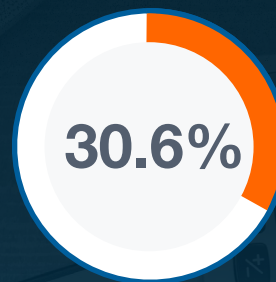
<b>HUMAN RESOURCES GENERALIST</b>	<b>\$71,000</b>
<b>HUMAN RESOURCES MANAGER</b>	<b>\$89,000</b>
<b>GENERAL MANAGER</b>	<b>\$139,000</b>
<b>HUMAN RESOURCES DIRECTOR</b>	<b>\$145,000</b>



**Managers with at least a Diploma qualification**



**The average salary for management in the industry**



**Employers wanting people with a qualification**



“Studying with CAL has given me the confidence in areas of HR that I had not had prior to completing this course. I could compete the course in my own time, around my working schedule and could contact a coach easily to discuss any queries or concerns.”

**SHANNON**

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



“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 Double 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 this Double Diploma with our:  
**Human Resources + Leadership & Management Pathway Package**



*Perfect for those who want to complete the Double 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 double diploma seamlessly without needing to study a separate qualification or prove that you have considerable work experience.*

**A total of 20 units to achieve your Double Diploma + Pathway Package**

# Flexible Options

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

\*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.

This Double Diploma also has formal entry requirements. If you don't meet the entry requirements yet, we offer the option to combine this qualification with our Pathway Package. For more information on entry requirements, see 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 18 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.

## RECOGNITION OF PRIOR LEARNING

### Does CAL offer RPL?

If you are a highly experienced professional and believe that you currently hold an extensive level of knowledge, competence and ability in your field, you may be eligible for Recognition of Prior Learning (RPL), which could reduce the time it takes for you to get qualified. You can RPL particular units, or a whole course. To be successful in your RPL application, you will need to provide comprehensive evidence of prior work experience, including workplace documents, strategies that you have created. If you would like more information on RPL, 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.



**ANNIVERSARY**

MAKING A DIFFERENCE  
SINCE 2009

## **We've been making a difference since 2009**

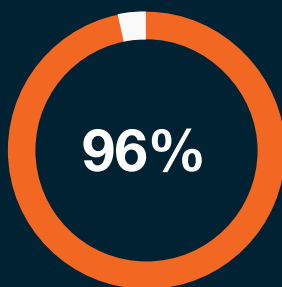
From our humble beginnings, we've grown to a leading player in online training, remaining true to our commitment to make a difference for adult learners. After a decade of education, we've made a difference to over 10,000 students' lives.

# Unlimited Support

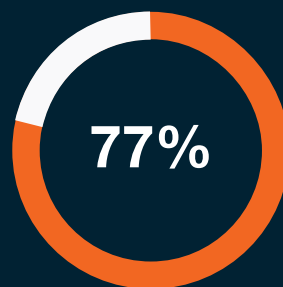
Throughout your studies with CAL, you'll have constant access to learning coaches and student support – via calls, live chats, emails, and support tickets.

Our learning coaches are experts in their industries and will assess and support you in your course learning. They're an invaluable resource for course-specific 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!

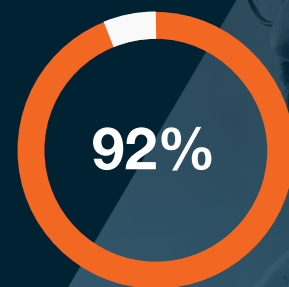
Our support team gives you a catch-all for all support queries that aren't content-specific. They're available to chat over the phone or on live chat between 9:00 am and 6:00 pm on weekdays. Have a support question outside these hours? Just submit a support ticket and our solution-oriented team will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



of our students surveyed achieved their primary study goal



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



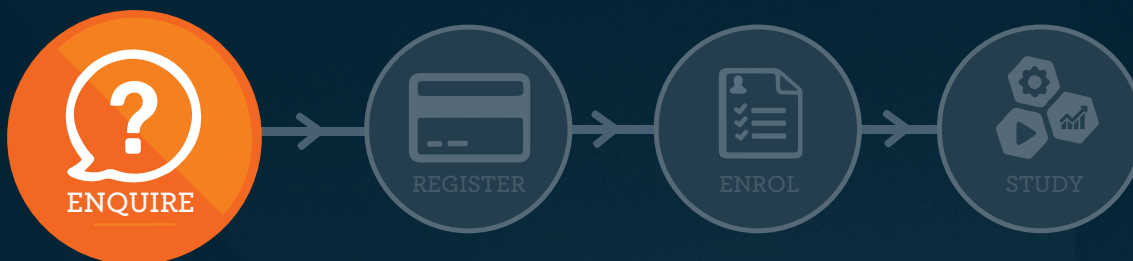
“10 years ago, I was almost unemployable, now I’m being headhunted for roles. In 10 years, I will (hopefully) be retired.”

**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**