



The College for
Adult Learning

Human Resources

COURSE
COMPARISON
GUIDE



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What is HR?

WHY CHOOSE A CAREER IN HR?

HR has become so much more than just the department responsible for hiring and firing employees. Human Resource Management is the core of an organisation, focusing not only on the recruitment, management and direction for the people who work within that business, but the business and its people as a whole. The HR department is instrumental in ensuring the stability of a company, and cannot be undervalued.

Why
become
an HR
professional

01

A GREAT JOB OUTLOOK

HR jobs are extremely sought after and are set to have above-average job growth in the next 10 years.

02

HIGH PAY THAT COMES WITH HIGH RESPONSIBILITY

With an attractive salary for HR professionals, you get the responsibility and the reward in one role.

03

TRAVEL OPPORTUNITIES

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

04

MAKE A POSITIVE DIFFERENCE

You will make a positive difference to the most important asset of any organisation – the people. HR can often be a challenging and demanding position, so being able to create positive outcomes can be very rewarding.

05

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.

Most HR professionals are full-time workers, working an average of 42 hours per week. Professionals' wages begin lower but rise steadily with experience, starting at an average of \$1,662 per week.

Choosing a career in HR means taking a step into an industry full of opportunities and rewards. More and more, businesses and managers are utilising the crucial role that the HR department provides in developing a robust and successful organisation.



What is HR?

WHAT AN HR DEPARTMENT PROVIDES

ORGANISATIONAL DESIGN

The process of ensuring that the organisational structure is aligned with the strategic goals and objectives of the organisation.

The aim of organisational design is to continually improve efficiency and effectiveness in people management and process management.

ORGANISATIONAL DEVELOPMENT

HR is heavily involved in this function as it is the process of building organisational culture for the purpose of positive growth.

Benefits of organisational development are the ability to develop leadership skills in employees, improve conflict resolution strategies, and enhance the quality and speed of decision-making on all levels.

LEARNING & DEVELOPMENT

Learning and development is not only about providing the right training and workshops to employees, but fostering a continuous learning culture within an organisation.

Ensuring that employees are inducted properly and given the right opportunities to upskill at different stages in their employment is important.

EMPLOYEE RELATIONS

One of HR's responsibilities within an organisation is to ensure the company itself is fostering a positive relationship with all employees.

This could be introducing a team charter, creating company values or training management on providing the right recognition and appreciation to their staff.

SERVICE DELIVERY & INFORMATION

HR provides service delivery and information to all employees within an organisation, from the time they begin their employment until they leave.

When employees are seeking further information about specific functions, policies or business decisions they are most likely to be directed to HR.

RESOURCING & TALENT PLANNING

Perhaps one of the most common and critical elements of what a HR department provides is the responsibility of maintaining correct and effective employee resource planning, ensuring that each department has the right man-power to operate.

EMPLOYEE ENGAGEMENT

Maintaining and consistently improving employee engagement is a function of HR that can be succeeded with the right HR software, conflict resolution processes, and fostered company culture to provide solutions to any employee issues.

PERFORMANCE & REWARD

This function allows employees to be recognised for high performance and rewarded for their efforts, to foster a positive working culture and keep work productivity high.

HR may introduce a suite of programs, processes or incentives to achieve this.

Human Resources

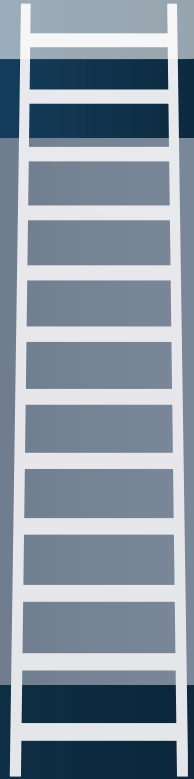
IN NUMBERS



\$110,000

MOST COMMON HR
MANAGER SALARY

SEEK



78,800

AUSTRALIANS
EMPLOYED IN HR

JOB OUTLOOK, 2019



15.5%

JOB GROWTH OVER
THE NEXT 5 YEARS

SEEK

Job Roles

Given the many different disciplines, pursuing an HR career means you may find yourself with a variety of potential career titles and tasks. These are just a few of the most common HR roles, there are plenty of opportunities within this field to specialise in certain HR areas, or within specific industries.

\$49K

HR Assistant

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

\$59K

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.

\$60K

Recruitment Coordinator

A Recruitment Coordinator arranges the advertisement for new vacancies, analyses applications, shortlists candidates, arranges job interviews and manages any testing procedures involved in the recruitment process.

\$67K

Training Officer

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

\$90K

HR Manager

This is 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 can be a party to the business or strategic direction and processes of the organisation. HR Managers often produce the HR plan in support of the organisation's strategic plan.

\$136K

HR Director

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

Which Course is Right for Me?

DESIGNED FOR

EXPERIENCE LEVEL

OUTCOMES

Single qualifications

BSB40420

**Certificate
IV in Human
Resource
Management**

Professionals looking to begin their career in HR and professionals who have recently moved into an HR career.



No experience needed, but basic understanding of HR skills and knowledge is preferred.

HR Assistant
HR Administrator
HR Officer
Payroll Officer/Supervisor

BSB50320

**Diploma of
Human
Resource
Management**

HR professionals looking to progress and excel in their HR career to higher management positions.



There are formal entry requirements for this course. To satisfy entry requirements you must have either completed the required units or have two years of full-time work experience.

Recruitment Coordinator
Training Officer
HR Manager

BSB50120

**Diploma of
Business
(Organisational
Development)**

HR and business professionals looking to move into change management or organisational development roles.



No experience needed, but basic understanding of HR skills and knowledge is preferred.

Org Dev Specialist
Change Manager
People and Culture Manager

Pathway Package

BSB50320

**Diploma of
Human Resource
Management
+ Pathway Package**

Professionals looking to start their HR career and take a step further to develop management level skills, professionals with some experience with HR duties wanting to build their skills from the ground up.



No experience needed, understanding of HR skills and processes is preferable.

HR Administrator
Payroll Supervisor
Training Officer
HR Manager

Which Course is Right for Me?

DESIGNED FOR

EXPERIENCE LEVEL

OUTCOMES

Double qualifications

BSB50120 + BSB50420

Diploma of Business (Organisational Development) + Diploma of Leadership & Management

HR and business professionals looking to move into leadership roles in change management or organisational development roles.



No experience needed, but basic understanding of HR skills and knowledge is preferred.

**Org Dev Specialist
Change Manager
People and Culture Manager**

BSB50320 + BSB50420

Diploma of Human Resource Management + Diploma of Leadership & Management

Professionals established in HR who are wanting to gain a competitive edge with leadership skills, administrators wanting to branch into an HR career, or gain fundamental HR skills.



There are formal entry requirements for this course. To satisfy entry requirements you must have either completed the required units or have two years of full-time work experience.

**Payroll Supervisor
HR Manager
HR Director**

Dual qualification

BSB50320 + BSB60320

Diploma of Human Resource Management + Advanced Diploma of Human Resource Management

HR managers ready to upskill and move into senior HR leadership or executive roles to become a key influencer in the future of the business.



There are formal entry requirements for this course. To satisfy entry requirements you must have either completed the required units or have two years of full-time work experience.

**Senior HR Manager
HR Manager
HR Director**

Advanced qualification

BSB60320

Advanced Diploma of Human Resource Management

HR Managers looking to move into strategic human resource management roles and become a key influencer in the future of the business.



There are formal entry requirements for this course. To satisfy entry requirements you must have either completed the required diploma or have four years of full-time work experience.

**HR Business Partner
HR Director
Senior HR Manager**

Certificate IV in Human Resource Management

BSB40420

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. The Certificate IV in Human Resource Management (BSB40420) is the perfect qualification for those looking to begin a career in HR and gain a well-rounded skillset in the common professional areas.

DESIGNED FOR

This qualification is an ideal entry point into HR. It is suitable for those new to HR and staff moving from other related areas such as payroll, into HR.

The Certificate IV in Human Resource Management (BSB40420) teaches skills and knowledge for HR officer roles or manager roles with certain HR responsibilities.

LEARNING OUTCOMES

- Gain a deeper understanding of the role HR plays in supporting business strategy
- Understand the various functions and roles undertaken by HR and administrative requirements
- Conduct research, analyse results and compile data into business reports
- Contribute to recruitment and selection processes, 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 outcomes
- Update HR policies and procedures in line with changes to the organisation and any relevant standards, regulations, and legislation

ENTRY-LEVEL QUALIFICATION

UNITS



A total of 12 units to achieve your Certificate IV

DURATION



Generous 24-month self-paced enrolment period

Part-time: approx 12-14 months
Full-time: approx 8 months

CAREER OPPORTUNITIES



- Human Resource Administrator
- Human Resource Assistant
- Payroll Supervisor

SKILLS YOU WILL LEARN

The Certificate IV delivers skills training in these professional practices:

- Conducting research and analysis
- Coordination of HR services and WHS
- Recruitment, coordination and induction processes
- Performance management
- Team building
- Development of effective workplace relationships

Diploma of Human Resource Management

BSB50320

Take your HR career to the next level with a Diploma of Human Resource Management (BSB50320) and set yourself up to drive change in your current or future HR role. Develop comprehensive knowledge and skills in HR management processes and learn about HR areas relevant to current business needs.

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.

This course suits managers who may already have technical qualifications but need additional management skills to advance their careers. This diploma will also suit those who are experienced in HR but would like a formal qualification.

LEARNING OUTCOMES

- Develop integrated performance management processes
- Design, implement and oversee performance management systems for your staff
- Research and analyse future workforce requirements and data to implement workforce planning strategies
- Develop recruitment, selection and induction policies and processes
- Implement and monitor WHS policies, procedures and strategies to ensure compliance with current legislation, regulation and standards
- Manage negotiations, conflict and disputes

MID-LEVEL QUALIFICATION

UNITS



A total of 12 units to achieve your Diploma

DURATION



Generous 24-month self-paced enrolment period

Part-time: approx 14-16 months
Full-time: approx 12 months

CAREER OPPORTUNITIES



- Human Resource Manager
- Human Resource Coordinator
- Human Resource Generalist

ENTRY REQUIREMENTS

There are entry requirements for this course. To satisfy entry requirements for this 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 14.

Diploma of Business (Organisational Development)

BSB50120

CAL's Diploma of Business (Organisational Development) will strengthen your ability to foster a positive and productive workplace focusing on its people and culture. You'll develop critical skills in change management, resource management and policy creation as well as managing budgets and financial plans to make effective business decisions that align with business goals and impact the bottom line.

DESIGNED FOR

Develop your organisational development skills and become a confident people and culture manager or change manager with essential change management and communication.

This qualification is for HR and business professionals looking to move into change management or organisational development roles.

LEARNING OUTCOMES

- Lead communication in the workplace to enhance transparency with stakeholders.
- Lead continuous improvement to ensure the business is always evolving and optimising.
- Lead and manage organisational change and policies to ensure they are adopted with ease.
- Develop skills in managing budgets and financial plans to understand the business' financial position.

MID-LEVEL COURSE

UNITS



A total of 12 units to achieve your Diploma

DURATION



Generous 24-month self-paced enrolment period

Part-time: approx 14 - 16 months
Full-time: approx 12 months

CAREER OPPORTUNITIES



- Organisational Development Specialist
- Change Manager
- People and Culture Advisor

BUSINESS SECTORS



- People and Culture
- Training and Development
- Organisation Development
- + Many more

UPGRADE OPTIONS



Combine this diploma with:

- Diploma of Leadership & Management (BSB50420)

Diploma of Human Resource Management + Pathway Package

BSB50320

Hit the ground running with our Human Resources Pathway Package. We provide you with everything you need to know to kickstart your Human Resources career, from managerial, operational, and strategic human resources skills, to financial and account management, change management, recruitment, and more. Set yourself up for success in an HR career with this well-rounded qualification.

DESIGNED FOR

This course is designed for professionals looking to start their career in HR, or for entry-level HR professionals who are wanting to formalise their existing experience and progress in their HR career.

Throughout the course, you will gain essential foundation-level HR skills from the Certificate IV entry units, and then be able to acquire practical HR management skills with the Diploma.

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 administrative requirements
- Contribute to and develop the recruitment and selection processes
- Understand how performance management processes work and develop systems for staff
- Understand how to conduct performance review meetings and document outcomes, and manage negotiations, conflicts and disputes
- Update HR policies and procedures in line with changes to the organisational processes and any relevant standards, regulations and legislation
- Implement and monitor WHS policies, procedures, strategies and other participative arrangements to ensure compliance with current legislation, regulations and standards

ENTRY-LEVEL PATHWAY QUALIFICATION

UNITS



A total of 16 integrated units to achieve your Diploma

DURATION



Generous 24-month self-paced enrolment period

Part-time: approx 16-18 months
Full-time: approx 12 months

CAREER OPPORTUNITIES



- Human Resource Administrator
- Human Resource Manager
- Human Resource Generalist

PATHWAY PACKAGE

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

Diploma of Human Resource Management + Diploma of Leadership & Management

BSB50320 + BSB50420

Take the next step to becoming a senior leader and human resources manager in your organisation with our integrated Double Diploma course. We've hand-selected these units to give you the skills you need to succeed in your HR career. You will learn operational and strategic human resources management skills and be equipped with critical leadership skills to manage teams effectively and play an essential part in any organisation.

DESIGNED FOR

This double qualification is designed for HR professionals who are ready to upskill and move into strategic HR and people management roles.

LEARNING OUTCOMES

- Manage HR services and processes linking to supporting the business strategy
- Manage performance management processes
- Conduct performance review meetings and processes
- Manage workforce planning, budgeting, payroll, and administrative systems
- Lead and manage teams effectively
- Successfully develop and incorporate change management into your organisation
- Manage employee relations, workforce planning, WHS policies and procedures, HR and administrative requirements, and people performance

MID-LEVEL COURSE

UNITS



A total of 17 integrated units to achieve your Double Diploma

DURATION



Generous 24-month self-paced enrolment period

Part-time: approx 16-18 months
Full-time: approx 12 months

CAREER OPPORTUNITIES



- General Manager
- Human Resource Manager
- Human Resource Generalist
- Human Resource Director

ENTRY REQUIREMENTS

There are entry requirements for this course. 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 14.

Diploma of Business (Organisational Development) + Diploma of Leadership & Management

BSB50120 + BSB50420

CAL's Double Diploma of Business (Organisational Development) and Leadership & Management will strengthen your change management skills and be able to foster a positive and productive workplace by focusing on the development of its people and culture. You'll develop crucial leadership and business management skills to support you in a wide range of organisational development and leadership roles.

DESIGNED FOR

Develop your organisational development and leadership skills and become a confident people and culture manager or change manager with essential change management, communication and leadership skills.

This qualification is for HR and business professionals looking to move into change management or organisational development roles.

LEARNING OUTCOMES

- Manage workplace relationships to foster a positive workplace culture.
- Lead communication in the workplace to enhance transparency between stakeholders.
- Lead and manage organisational change and policies to ensure they are adopted with ease.
- Develop skills in managing budgets and financial plans to understand the business' financial position.

MID-LEVEL COURSE

UNITS

A total of 14 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 14 months

CAREER OPPORTUNITIES



- Organisational Development Consultant
- Change Manager
- People and Culture Manager

BUSINESS SECTORS



- People and Culture
- Training and Development
- Organisation Development
- + Many more

Diploma of Human Resource Management + Advanced Diploma of Human Resource Management

BSB50320 + BSB60320

With the Dual Diploma of Human Resource Management and Advanced Diploma of Human Resource Management you'll gain key HR management skills with the Diploma, then further develop these skills with a strategic focus in the Advanced Diploma, expanding your career opportunities from HR management roles to senior and executive levels.

DESIGNED FOR

This qualification is for HR professionals looking to take the next step in their career, towards a directorship or a strategic HR role.

With our human resources dual qualification course, you'll be ready to take on strategic HR initiatives and progress your career to be a Senior HR Manager or HR Director.

LEARNING OUTCOMES

- 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

HIGH-LEVEL COURSE

UNITS



A total of 18 units to achieve your Dual Qualification

You'll study the Diploma units first, then continue to the Advanced Diploma.

DURATION



Generous 24-month self-paced enrolment period

Duration: approx 20 months

CAREER OPPORTUNITIES



- Human Resources Business Partner
- Human Resources Director
- Senior Human Resources Manager

ENTRY REQUIREMENTS

There are entry requirements for this course. To satisfy entry requirements for this 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 14.

Advanced Diploma of Human Resource Management

BSB60320

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.

DESIGNED FOR

This qualification is for HR managers looking to take the next step in their career, towards a directorship or a strategic HR role.

The Advanced Diploma of Human Resource Management (BSB60320) teaches strategic management skills.

LEARNING OUTCOMES

- 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.

HIGH-LEVEL COURSE

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

There are entry requirements for this course. To satisfy entry requirements for this Advanced Diploma, you must have completed a Diploma or demonstrate that you have four years' equivalent full-time relevant work experience in an human resource role within an enterprise.

More information on entry requirements can be found on page 15.

Entry Requirements

Diploma of Human Resource Management (BSB50320)

To satisfy the entry requirements for the 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 the diploma with our: **Human Resources Pathway Package**



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

Entry Requirements

Advanced Diploma of Human Resource Management (BSB60320)

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. 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 four 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 four years equivalent full-time relevant work experience; or
- A job description outlining all responsibilities relating to the above-specified human resources areas 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

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 this 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.

The Diploma and Advanced Diploma have formal entry requirements. More information can be found on page 14 and 15 or speak to one of our friendly Learning Consultants.

What IT requirements do I need to complete this 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.

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.

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.

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 you 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.

Why CAL?

UNIQUE AND FLEXIBLE ADULT LEARNING

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

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



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

Take the first step in advancing your career and apply to enrol today.

Apply now, start tomorrow