



DOUBLE DIPLOMA

DIPLOMA OF HUMAN RESOURCES MANAGEMENT **BSB50618**



DIPLOMA OF LEADERSHIP AND MANAGEMENT **BSB51918**

THE COURSE

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



24/7 ACCESS

Access your course content any time, anywhere, from the comfort of your own home.



1-1 TUTOR SUPPORT

One on one tutor support with coaching calls when you want them.



NATIONALLY ACCREDITED

Nationally recognised qualifications delivered by The College for Adult Learning.



FLEXIBLE LEARNING

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

GET QUALIFIED

Already have the skills? New to the industry? Work with our team of Learning Coaches to help you get qualified in a time frame that suits you to receive your nationally recognised diploma qualifications.

Are you looking for a successful career in HR?

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

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

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

Why become an HR Professional?

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

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

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

Course Structure

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

| Module | Unit Code | Unit Title |
|--|-----------|--|
| Manage Personal Work Priorities and Professional Development | BSBWOR501 | Manage personal work priorities and professional development |
| Lead and Manage Effective Workplace Relationships | BSBLDR502 | Lead and manage effective workplace relationships |
| Lead and Manage Team Effectiveness | BSBWOR502 | Lead and manage team effectiveness |
| Develop and use Emotional Intelligence | BSBLDR511 | Develop and use emotional intelligence |
| Manage Human Resources Services | BSBHRM501 | Manage human resources services |
| Manage Recruitment, Selection and Induction Processes | BSBHRM506 | Manage recruitment selection & induction processes |
| Manage People Performance | BSBMGT502 | Manage people performance |
| | BSBHRM512 | Develop and manage performance management processes |
| Manage Operational Plan | BSBMGT517 | Manage the operational plan |
| Manage Workforce Planning | BSBHRM513 | Manage workforce planning |
| Manage Employee Relations | BSBWRK520 | Manage employee relations |
| Ensure a Safe Workplace and Implement and Monitor WHS policies, procedures and programs to meet legislative requirements | BSBWHS401 | Implement & monitor WHS policies, procedures & programs to meet legislative requirements |
| | BSBWHS521 | Ensure a safe workplace |
| Lead and Manage Organisational Change | BSBINN601 | Lead and manage organisational change |
| Support the recruitment, selection and induction of staff | BSBHRM405 | Support the recruitment, selection and induction of staff |

A total of 15 units to achieve two qualifications



EMPLOYMENT OPPORTUNITIES

HR Departments:

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

Job roles such as:

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

Frequently Asked Questions

Is this course right for me?

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

How long does the course take?

The course is self paced but as a general guide, if you study part-time you could complete it in approximately 12-16 months. As it's self paced, you can complete it faster or slower, it's up to you!

What are the assessments?

There are no exams for the course. All assessments are work based competency assessments. For example, developing a recruitment and selection plan.

What support is provided?

All support is provided by the College for Adult Learning. You will have access to a team of Learning Coaches throughout your time studying with CAL. You can book in coaching calls when you need them, and submit draft assessments for feedback.

ABOUT CAL

The College for Adult Learning, TOID 22228, was established and has been a Registered Training Organisation since 2009.

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

Our Learning Coaches

Each of our Learning Coaches bring years of experience and expertise in their respective fields.

Not only are our coaches experienced professionals, they're also knowledgeable mentors, and will be your biggest support. With our Learning Coaches to support you along the way, you can be assured you won't be left in the dark.

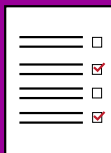
WHY CHOOSE CAL?

The College for Adult Learning provides the highest quality course content with flexible programs, suited to your needs.



Not just a student number, you receive as much one-on-one support as you want and when you need it!

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



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

Tutors who have real-world experience who will support you to reach your dream career.



For more information talk to a course advisor on:

 1300 907 870

 admin@collegeforadultlearning.edu.au