Course Description
This qualification reflects the role of individuals working in a variety of roles within the human resources sector who have a sound theoretical knowledge base in human resources management and demonstrate a range of managerial skills to ensure that human resources functions are effectively conducted in an organisation or business area. Typically, they would have responsibility for the work of other staff.

Target Group
Target group for this program will be clients who are 18 years and above, including mature aged clients who is working in the Human Resource area or completed Certificate IV in Human Resources or similar qualification.

Entry Requirements
While there are no entry requirements defined in the training package, the RTO requires the following criteria to be met.

- Applicants must be minimum 18 years of age at the time of commencement
- Successful completion of Australian Equivalent Year 12 qualification or higher
- IELTS score of 5.5 or PTE score of 42 or Certificate III in EAL or its equivalent

In addition,

- Applicants should have basic computer and MS Office skills (Word, Excel and Power Point)

Note: Alternatively, Students may demonstrate their Language, Literacy and Numeracy requirement through an LLN assessment test.

Course Fee: $6000
Application Fee: $250 (Non-refundable)

Units
- BSBHRM501 Manage human resources services
- BSBHRM506 Manage recruitment selection and induction processes
- BSBHRM512 Develop and manage performance-management processes
- BSBHRM513 Manage workforce planning
- BSBWRK510 Manage employee relations
- BSBWHS401 Implement and monitor WHS policies, procedures and programs to meet legislative requirements
- BSBFIM501 Manage budgets and financial plans
- BSBR5K501 Manage risk
- BSBWHS501 Ensure a safe workplace
Recommended Educational Pathways

Individuals may enter BSB50615 - Diploma of Human Resource management with vocational experience in Human Resource management area or completed Certificate IV in Human Resources or similar qualification.

Pathways from the qualification

After achieving BSB50615 - Diploma of Human Resource Management, individuals could progress to BSB60915 - Advanced Diploma of Management (Human Resources) or other Advanced Diploma courses within the business training package.

RPL /Credit Transfers

Students may apply for RPL or Credit transfers for any unit in which they can successfully demonstrate competency. Please refer details under RPL/Credit Transfers.

Career opportunities

This qualification provides a pathway to work in a managerial roll within various Business setting. Possible job titles include:

- Human Resources Manager
- Human Resources Advisor / Consultant

Course Duration

This course will be delivered over a 52 weeks (approximately 1 Year) of full time study including holidays and breaks.

It is expected that the program would be of less duration for students who have completed components that can be identified by the Recognition of Prior Learning (RPL), and/or Credit Transfer

Assessments

Assessment will usually commence in the session following delivery. As this is a competency based program, assessment continues throughout the program until the participant either achieves competency in the assessment tasks or a further training need is identified and addressed. Students will be required to perform in a range of assessment tasks including and not limited to: Written Assessment, Assignment, Demonstration, Role Play, Project, case study.

Level 1, 367 Victoria Street, Abbotsford, VIC 3067 Australia
Ph: +61 03 94289432 & Fax: +61 03 94289570 web: www.aiemel.vic.edu.au
© KFQ Partners Pty Ltd trading as Australian Institute of Entrepreneurship