

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.

EMPLOYMENT PATHWAYS

Human Resources Consultant, Human Resources Manager, Human Resources Adviser.

EDUCATIONAL PATHWAYS

After successful completion of this qualification, students may have the opportunity to progress into BSB51918 Diploma of Leadership and Management.

MATERIALS REQUIRED

Students are required to have access to a computer and the Microsoft Office suite with the ability to access and utilise databases.

COURSE CREDIT

Credit may be assigned for the recognition of equivalence in content and learning outcomes between different types of learning and/or qualifications. Credit reduces the amount of learning required to achieve a qualification and may be acquired through Credit Transfer or Recognition of Prior Learning (RPL).

ENTRY REQUIREMENTS

There are no formal entry requirements for this qualification, however it is highly desirable that applicants hold a Certificate IV level qualification.

DELIVERY MODELS

Distance / Online Learning - offered in Australia, online based (combination of training and assessment delivery methods via correspondence and online learning, including written assessment, portfolio of evidence, and practical observation), 12 months part time.

RPL - offered in Australia, external based (combination of assessment of written evidence, practical observation and competency conversations), duration and fees will be determined by quality of evidence submitted and amount of gap training required. For more information on the RPL process please visit our website asmitraining.edu.au.

FEES AND FUNDING ARRANGEMENTS

Distance / Online Learning (Fee for Service) - Administration Fee: \$30.00, Tuition Fees: \$4,000.00

CORE UNITS

Students must successfully complete 6 mandatory core units in order to achieve this qualification:

- BSBHRM501 Manage human resources services
- BSBHRM506 Manage recruitment selection and induction processes
- BSBHRM512 Develop and manage performance-management processes
- BSBHRM513 Manage workforce planning
- BSBWHS401 Implement and monitor WHS policies, procedures and programs to meet legislative requirements
- BSBWRK520 Manage employee relations

ELECTIVE UNITS

Students must successfully complete 3 elective units of competency in order to achieve this qualification:

- BSBDIV501 Manage diversity in the workplace
- BSBMGT516 Facilitate continuous improvement
- BSBRSK501 Manage risk

CONTEXTUALISATION

Elective unit selection may be contextualised to business requirements. All electives chosen must contribute to a valid, industry-supported vocational outcome.

CONTACT US

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