ACCM College

HR and Project Management Courses Timetables

Human Resouces (HR) and Project Management are difficult skills to learn on the job. Having a solid foundation in the key skills and knowledge will enhance the careers of your staff as they build their skills.

NATIONALLY RECOGNISED TRAINING

You can find more information on all available courses by heading over to our website **www.accm.edu.au**

RTO Code: 1441

IF YOU WANT TO STUDY ———

WE WANT TO HELP

The ACCM College Course Timetables, on the following pages outline all of the Human Resource and Project Management qualifications available through ACCM.

If you would like to discuss any aspect of a Traineeship or qualification, please let me know by emailing info@accm.edu.au or call me on 1300 515 321.

As the Director of Client Relations my role is to ensure your experience and your staff's learning experience is a great one - from sign-up to graduation.

I will *personally* do all I can to help set you and your staff up for success.

Tania Holmes
Director of Client Relations

CERTIFICATE IV IN HUMAN RESOURCE MANAGEMENT
BSB40420

A specialist course to learn all the Human Resource Management skills your staff need to thrive

COURSE DESCRIPTION:

The Certificate IV in Human Resource Management covers all key HR functional areas to ensure a solid knowledge base for those entering the HR profession or those wanting to learn specific aspects of HR. By focusing on the policies and procedures that drive recruitment, appraisal, industrial relations and retention processes, this Certificate IV qualification will ensure your staff have a strong and practical skill set in each HR specialist area.

SUBJECT (descriptions in glossary)	UNIT	CODE	DURATION (weeks)
Co-ordinate Recruitment and Onboarding	• Apply communication strategies in the workplace	BSBXCM401	9
	• Coordinate recruitment and onboarding	BSBHRM415	
	• Use digital technologies to collaborate in a work environment	BSBTEC404	
Lead Personal Development	• Develop personal work priorities	BSBPEF402	4
	• Lead personal development	BSBPEF403	
Implementing Effective Safety Procedures	• Implement and monitor WHS policies, procedures and programs	BSBWHS411	9
Support Team Training and Development	• Support the learning and development of teams and individuals	BSBHRM413	5
Support Performance Management	• Administer performance development processes	BSBHRM411	6
Implement an Employee Assistance Program	• Coordinate health and wellness programs	BSBHRM531	6
	• Support human resources functions and processes	BSBHRM417	
Understand and Implement Industrial Relations Processes	• Support employee and industrial relations	BSBHRM412	9
	• Lead difficult conversations	BSBCMM412	

DIPLOMA OF HUMAN RESOURCE MANAGEMENT
BSB50320

The diploma-level qualification for human resources professionals taking the next step in their career.

COURSE DESCRIPTION:

The Diploma of Human Resource Management will expose your staff to an indepth focus on a range of strategic HR areas, including recruitment, team building and industrial relations.

SUBJECT (descriptions in glossary)	UNIT	CODE	DURATION (weeks)
Deliver Learning and Development Support	• Coordinate the learning and development of teams and individuals	BSBHRM523	6
Implementing Effective Safety Procedures	• Implement and monitor WHS policies, procedures and programs	BSBWHS411	7
Effective HR and Performance Management Support	• Facilitate performance development processes • Coordinate human resource functions and processes	BSBHRM521 BSBHRM527	9
Implement an Employee Assistance Program	• Coordinate health and wellness programs	BSBHRM531	6
Manage Recruitment and Onboarding	• Manage recruitment and onboarding	BSBHRM525	8
Manage Employee and Industrial Relations	• Manage employee and industrial relations	BSBHRM522	9
Determine Workforce Needs	• Lead diversity and inclusion • Coordinate workforce plan implementation • Manage business risk	BSBTWK501 BSBHRM524 BSBOPS504	7
Build an Effective and Motivated Team	• Lead and manage effective workplace relationships • Communicate with influence • Develop and use emotional intelligence	BSBLDR523 BSBCMM511 BSBPEF502	11

CERTIFICATE IV IN PROJECT MANAGEMENT PRACTICES

BSB40920

Learn essential project management skills and contribute to a succesful workplace project outcome

COURSE DESCRIPTION:

Formal, structured project management training is an essential tool to ensure that your staff are able to contribute to the success of a workplace project. The Certificate IV in Project Management addresses all key topics for successful project implementation such as scope and time management, cost management and resource management.

SUBJECT (descriptions in glossary)	UNIT	CODE	DURATION (weeks)
Define the Project Scope and Schedule	• Apply project scope management techniques	BSBPMG420	7
	• Apply project time management techniques	BSBPMG421	
Making and Communicating Good Business Decisions	• Use digital technologies to collaborate in a work environment	BSBTEC404	10
	• Apply communication strategies in the workplace	BSBXCM401	
	• Apply critical thinking to work practices	BSBCRT411	
Support Project Budget and Resourcing	• Apply project cost management techniques	BSBPMG423	13
	• Apply project human resources management approaches	BSBPMG424	
Identify and Address Project Risks	• Apply project quality management techniques	BSBPMG422	6
	• Apply project risk management techniques	BSBPMG426	

GLOSSARY OF SUBJECTS

Subject Description

Build an Effective and Motivated Team

The need to build positive workplace relationships applies to team leaders, supervisors and new or emerging managers. Developing and maintaining effective workplace relationships and team cohesion is a skill that can be taught. This includes motivating, mentoring, coaching and developing the team while forming the bridge between the management and team members. High level and influential communication skills are also addressed.

Co-ordinate Recruitment and Onboarding

This subject covers the entire recruitment process, including the many steps involved in pre-recruitment activities such as revising job descriptions, advertising vacancies, short-listing and interviewing. Your staff are provided with an opportunity to demonstrate their interviewing skills in an interview and reference check role play. The primary performance evidence required is the recruitment and onboarding of two candidates, applying effective communication strategies and using digital technology in a work environment.

Define the Project Scope and Schedule

This subject has been specifically designed to lay a strong project management foundation for the Certificate IV course. Focusing on the various project management roles your staff may play, this subject looks at the methods, tools and current workplace practices learners need to know to be adept at successfully managing the complex scope, scheduling and communication requirements of a modern workplace project.

Deliver Learning and Development Support

This subject looks at the critical ways to support strategic Learning and Development policies. Your staff member will examine the skills required to develop and facilitate workplace training and on-the-job coaching. The subject also involves analysing the training needs of your organisation, developing a learning and coaching plan and evaluating training effectiveness in a way that supports your strategic HR plan.

Determine Workforce Needs

This subject looks at the strategic focus of Workforce Planning. The process of labour demand and supply forecasting is explained, strategies to retain and attract staff are identified and implementation processes are thoroughly reviewed. As part of the development of a workforce plan a diversity policy is reviewed and incorporated into the plan, and business risks are identified and controlled.

Effective HR and Performance Management Support

This subject looks at the performance management process strategically and operationally. It covers the performance management cycle, beginning with a review of existing performance management systems and their alignment with the Fair Work - Best Practice Guidelines. This subject is very practical with a focus on improving performance appraisal processes. Topics include analysing and resolving substandard performance and addressing personal problems. It also explores the areas of professional development and the provision of various support services.

Identify and Address Project Risks

Delivering quality and controlling risk is a major factor in every project. This subject will show your staff how to set, monitor and control quality throughout the project life cycle to deliver superior results. Protecting those results will also require learning how to identify, monitor and control the many possible risks that could threaten project goals.

Implement an Employee Assistance Program

Employee Assistance Programs (EAP) are a common staff support program in larger enterprises. This subject explains the ways to measure the success of an EAP. This subject also looks at how to develop an Employee Wellness Program, including: gaining management support, implementing the program, generating staff support, communication and implementation plans; as well as how to monitor and evaluate success. Detailed case studies are included to enhance learning outcomes.

Implementing Effective Safety Procedures

Supervisors and team leaders have strict legal obligations under Australia's safety legislation. Your staff will learn what these are, as well as the practical skills to identify, risk assess and resolve safety concerns. This subject also teaches how to better understand safety statistics and identify factors that can reduce injuries, and ensure your business remains productive and profitable.

Lead Personal Development

Being able to organise personal work priorities is an essential job skill. Your staff will learn how to set and meet work priorities through time management and planning a work schedule. This subject also looks at emotional intelligence and the ability to identify ways to adapt personal attributes to be successful in different work situations.

Making and Communicating Good Business Decisions

This subject focuses on the important and diverse skills required to make and communicate sound business decisions. Developing skills across active listening, critical and creative thinking, problem solving and using workplace data will lead directly into how to best communicate results to your organisation's internal and external stakeholders.

Manage Employee and Industrial Relations

This Subject covers the National Employment Standards, Disability Discrimination and Employee Relations Management. A case study opportunity is presented to research and develop a draft IR strategy paper, including a policy and procedure. A skills practice with a College Trainer is included for specific feedback on your staff's ability to manage grievances.

Manage Recruitment and Onboarding

This subject looks at the practices of good recruitment and ways to manage the process to be more effective. This includes updating organisational policies and procedures for recruitment and onboarding, preparing appropriate documentation required for recruitment and managing the onboarding process. The assessment activities involve managing the recruitment and onboarding process for two different individuals which involve practical screening activities, role plays and reference checking.

Support Performance Management

This subject covers the performance management cycle, beginning with a review of existing performance management systems and their alignment with the Fair Work - Best Practice Guidelines. This subject is very practical with a focus on improving performance appraisal processes. Topics include analysing and resolving substandard performance and addressing personal problems. It also explores the areas of professional development and the provision of support services.

Support Project Budget and Resourcing

Successful projects demand the effective management of both human and financial resources. This critical subject will build your staff's ability to identify, estimate and manage resource costs to ensure on-target project success. This subject will deliver the foundations of managing teams, bridging skills gaps and assigning project workloads. Resourcing concepts involving Earned Value Management and budget variances are thoroughly addressed.

Support Team Training and Development

Your staff will learn and practice the skills and knowledge required to develop and facilitate workplace training and on-the-job coaching. Key aspects include the analysis of training needs within an organisation, developing a learning and coaching plan and evaluating overall training effectiveness.

Understand and Implement Industrial Relations Processes

This subject takes your staff through the many facets of workplace grievance and conflict processes. It also reviews the day to day application of employee relations policies and procedures for its effective management. Finally, this subject will address the research and application of relevant anti-discrimination laws, Fair Work Guidelines and the National Employment Standards using case studies to illustrate various procedures.

THE ACCM ENROLMENT PROCESS
We make getting started easy

ACCM SENDS AN
ENROLMENT LINK
TO YOU UPON
NOTIFICATION

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ONCE YOU REVIEW THE AGREEMENT JUST FORWARD LINK TO YOUR TRAINEE

YOUR TRAINEE ENROLS ONLINE IN LESS THAN 10 MINUTES

OUR SERVICE ONE TEAM WILL MAKE A WELCOME CALL TO YOUR TRAINEE AND SCHEDULE THEIR INDUCTION

YOUR TRAINEE LOGS ON TO WEBCLASS AND WATCHES OUR WELCOME VIDEO THAT EXPLAINS WHAT COMES NEXT

YOUR TRAINEE COMPLETES THE INITIAL SKILLS ASSESSMENT ON WEBCLASS AND SUBMITS THEIR ID

YOU AND YOUR TRAINEE DETERMINE ELECTIVE CHOICES (IF REQUIRED)

OUR SERVICE ONE TEAM COMPLETES THE INDUCTION BY PHONE AND CONFIRMS LLN* AND COURSE SUITABILITY

SERVICE ONE SENDS THE GOVERNMENT TRAINING PLAN TO BE SIGNED BY YOU AND YOUR TRAINEE

TRAINEE STARTS COURSE WORK ON THEIR FIRST SUBJECT

SERVICE ONE MONITORS PROGRESS AND CONTACTS TRAINEE WEEKLY FOR FIRST 3-4 WEEKS TO OFFER SUPPORT

YOUR TRAINEE'S PRIMARY TRAINING ADVISER TAKES OVER AT 4-5 WEEKS OFFERING SUPPORT AND COACHING UNTIL COMPLETION

* LLN - to determine Language, Literacy and Numeracy suitability

KEEPING YOU IN THE LOOP

EMPLOYER DASHBOARD

Traineeships are an investment in time, effort and resources for your organisation.

We know engaged employers will want to know how those investments are progressing.

Our experience has shown your involvement is key to your Trainee's success.

However, to be effective you need the most current and accurate information.

ACCM's web-based Employer Dashboard gives you that visibility 24/7... in real time.

- Daily questions completed
- Overall course progress
- Course Start and End dates
- Full course timetable and due dates
- Live Assessment results
- Log-in times/dates

USE THIS QR CODE TO SEE OUR EMPLOYER DASHBOARD IN ACTION!

Your Trainee's Student Training Adviser will also assist with detailed progress updates, study strategies and motivational support to help drive strong results.

You can also *always* speak to me, and I will help.

Cherie McGregor
Director of RTO Operations

TRAINEESHIPS - GETTING STARTED
The process is straight-forward and help is waiting

Your Apprentice Connect Australia Provider and ACCM College are there to help you

What is an Apprentice Connect Australia Provider?

The Provider you choose is contracted by the government to be the official "go-between" for you, government agencies and ACCM College. Your Provider will help with course selection, completing the training contract, registration with state/territory governments and supporting the Traineeship until completion.

1. CONTACT YOUR PROVIDER*

Your staff must be registered with the government within the first 3 months of employment to be eligible for a Traineeship.

2. CHOOSE THE RIGHT COURSE

Select the right qualification for your new Trainee. Your Provider and ACCM College can help you with any and all questions.

3. SIGN THE TRAINING CONTRACT

Your Provider will help you and your Trainee complete the Training Contract. They will submit this to State/Territory Training for you.

4. ENROL TRAINEE WITH ACCM

We will send you a link for your Trainee to enrol. Once enrolled, you will both be asked to sign a Training Plan.

5. RECEIVE ON-GOING PROVIDER SUPPORT

Your Apprentice Connect Australia Provider will check in on your Trainee during their Traineeship and will always be available for assistance.

6. FINALISING THE TRAINING CONTRACT

When the time comes, your Provider will help you finalise the Traineeship Contract with the government.

* To be registered as a New Entrant Trainee, a new employee must be registered as a trainee within 3 months of commencing work, or within 12 months for part-time employees.