Diploma of Human Resources Management

BSB50618

FOR HUMAN RESOURCES PROFESSIONALS
TAKING THE NEXT CAREER STEP

June 2019

About This Course

The Diploma of Human Resources will expose you to a broad spectrum of strategic HR areas. Cover in depth the management of recruitment and workforce planning strategies. Learn how to analyse the effectiveness of performance management systems, develop safety management plans, and implement a consultative workplace relations strategy.

Managing various HR functions comes with its challenges. It requires an understanding of business goals and needs to be able to direct the HR focus to best support these. Our long term partnership with large and small organisations hosting strong HR functions has allowed our permanent staff of HR experts to develop a qualification that focuses on applying best practice HR principles at a strategic level. This translates to a modern and practical qualification that is nationally recognised. At Diploma level, the focus is on managing the HR function. Therefore foundation skills as a HR practitioner are required.

Subject Choices

2 - 3 Electives are required (depending on subjects chosen)

- Manage Recruitment
- Workforce Planning
- Performance Management Systems
- Manage Employee Relations
- Keeping Your Work Team Safe
- Termination and Dismissal (E)

- Staff Support & EAP Programs (E)
- Develop a Learning Culture (E)
- Payroll Processing (E)
- Risk Management Strategies (E)
- Safety Management Systems (E)

Key Course Facts

Start Date:
Start immediately

Delivery Options:
On-line/Correspondence

Duration:
Complete within 18 months

Group Training:
Workshops available

Course Fees: $6,600 All materials provided at no extra cost

The course fees may vary if you are a trainee or if the state that you reside in has a subsidised training opportunity. Refer to the tables below.

New Entrant Traineeship Fees for this Qualification:

NSW	ACT	NT	QLD	SA	TAS	VIC	WA
$1,000	$4,290			$6,600			

Existing Worker Traineeship Fees for this Qualification:

NSW	ACT	NT	QLD	SA	TAS	VIC	WA
$6,600	$4,290						

School Based Traineeship Fees for this Qualification:

NSW	ACT	NT	QLD	SA	TAS	VIC	WA

Subsidised Training Options for this Qualification:

NSW	ACT	NT	QLD	SA	TAS	VIC	WA
$2,530							
$2,850							

* NSW fees depend on previous qualification levels
** Subject to eligibility and availability at the time of enrolment

Entry Requirements

Reading and Writing Skills

The course is an online correspondence course so you need to have strong English reading and writing skills, or higher. As a guide - you should have completed a formal course after having completed Year 12 schooling, or have proven workplace written communication skills.

Spoken English Skills

The course has practical components where students will be required to demonstrate persuasive verbal communication and rapport building skills. Above average to strong spoken English skills are necessary to complete these components successfully.

Numeracy Skills

Numeracy skills are required at an average level eg completion of Year 10 maths and the ability to use a calculator.

Computer and Internet

- Access to a Desktop Computer or Laptop
- Internet access with Internet Explorer 8+, Chrome or Firefox
- Microsoft Office 2010 Word and Subject specific Office products for chosen electives (ie Excel, Powerpoint, Publisher)

Other

- Ability to study and conduct assessments in a safe environment

Subject Descriptions

Core Subjects:

Manage Recruitment

This subject covers the recruitment process, including the many steps involved in vital pre-recruitment activities such as revising job descriptions, advertising vacancies, short-listing and interviewing. Learners are provided with an opportunity to demonstrate their interviewing skills in an interview and reference check role play. Other topics include induction programs, consultancy, implementing policy and procedures and determining future Human Resource needs.

Unit(s):

BSBHRM506 - Manage recruitment selection and induction processes

BSBHRM405 - Support the recruitment, selection and induction of staff

Workforce Planning

This subject defines the HR function, and explains the importance of key HR policies and procedures. The importance of ethics and HR compliance are addressed, before the subject moves to the strategic focus of Workforce Planning. In this section the process of labour demand and supply forecasting is explained, and strategies to retain and attract staff are identified and implementation processes reviewed.

Unit(s):

BSBHRM501 - Manage human resource services

BSBHRM513 - Manage workforce planning

Performance Management Systems

This subject covers Performance Management Systems including performance appraisals, recognising positive and resolving substandard performance problems, and professional development planning. Some research is required on implementation strategies across an organisation, as well as talent management, retention and disciplinary processes. Includes a practical one-on-one exercise of appraising an individual with your Training Manager for specific feedback on your technique.

Unit(s):

BSBHRM512 - Develop and manage performance management processes

BSBMGT502 - Manage people performance

Manage Employee Relations

This subject covers the National Employment Standards, Disability Discrimination and Employee Relations Management. An opportunity is presented to research and develop a draft IR strategy paper, including a policy and procedure for a case study. A one-on-one skills practice with your College Trainer is included for specific feedback on your grievance handling technique.

Unit(s):

BSBWRK520 - Manage employee relations

Keeping Your Work Team Safe

Supervisors and team leaders have strict legal obligations under safety legislation. 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 the business is productive and profitable.

Unit(s):

BSBWHS401 - Implement and monitor WHS policies, procedures and programs to meet legislative requirements

Elective Subjects: 2 - 3 Electives are required (depending on subjects chosen)

Termination and Dismissal

For HR specialists, this subject teaches the processes of developing policy and procedures for terminating and dismissing employees. Important issues such as Unfair Dismissal legislation, analysing workforce data, redundancy and outplacement planning, as well as exit interviews and checklists are covered in-depth. The skills in communicating the desired message are also addressed.

Unit(s):

BSBHRM507 - Manage separation or termination

Staff Support & EAP Programs

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

Unit(s):

BSBLED502 - Manage programs that promote personal effectiveness

Develop a Learning Culture

This subject looks at the skills and knowledge required to develop and facilitate a workplace learning culture through training strategies and support systems. In this subject, you will be learn to: analyse the training needs of an organisation; develop learning plans; determine suitable strategies for training; identify ways to develop a learning culture and show that you can collaborate with others to ensure success.

Unit(s):

BSBLED501 - Develop a workplace learning environment

Payroll Processing

You will learn the features of a payroll system, relevant Legislation and Government bodies, setting up payroll, processing payroll including topics on transition of loadings and other penalty rates, Annual and Sick Leave, Leave accrual and Long Service Leave, taxes such as Superannuation Guarantee and Fringe Benefits Tax, as well as how to safeguard the payroll. It is preferred you are a payroll practitioner if you choose this subject.

Unit(s):

BSBFIM502 - Manage payroll

Risk Management Strategies

Risk Management Strategies covers risk context and risk identification, as well as risk management processes. The subject looks into the analysis of a risk, its causes, and ways to consider risk tolerance. Strategies for controlling and treating risks, as well as reviewing and monitoring those risks, are considered.

Unit(s):

BSBRSK501 - Manage risk

Safety Management Systems

This subject addresses the skills and knowledge required to establish, maintain and evaluate the organisation's work health and safety (WHS) policies, procedures and programs in the relevant work area, according to WHS legislative requirements. It takes a systems approach and addresses compliance with relevant legislative requirements.

Unit(s):

BSBWHS501 - Ensure a safe workplace

Service Guarantees

Quality Training Provider

ACCM was one of the first private training Colleges to be given official RTO registration status.

22 years later we have helped over 3 000 employers and 31 000 students achieve their career goals and have been recognised as a state finalist on the NSW Training Awards.

We have a history of satisfied students and clients and repeat business. Our testimonials on our website are genuine and the type of feedback we receive daily. We are so confident that you will be pleased with the College service, that we guarantee it.

Speedy Paper-less Enrolment

Enrolment Applications are accepted 24/7 online. Be fully enrolled in your course in 7 minutes!

For customised or employment based courses and traineeships contact us and we will send you a customised enrolment page by email.

Start Anytime - Immediate Enrolment

Within 30 minutes of being enrolled, your personal log-on details are emailed to you. This gives you access to course materials to commence your studies (via our on-line system WebClass).

Industry Expert Student Adviser

You will be allocated your own industry experienced Student Adviser. While they will personally manage your program; you will also benefit from the College team around them to provide expert assistance in all subject areas.

Prompt Results and Feedback

All assessments are promptly returned (via Webclass) with detailed feedback and encouragement. Our goal is to have them back to you in 2 weeks or less. In the meantime you can progress to your next subject.

Personal Contact for the Right Start

When you enrol your College Student Adviser will phone to welcome you to the course. Your Student Adviser will ensure that you understand the best way to progress in your course. They will also assist you with any questions you may have.

They will be in regular touch with you at the start of your course to offer motivation, support and guidance. For employment based enrolments they will also make contact with supervisors during this time to address any questions they may have.

Pro-active Learner Support

The support won't stop! Contact from your College Student Adviser will continue every month, based on the level of help you need.

Of course, at any time you can call us to get help. Get immediate assistance over the phone and by email. If immediate assistance is unavailable for any reason, we will make sure a qualified Student Adviser is in contact with you no later than the next business day.

Quality Course Materials

Our step by step course materials have been written by industry experts specifically for the College. They will give you all of the relevant learner information you need to succeed in your course.

The resources simplify industry jargon and concepts, give you industry insight and understanding, and focus on current real world business practices.

Employer Progress Updates

For employment based enrolments all supervisors will have access to an online progress report showing the current status of all learners. We understand that it's essential to keep you up to date so we will prompt you each month to access your report.