Course description
Human resource managers are required in all types of organisations. This qualification aims to provide you with the skills and knowledge required to work in human resources as a manager or as a team leader with human resource management responsibilities.

Course delivery
This fully online program allows you to complete your Diploma Human Resources within 12 months. Through studying online, anywhere, anytime, you can control your own learning at a pace you are comfortable with. We advise students work at about eight hours per week (guideline only) in order to complete the qualification. Students are also offered the opportunity to attend the equivalent face to face evening classes at TAFE NSW – Northern Sydney Institute's Meadowbank College to supplement their online learning if they feel this would be of benefit. A dedicated online facilitator (teacher) manages the learning environment, communicates with students, supports student learning and provides feedback on work submitted.

Course structure
This course requires completion of eight units of competency. The units delivered in this course are:

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSBHRM501A</td>
<td>Manage human resources services</td>
</tr>
<tr>
<td>BSBHRM503A</td>
<td>Manage performance management systems</td>
</tr>
<tr>
<td>BSBHRM504A</td>
<td>Manage workforce planning</td>
</tr>
<tr>
<td>BSBHRM506A</td>
<td>Manage recruitment selection and induction</td>
</tr>
<tr>
<td>BSBHRM509A</td>
<td>Manage rehabilitation or return to work programs</td>
</tr>
<tr>
<td>BSBWKRK509A</td>
<td>Manage industrial relations</td>
</tr>
<tr>
<td>BSBHO5509A</td>
<td>Ensure a safe workplace</td>
</tr>
<tr>
<td>BSBHRM507A</td>
<td>Manage separation or termination</td>
</tr>
</tbody>
</table>

Assessments
A range of assessment methods are used in this course. These include practical exercises, quizzes, case studies, online exams and reports.
Career opportunities
Job roles and titles vary across different industry sectors. Whether you want to work as a human resources advisor, manager or consultant this course allows you to develop management skills that work in any industry.

Entry Requirements – preferred pathway
While there are no formal educational requirements for entry into this course, the completion of the 17841 Certificate IV in Human Resources (BSB41007) or equivalent industry experience is the recommended pathway. To help us assess your suitability for this course you may be asked to provide evidence of your previous qualifications and experience. Read the Entry Requirements page at the back of this brochure for more details.

Career pathways
Students who complete this course may continue with a pathway that leads to an Advanced Diploma course from the BSB07 Business Services Training Package. Students who complete a Diploma or Advanced Diploma may also apply for direct entry into the Australian Catholic University or Macquarie University or may enrol in the Bachelor of Business Studies at Charles Sturt University, delivered at TAFE NSW – Northern Sydney Institute's Crows Nest College. For further information about our degree programs go to www.nsi.tafensw.edu.au/degreetransfer.

VET FEE-HELP
VET FEE-HELP is available for this course and is offered to eligible students as a payment option on registration. Installment payment options are also available.

Recognition of Prior Learning
TAFE NSW recognises the skills and knowledge you have gained in other courses, life experience or at work. You may be able to have your prior learning recognised and credited against a course of study. Your online program will provide you with information on assessing your own skills against the qualification. For further general information call 131 674 or go to www.nsi.tafensw.edu.au/recognition.

How to register
For registration, enrolment details and course enquiries email nsi.onlinecourses@tafensw.edu.au or call 02 9448 4514.

Terms and conditions
Registration and payment are required to confirm your place and must be received before you commence your online studies. Cancellations advised in writing more than seven (7) days prior to course commencement are eligible for a full refund. Once a student has commenced their studies, there is a seven (7) day cooling off period. Any cancellations made within that seven (7) days will receive a full refund except an administrative fee of $150. If a course is cancelled you are entitled to a full refund.

TAFE NSW courses commence only if there are sufficient resources and demand. Every effort was made to ensure this information was accurate as at 1 April 2012. Changes may have taken place since that time. Contact TAFE NSW – Northern Sydney Institute to confirm course details and availability.
Entry Requirement Information

Diploma of Human Resource Management
TAFE NSW Course No: 17842 | National Code: BSB50607

There are no entry requirements for this qualification. However, it is strongly recommended that students follow the preferred pathway to give you the greatest chance of success for this qualification. Preferred pathways into this qualification are:

<table>
<thead>
<tr>
<th>Preferred Pathway</th>
<th>Recommended Evidence</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 17841 Certificate IV in Human Resources (BSB41007) or other relevant qualifications(s)</td>
<td>Copy of your Certificate or Transcript (from TAFE or similar qualification at another registered training organisation) or supply your TAFE student number.</td>
</tr>
</tbody>
</table>

2 Vocational experience in human resource management but without formal qualifications. | Provide resume, position descriptions and/or statements from employers. Examples of indicative job roles for candidates seeking entry based upon their vocational experience include human resource assistant, human resources officer, payroll officer. |

OR

For further information:
Phone: 131 674 | Email: nsi.onlinecourses@tafensw.edu.au
TAFE NSW – Northern Sydney Institute
Crows Nest College
149 West Street Crows Nest NSW 2065