Course delivery

This course is delivered fully online over a period of two semesters with students able to fast track their learning. Students are also offered the opportunity to attend the equivalent face to face evening classes at TAFE’s Meadowbank campus to supplement their online learning if they feel this would be of benefit. A dedicated online facilitator (teacher) manages the learning environment and communicates with students, supports student learning and gives feedback on work submitted.

To study online you will need access to a computer and the internet. The Online Learning Systems Requirements information sheet will give you details on the equipment you will need to study the course.

Course description

This qualification aims to provide you with the skills and knowledge required to work in human resources as a manager or specialist or as a team leader with human resource management responsibilities.

Course structure

This course requires completion of eight (8) units of competency. The units delivered in this course are:

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</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>BSBWRK509A</td>
<td>Manage industrial relations</td>
</tr>
<tr>
<td>BSBOHS509A</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. Possible job titles relevant to this qualification include:

- Human Resources Advisor
- Human Resources and Change Manager
- Human Resources Consultant
- Human Resources Manager
- Senior Human Resources Officer

Entry requirement

Certificate IV or equivalent, and/or relevant industry experience. To help us assess your eligibility for this course you may be asked to provide evidence of your previous qualifications and experience. Read the Entry Requirements brochure for more details.

Career pathways

When you finish this course you can apply to study Advanced Diploma qualifications in the Business Services Training Package BSB07, including marketing or human resources. In addition, you may be eligible for advanced standing in other courses and other Training Package qualifications. You may also be able to articulate to degree courses in Business or a related area.

TAFE NSW fee

When you enrol, you will need to pay a TAFE NSW fee, unless you qualify for a fee exemption. The 2010 TAFE NSW fee for this course is $1242 annual fee or $621 for enrolments of one semester or less. CASH IS NOT ACCEPTED. Accepted forms of payment are EFTPOS, VISA CARD, MASTERCARD, MONEY ORDER or CHEQUE (payable to TAFE NSW – Northern Sydney Institute).

Aboriginal or Torres Strait Islander students are exempt from paying the TAFE NSW fee. Students in receipt of a Disability Support Pension and students with a disability (clients of a TAFE Disability Consultant) are entitled to one full fee exemption for one TAFE NSW course per year and are eligible for the $51 concession fee for subsequent enrolments in that year.

How to enrol

For further information on registering and enrolling in the course go to the NSI internet site: www.nsi.tafensw.edu.au/studyonline or contact the NSI Call Centre on telephone 131 674 or +61 2 9942 0333 or email nsi.onlinecourses@tafensw.edu.au

Recognition of Prior Learning

TAFE NSW recognises the skills and knowledge you have gained in other courses, life experience, work or training provided at work. You may be able to have your prior learning recognised and credited against a course of study. For further information call 131 674 or go to www.nsi.tafensw.edu.au

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 June 2010. Changes may have taken place since that time. Contact NSI to confirm course details and availability.