

DIPLOMA OF HUMAN RESOURCES MANAGEMENT

This course is for those wanting a better understanding of the human resource management function within an organisation. Typically they have responsibility for the work of other staff. Competencies developed include managing human resource services, performance management and workforce planning. They also will develop skills around a range of other human resource functions such as remuneration, mediation and industrial relations.

What job could training lead to?

Human resources manager, coordinator, human resources administrator or human resources advisors.

Am I eligible?

Students enter the program with Certificate IV in human resources or other qualifications at this level. However, practical experience in managing people may be considered.

What will I receive?

On successful completion you will receive a Diploma of Human Resources Management or a Statement of Attainment for competency units completed.

Can I go on to further training?

Yes. Successful completion of this course may gain recognition of your studies towards the Advanced Diploma of HR Management or a range of other Advanced Diploma qualifications. Depending on your desired outcomes, CQ TAFE has a wide range of training pathways that may suit you including recognition at the university level.

How long will the training take?

Approximately 480 hours of study time will be involved however, the training duration will depend on the electives and study mode selected. Full time is usually 12 months or part time 2 years.

Where, when and how can I train?

General Public

Location	Notes
Off Campus	Part time, External (Online - Distance), Blended/Distributed Learning Delivery - videostreaming option available, enrolments accepted up to 28 August 2009
Off Campus	Start 13/07/2009, Part time, External (Distance), Self paced

Is what I already know taken into account?

Yes. Your history of study, skills and experience does matter. Consideration is given to your prior life and work experiences as well as formal and informal training. This may be applied using the national standard for Mutual Recognition or through Recognition of Prior Learning (RPL). Documentary evidence will be requested.

What else might I find useful?

Financial assistance with fees may be available through concessions or via 'Time to Pay' payment plan. This and other information such as student support, study and library assistance can be found at: www.cq.tafe.qld.gov.au/students

To ensure a place in this course an enrolment form must be completed and full payment received. Enrolments can be made over the phone with a credit card, in person or via mail. Fees may be paid by credit card, cash, EFTPOS or money order.

Materials / Other Requirements:

All students must wear covered footwear in accordance with the TAFE safety policy.

Units of competency

Total of 8 units comprising of:
3 core units;
5 elective units.

Core

Unit	Description	Hours
BSBHRM501A	Manage human resources services	60
BSBHRM503A	Manage performance management systems	60
BSBHRM504A	Manage workforce planning	60

Electives

Unit	Description	Hours
BSBHRM502A	Manage human resources management information systems	60

Please note: - While competencies listed in the brochure are offered by CQ TAFE, all may not be offered through individual campuses or during the current semester. Unit hours displayed are the typical supervised nominal hours for typical attendance but actual hours can vary. The information contained within this brochure was correct at the time of printing.

CQ TAFE Ref: BSB50607/882 Issue 10685 Updated: Monday, 10 August 2009 Generated: Monday, 10 August 2009

BSBHRM505A	Manage remuneration and employee benefits	60
BSBHRM506A	Manage recruitment selection and induction processes	60
BSBHRM507A	Manage separation or termination	50
BSBHRM509A	Manage rehabilitation or return-to-work programs	50
BSBHRM510A	Manage mediation processes	60
BSBLED502A	Manage programs that promote personal effectiveness	60
BSBWRK509A	Manage industrial relations	80

How do I apply and where can I find more information?

Phone the Customer Contact Centre on 1300 CQ TAFE (1300 27 8233) or visit our website:
www.cq.tafe.qld.gov.au

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