

COURSE CODE

**BSB50618**

COURSE

## **Diploma of Human Resources Management**

**ENROL TODAY**

**TAFENSW.EDU.AU or 131 601**

### WHY CHOOSE TAFE NSW?



**Opens career doors.** Our industry relationships lead many students directly into work with a range of employers including agencies, studios, galleries and fashion houses.



**Global prospects.** TAFE NSW graduates possess the technical knowledge, creative-thinking and specialised skills that are highly sought after by employers around the world.



**State-of-the-art facilities.** Purpose-built creative studios and industry standard software mean you will master the same tools of the trade as leading professionals.



**Industry exposure.** TAFE NSW partners with industry to provide you with hands-on experience through networking, sponsor programs, competitions, talks, lectures and other creative industry events.



**Recognised and respected.** TAFE NSW has built its reputation on delivering trusted, industry aligned and nationally recognised training for over 130 years.

# Diploma of Human Resources Management

National Course Code: BSB50618 | TAFE NSW Code: BSB50618-01V01-19MBK-201

Qualification Level	Diploma
Study Type	Full Time
Course Start Date	Enquire Now
Hours Per Week	18
Duration	17 Weeks
Delivery Locations	Meadowbank
Course Fees	<b>Subsidised Prices</b> First Qualification: \$2,530.00 Second Qualification: \$2,850.00 Traineeship: \$1,000.00 You may be eligible for the NSW Smart & Skilled <b>Fee Free</b> Traineeship which will be verified at enrolment.
Course Features	Nationally Recognised Training Traineeship Allowed This training is subsidised by the NSW Government VET Student Loans Available

## Course Description

This qualification reflects the role of individuals working in a variety of roles within the human resources sector who have a sound theoretical knowledge base in human resources management and demonstrate a range of managerial skills to ensure that human resources functions are effectively conducted in an organisation or business area. Typically they would have responsibility for the work of other staff.

## Entry Requirements

When you study with TAFE NSW, we want you to succeed. Entry requirements allow us to make sure that you have the right pre-existing knowledge and skills to achieve your chosen qualification. You will need to provide evidence that you meet the requirements listed in this section

There are no formal entry requirements for this course.

It is assumed that you have literacy, numeracy and technical skills at Certificate IV level for success in this course. Contact your TAFE NSW campus if you have any questions about your suitability.

## Information Sessions and more about the course

It's all happening at TAFE NSW InfoFest. [Register](#) for an information session to broaden your skills set to get ahead. Can't find an Information Session for you? [Enquire Online](#) or call 131601

You will be required to complete approximately 12 hours of self-directed learning per week in addition to timetabled attendance hours.

## INFORMATION SESSION

There are no Information Sessions scheduled at this time.? Please contact campus for more information.

## VOLUME OF LEARNING

In addition, you are expected to complete 9-10 hours of unstructured learning consisting of research and readings.

## ENTRY REQUIREMENTS:

There are no formal pre-requisites for entry into this qualification. It is expected that you will have completed a CIV in Human Resources or relevant business area and/or have 3-5 years work experience in Human Resources roles at management levels.

Did you know as a TAFE NSW student you have unlimited access to Lynda.com which is an online library of video courses in software, design, technology, communication, learning and business. These skills can help you to achieve your study goals. Visit the Student Portal to get started.

We offer student services and study support to ensure you can achieve your goals. Learn about TAFE NSW [Student Services](#)

As a TAFE NSW student in this course, you will have access to:

- LinkedIn Learning (formerly Lynda.com)
- Studiosity - online access to a real life tutor
- Easy computing online short courses
- Access to local TAFE libraries

## Attendance

You will need to attend approximately 18-20 hours of class a week over 3 days per week. An indication of how your weekly timetable may look is: Tuesday, Wednesday & Friday's 9am - 12pm, 12.30pm, 3.30pm.

## Fee Details

### SMART AND SKILLED FEES

This course is government-subsidised, meaning you pay a portion of the full course fee to TAFE NSW and the NSW Government will pay the balance. However, you must meet certain eligibility criteria for this to apply.

Depending on your previous qualifications and experience, your fee may be less than the maximum fee quoted. Your actual fee and eligibility for concession/exemption will be calculated and confirmed during the enrolment process.

For further information about eligibility and explanations of the different fee categories, visit [Are You Eligible?](#)

### PAYMENT OPTIONS AND ASSISTANCE

This course is approved for a Commonwealth VET Student Loan (VSL). If you meet the VSL eligibility and academic suitability requirements, you are able to apply to the Commonwealth for a loan to cover all or part of your course fee. We will ask you whether you would like to apply for a VET Student Loan when you enrol and advise you of the process.

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The loan cap for this course is \$x,000. This means the maximum amount you can borrow for each unit of study is \$x,xxx, and you will need to directly pay the remaining \$xxx for each Unit of Study.

Find out more about VET Student Loans at: <https://www.tafensw.edu.au/vet-student-loans>

Direct payment by Unit of Study instalments is available for this course.

The Units of Study and associated fees for this course are detailed below. Fees are charged on the census day for each unit of study. To secure a loan for part or all of your course, you must be eligible and submit a valid application to the Commonwealth for a VET Student Loan. You may withdraw prior to the census date without incurring a fee.

Find out about recognition: <https://www.tafensw.edu.au/enrol/recognition-credit-transfers>

Fees: <https://www.tafensw.edu.au/enrol/fees>

Payment - funding: <https://www.tafensw.edu.au/enrol/payment-funding>

Find out more about [VET Student Loans](#)

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## **READ BEFORE YOU ENROL**

Learn about TAFE NSW [Fees](#)

Learn about TAFE NSW [Payment/Funding](#)

## **RECOGNITION**

Recognition is a process of acknowledging previously completed qualifications, skills, knowledge or experience relevant to your course. This may reduce the amount of learning required, reduce your course fees and allow you to achieve your qualification faster.

Learn about Recognition at TAFE NSW [Recognition](#)

## **Incidental Cost**

- Student Association - \$20.00

# How to Enrol

Semester one starts early February 2020. Enquire now to be notified when enrolments open. To find out more information on this course including the next start date, submit an online enquiry by clicking the **Enquire Now** button on this page, or call 131 601 during business hours\* to chat with a member of our friendly customer service team.

\*Our customer service team are available from Monday to Friday, 9am to 5pm AEST.

Enrolling with us is easy, though the exact process does depend on your course and any prerequisites that go with it.

Be sure to read your chosen course information carefully to make sure it is the right qualification, location and study type for you.

Enrol and pay online via our secure payment gateway to secure your place.

As you progress through the enrolment process you will be prompted to provide additional information. If you are interested in studying as a Trainee or Apprentice please call 131 601 for full details.

## Units

BSBHRM501	Manage human resource services
BSBHRM506	Manage recruitment selection and induction processes
BSBHRM512	Develop and manage performance management processes
BSBHRM513	Manage workforce planning
BSBWHS401	Implement and monitor WHS policies, procedures and programs to meet legislative requirements
BSBMGT502	Manage people performance
BSBFIM501	Manage budgets and financial plans
BSBRISK501	Manage risk
BSBWRK520	Manage employee relations

## Career Opportunities

Human Resources Consultant, Human resources manager, Human resources adviser/change manager, Senior human resources officer, Human resources consultant.