

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: BSB50618-01V02-20HIL-101

Qualification Level	Diploma
Study Type	PT Evening
Course Start Date	Enquire Now
Hours Per Week	7.1
Duration	36 Weeks
Delivery Locations	The Hills, Baulkham Hills
Course Fees	Subsidised Prices First Qualification: \$2,530.00 Second Qualification: \$2,850.00 Traineeship: \$1,000.00 You may be eligible for the NSW Smart & Skilled Fee Free 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.

To successfully complete this course, you will need:

- To successfully complete this course you will need Language, Literacy and Numeracy (LLN) skills as defined in the Australian Core Skills Framework (ACSF). If you haven't studied at this level or above before, you may be required to undertake an assessment of your LLN skills so that we can better understand your academic capabilities and identify areas where you may need support. If you do not meet these requirements a Teacher will discuss alternative options or support services available

to help you achieve your study goals.

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.

INFORMATION SESSIONS There are no information sessions currently scheduled for this course.

STUDY COMMITMENT

This is a Part Time Evening course. You will need to attend approximately 7.1 hours of class, over 2-3 days a week, for 36 weeks. As well as the in-class component, you will need to complete approximately 4.8 hours of other study per week.

You may also be required to complete approximately 16 hours of additional study each week outside of class hours, including research, assignment preparation, private study

IS THIS COURSE RIGHT FOR YOU?

This course offering is designed for people who:

- Are working in human resources, a business related occupation or returning to the workforce.

SERVICES AND STUDY SUPPORT

Additional learning and study tools available for this course:

- Counselling services, disability support services

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

This course is currently scheduled on Monday and Wednesday from 6 pm to 9 pm. 6 Saturday workshops from 9 am to 4 pm on 29 Feb, 14 March, 8 & 22 August, 12 Sept, 24 Oct 2020. This timetable may change and will be confirmed by your teacher.

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.

To complete your VET Student Loan application, you will need to provide:

- Your Tax File Number (TFN). If you don't have a TFN, [click here](#) for information on how to apply for one. You can complete your loan application with a Certificate of Application for a TFN, but must provide your TFN as soon as it is issued. If you don't provide your TFN before your first census day, you will need to pay the tuition fees for that unit of study.
- Your Commonwealth Higher Education Student Support Number (CHESSN). If you have previously accessed a loan via the Higher Education Loan Program (HELP), either at TAFE or university, you will already have a CHESSN. You must use the same CHESSN whenever you access a student loan. If you don't have CHESSN, we will allocate one on your behalf.

To be eligible for a VET Student Loan, you will need to be assessed as academically suitable to undertake high level VET study. You will need to provide:

- A copy of your Australian Year 12 Certificate; OR
- A copy of a certificate showing that you have been awarded a qualification at level 4 or above in the Australian Qualifications Framework (where the language of instruction was English). If you previously completed a Certificate IV or higher qualification at TAFE NSW, just let us know where and when you studied in your application; OR
- Display competence at Exit Level 3 in the Australian Core Skills Framework in both reading and numeracy through an approved Language, Literacy and Numeracy test. We will let you know if this is required once you apply.

If you intend to apply for a VET Student Loan, it's important you know your [student obligations](#).

The loan cap for this course is \$5,264.00. This means the maximum amount you can borrow for each Unit of Study is \$713.00

ADDITIONAL RESOURCES

You will need to provide the following resources which is retained on completion of study: \$20 for personal stationery

Find out more about [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 above. 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.

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

- Course Related Materials Charge - \$20.00
- Student Association - \$20.00

How to Enrol

Semester two starts July 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
BSBWRK520	Manage employee relations
BSBLDR511	Develop and use emotional intelligence
BSBLED501	Develop a workplace learning environment
BSBMGT502	Manage people performance

Career Opportunities

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