



## Apex Institute of Education

RTO No: 91606 CRICOS Provider No: 03156M

Sydney CBD Campus: Levels 2&3 22-26 Goulburn Street Sydney NSW 2000 Australia

Parramatta Campus: 2 Sorrell Street, Parramatta NSW 2150 Australia

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# Diploma of Human Resources Management

National Course Code BSB50615 CRICOS Course Code 087328A

## COURSE PROFILE

<b>Duration:</b>	<b>52 weeks</b> (40 Weeks Tuition + 12 weeks holidays)
<b>Qualification:</b>	Diploma (AQF)
<b>Training Package:</b>	BSB Business Services Training Package
<b>Delivery Mode:</b>	Full time (20 hours per week) blended (face-to-face and online)
<b>Tuition Fee</b>	AUD \$11,500.00
<b>Enrolment fee</b>	AUD \$500 (non-refundable)
<b>Materials Fee</b>	AUD \$200 (covers the cost of workbooks and assessment materials)
	Information on other fees and charges is available on our website

### Course Structure:

TERM	Units of Competency	Duration (weeks)
1	BSBWRK510 Manage employee relations	5
	BSBHHRM501 Manage human resources services	5
2	BSBSUS501 Develop workplace policy and procedures for sustainability	5
	BSBHHRM506 Manage recruitment, selection and induction processes	5
3	BSBHHRM513 Manage workforce planning	5
	BSBHHRM505 Manage remuneration and employee benefits	5
4	BSBHHRM512 Develop and manage performance-management processes	5
	BSBWHS401 Implement and monitor WHS policies, procedures and programs to meet legislative requirements	3
	BSBHHRM507 Manage separation or termination	2

The **9 units of competency** are delivered throughout the **40 weeks** of tuition. All the above listed units competency must be completed to receive the Diploma of Human Resources Management qualification.



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<b>Course Description</b>	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.
<b>Entry Requirements</b>	The course will be available for those students who are 18 years or older and have completed Year 12 or its equivalent. International Students are also required to have an English ability at the IELTS 5.5 or equivalent.
<b>Vocational Outcomes</b>	Job roles and titles vary across different industry sectors. Possible job titles relevant to this qualification include: Human resources adviser or Human resources consultant.
<b>Target Group</b>	Local and international students who require skills in marketing as well as those with experience gained through employment but who lack a formal qualification.
<b>Course Completion</b>	Students obtaining a 'competent' result for all listed competencies will achieve a Diploma of Human Resources Management. A Record of Results will be issued to students who compete less than required units.
<b>Protection of fees paid fees</b>	Pre-paid tuition fees are protected through Tuition Protection Service (TPS)
<b>Trainers and Assessors</b>	All trainers and assessors possess relevant vocational and training and assessment competencies and have relevant industry skills.
<b>Assessments</b>	Summative assessments are conducted during and on completion of training for each unit to determine if the learner is competent. Summative assessments at the end of each unit will be conducted using a project assignments and written tests. Assessment methods may include: Assignment, Questioning, Case Study, Third Party Report, Self-assessment, In Class Activities, Observation, Role Play and RPL
<b>Articulation</b>	Qualifications awarded by AIE will be recognised by other RTOs Australia wide. Upon successful completion of the Diploma the students may continue their studies further by enrolling in relevant Advanced Diploma courses.
<b>RPL and Exemptions</b>	AIE must recognise the AQF qualifications and statements of attainment issued by any other RTO. RPL and Credit Transfer are available for students to access prior to enrolment. More information is available in our student handbook
<b>Training and other Facilities</b>	AIE trains and assesses its students from its Sydney and Parramatta campuses that are fully equipped with facilities including classrooms, computer lab, wireless internet, overhead projectors, books borrowing facility, and a student sitting and recreation area.

For further information, please visit our website:

[www.apexaustralia.edu.au](http://www.apexaustralia.edu.au)