

# Advanced Diploma of Management (Human Resources)

National Course Code BSB60915 CRICOS Course Code 087610K

## COURSE PROFILE

<b>Duration:</b>	<b>52 weeks</b> (40 Weeks Tuition plus 12 weeks holidays)
<b>Qualification:</b>	Advanced 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) Up to one-third of the course is delivered online
<b>Tuition Fee:</b>	AUD \$7,000
<b>Enrolment Fee:</b>	AUD \$200 (non-refundable)
<b>Materials Fee:</b>	AUD \$200 (covers the cost of learning and other materials) Information on other fees and charges is available on our <a href="#">website</a> .

## Units of Competency

BSBMGT615 Contribute to organisation development	Core
BSBINM601 Manage knowledge and information	Elective
BSBSUS501 Develop workplace policy and procedures for sustainability	Elective
BSBINN601 Lead and manage organisational change	Core
BSBDIV601 Develop and implement diversity policy	Core
BSBHRM602 Manage human resources strategic planning	Core
BSBMGT605 Provide leadership across the organisation	Core
BSBMGT616 Develop and implement strategic plans	Core

The **8 units of competency** are delivered throughout the **40 weeks** of tuition. The qualification is delivered over 4 terms (each term is 10 weeks). Each term is followed by 3 weeks of holidays.

All the above listed units of competency must be completed to receive the BSB60915 Advanced Diploma of Management (Human Resources) qualification.

<b>Course Description</b>	This qualification reflects the role of individuals working as human resources directors, strategists and national regional or global human resources managers. They provide leadership and strategic direction in the human resources activities of an organisation. They analyse, design and execute judgements using wide-ranging technical, creative, conceptual or managerial competencies. Their knowledge base may be highly specialised or broad within the human resources field. These individuals are often accountable for group outcomes and for the overall performance of the human resources function of an organisation.
<b>Entry Requirements and Pre-Requisites</b>	The course will be available for those students who are 18 years or older and have completed Year 12 or equivalent. International Students are required to have an English ability at the IELTS 5.5 or equivalent.  There are no pre-requisites for this qualification.
<b>Vocational Outcomes</b>	After completion of the qualification, a person could obtain employment opportunities in various business and commercial enterprises as a: <ul style="list-style-type: none"> <li>• human resources director,</li> <li>• human resources Strategist, or</li> <li>• national, regional or global human resources manager.</li> </ul> Job roles and titles may vary across different industry sectors.
<b>Target Group</b>	Local and international students who require skills in human resources management 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 BSB60915 Advanced Diploma of Management (Human Resources). A Record of Results will be issued to students who compete less than required units.
<b>Protection of fees paid in advance</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>	Assessments are conducted during and on completion of training for each unit to determine if the learner is competent. The assessments are conducted using knowledge and skills assessments. Assessment methods may include: Assignment, Questioning (Oral/Written), Case Study, Third Party Report, In Class Activities, Observations, Role Play and RPL.
<b>Articulation</b>	Qualifications awarded by AIE will be recognised by other RTOs Australia wide. Upon successful completion of the Advanced Diploma the students may be eligible for exemption in relevant undergraduate 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.



## Apex Institute of Education

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### Training Location and other Facilities

AIE trains and assesses its students from its Sydney CBD Campus and Parramatta Campus 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)