



# BSB50801 Diploma of Business (Human Resources)

Updated for 2004

## **WHAT DOES THIS COURSE INVOLVE?**

This course is designed to develop a comprehensive set of generic and specific human resource competencies to enable you to work in various human resource roles. Such skills include learning how to manage finance and payroll systems, computer and word processing skills and learning how to develop staffing policies and recruitment processes. It provides training in human resource operations, practice and management. Special emphasis is given to making sure you understand the legislation associated with human resources, such as employee/industrial relations issues.

The course is made up of a minimum of 18 units. Students wanting to apply for maximum credits at University may apply for permission to do 30 units and must include all units marked with a \* in their selection. Educators will assist students to make their selection during the first week of study.

The Diploma of Business (Human Resources) is made up of 3 core units:

<b>BSBSBM404A</b>	<b>Undertake business planning</b>
<b>BSBFLM504A</b>	<b>Facilitate work teams</b>
<b>BSBADM502A</b>	<b>Manage meetings</b>

Plus 5 units chosen from this list:

<b>BSBHR504A</b>	<b>Manage industrial relations policies &amp; plans *</b>
<b>BSBHR503A</b>	<b>Manage performance management systems</b>
<b>BSBHR508A</b>	<b>Manage work/life skills</b>
<b>BSBHR506A</b>	<b>Manage recruitment, selection &amp; induction processes</b>
<b>BSBHR507A</b>	<b>Manage separation/termination</b>
<b>BSBHR501A</b>	<b>Manage human resource consultancy services</b>
<b>BSBHR502A</b>	<b>Manage human resource management systems</b>

Plus 10 units selected from the units of competency for BSB40101 Certificate IV in Business (see the Course Guide for the Certificate IV)

**NB.** Students who have permission to do 30 units must also select 12 units taken from BSB30101 Certificate III in Business or BSB30201 Certificate III in Business Administration and must include any units marked with a \* in their selection (see the Course Guide for each Certificate III)

Additionally, overseas students are required to attend 4 hours of ELICOS on a weekly basis.

## **WHAT ARE MY EMPLOYMENT OPPORTUNITIES?**

Almost all businesses require a human resource department to manage staff attraction and retention, salaries and the general well-being of employees. The Diploma is designed for those people seeking to work at a management level in human resources. Some typical employers include large government organisations and large private enterprises. Graduates may also work for human resource recruitment consultancies. At the Certificate IV level, you could work in an administration role within the human resources area and at the Diploma level you could take on the role of a human resources officer and work with little direct supervision.

### **HOW LONG DOES IT TAKE?**

The course duration is 40 Weeks/12 Months, 20 hours per week.

Students will complete the 10 units from Certificate IV in Business for the first 20 Weeks/6 Months as part of the Diploma program.

The 8 Diploma units will be completed over the remaining 20 Weeks/6 Months.

Students who have permission to do the 12 units from Certificate III will complete these units self-paced at a rate of 3 units per term.

**Note: All duration times stated are the maximum timeframe to complete the program and published fees cover this timeframe. Students who have not completed their qualification in the stated timeframe can continue the program at an additional cost.**

### **ENTRY REQUIREMENTS**

Completed Year 12 or its equivalent **OR** Mature Aged (18 years of age or over).

Overseas students require language proficiency of IELTS level 5.5 or equivalent.

### **SUPPORT**

King's undertakes a duty of care towards its student body and offers course counselling as required.

### **RECOGNITION OF PRIOR LEARNING**

Recognition of Prior Learning is the student's opportunity to have their prior skills and competencies recognised. These skills and competencies may relate to units you are about to commence and as a result can exempt you from studying these units. However, there is a cost related to obtaining Recognition of Prior Learning.

The process requires students to gather evidence confirming their competency. An educator will advise you in this task. **Enquire if you think you qualify.**

### **Enrolment Fee**

There is a non-refundable enrolment fee required upon receipt of your enrolment form. Your place will not be confirmed unless this payment has been made. This fee applies to all courses. Please contact the College to enquire about the enrolment fee.

### **Course Fees**

Please contact the College to enquire about course fees.



**To Enrol or to find out more Information**  
**Telephone + 61 7 5593 4386**  
**KING'S INTERNATIONAL COLLEGE**

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