Primarily intended for individuals who are already engaged in a substantive HR role – or who have attained an AQF4 level qualification in HR or an allied field – the Diploma of Human Resources Management enhances existing technical skills and develops awareness of the latest approaches and practices within the HR & Training discipline. The diploma’s particular focus is to enhance participants’ understanding of the strategic possibilities of the HR function within a contemporary business context, allowing them to facilitate cultural change and implement executive policy.

Who Should Attend
This qualification is designed for HR managers, advisors, or officers; administration staff responsible for HR procedures on a regular basis; and other line managers wishing to develop a comprehensive understanding of current best practice across Human Resources Management.

Course Structure
The Diploma of Human Resources Management is delivered by expert trainers in one of three delivery methods: online, classroom, or blended.

Online Learning Format
The online training program provides access to a fully customised e-learning environment, MyUpskilled. MyUpskilled includes powerpoint resources, reading materials, discussion boards, forums, access to assessments, resources, videos (including access to the Lynda.com video training library) and blogs. The course is conducted over a 9 month period with one unit of competency expected to be completed each month.

Classroom Format
Our classroom delivery requires attendance at 9 x full day (9am-4pm) face-to-face workshops scheduled across a 9 month period with one unit of competency completed each month. This format allows participants sufficient time between and after workshops to undertake self-directed learning, assignments, and out-of-class assessment. Workshops engage participants in active discussion, problem-solving exercises, networking opportunities, and presentations related to the effective undertaking of advanced HRM practices. The location of classroom training is typically delivered institutionally.

Blended Classroom/Online Format
The blended training format is scheduled over a 9 month period with one unit of competency completed each month. There are typically 4 x full day (9am – 4pm) face to face workshops scheduled during the 9 month period.
Prerequisites
There are no formal prerequisites for this qualification.

Recognition of Prior Learning (RPL)
RPL is available for each Unit of Competency based on relevant workplace experience, formal training, or other expertise. To apply for RPL, please submit documentation in portfolio form for evaluation by Upskilled assessors.

Inclusions
- All students will be provided with a relevant text book: Nankervis, A. Baird, M. Coffey, J. Shields, J. (2014) Human Resource Management Strategy and Practice 8th Ed. Cengage Learning, Australia and Smallprint Learner Guides for the units that are not covered by this text which include: BSBWHS401A, BSBLED501A, BSBPMG522A
- Access to fully customised online learning platform, MyUpskilled
- Access to the Student Support Services (Help desk) where students can receive support and assistance in the use of the LMS as well as any administration enquiries
- Regular contact with their trainer via email, telephone and/or LMS communication tools
- Trainer/Student Messaging System
- Webinars - both live and recorded sessions
- Unlimited access to world leading video training provider Lynda.com
- Access to Upskilled's Student Rewards Program

Course Outline
The following Units of Competency as identified in the National Business Services Training Package must be successfully completed to attain the Diploma of Human Resources Management.

<table>
<thead>
<tr>
<th>UNIT CODE</th>
<th>UNIT DESCRIPTION</th>
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</thead>
<tbody>
<tr>
<td>BSBHRM501B</td>
<td>Manage Human Resources Services</td>
</tr>
<tr>
<td>BSBHRM506A</td>
<td>Manage recruitment selection and induction processes</td>
</tr>
<tr>
<td>BSBHRM512A</td>
<td>Develop and manage performance-management processes</td>
</tr>
<tr>
<td>BSBHRM513A</td>
<td>Manage workforce planning</td>
</tr>
<tr>
<td>BSBWRK510A</td>
<td>Manage employee relations</td>
</tr>
<tr>
<td>BSBWHS401A</td>
<td>Implement and monitor WHS policies, procedures and programs to meet legislative requirements</td>
</tr>
<tr>
<td>BSBHRM507A</td>
<td>Manage separation or termination</td>
</tr>
<tr>
<td>BSBLED501A</td>
<td>Develop a workplace learning environment</td>
</tr>
<tr>
<td>BSBPMG522A</td>
<td>Undertake project work</td>
</tr>
</tbody>
</table>

How to Apply
Whether you’re inquiring as an individual, or as a manager acting on behalf of one or more employees, the easiest way to apply is to contact Upskilled:
- Select from more than 80 nationally accredited certificate and diploma courses
- Complete an application form at www.upskilled.edu.au
- Submit the form and an Upskilled Education Manager will contact you.