

## Course Essentials and Pre-Enrolment Information **BSB50320 Diploma of Human Resources Management**

### **Advance your Career in HR.**

Learn the skills to be an effective Human Resource Manager. Gain a comprehensive understanding of HRM theory, skills and application. From selecting and retaining staff to managing performance, employee relations, risk and projects, the topics covered are all practical and relevant to today's workplaces.

This course is suitable for current Human Resource Managers, Office Managers, those who are seeking a career or promotion in HRM and those who wish to do further study in business and HRM at University.

### **Gain Your Human Resource Management Qualification and use it to Advance Your Career in HR.**

- ✓ Help gain your next Promotion or New Job
- ✓ **Finally have that 'Piece of Paper' that says you can do it**
- ✓ Formally recognize your work skills and Prove your experience
- ✓ **Get the 'Pat on the Back' you deserve**
- ✓ Learn new skills
- ✓ **Set yourself up for the next level promotion**
- ✓ Fast track to further studies



During this course, you will discover and implement the practical strategies that will make a REAL difference to:

- ✓ Developing and managing performance management processes
- ✓ Managing human resources services
- ✓ Managing people performance


Designed for those already working, you can study at your own pace and become qualified. With flexibility built in at every stage, you can maintain your work-life balance while building your future and advancing your Career.

## Advance and Benefit your Career with this Highly Valued Qualification...







**A**ffordable: VET Student Loans, Payment Plans, Tax Rebates, Student Discounts

**B**eneficial: Your Skills Formally Recognised, Promotion Opportunities, Uni Pathways, Association Membership, Career Pathway



**C**onvenient: Online, 24/7, RPL (Experience Recognised), Support Options, Practical Projects





<b>Qualification Name + Code</b>	<b>BSB50320 Diploma of Human Resources Management</b>
<b>Course Currency</b>	This is the official Diploma of Human Resources Management Course. You will be gaining the latest and most up-to-date version of this course.
<b>Certificate Recognized</b> 	Yes. All qualifications offered by Global Training Institute are nationally recognised and align with the Australian Qualifications Framework. Your qualification is therefore valued by employers throughout Australia.
<b>Date of Effect:</b>	01/07/2021 – 30/06/2024
<b>Post Nominal</b>	Yes. You will be able to use the letters <b>DipHRM</b> after your name when you complete your course.
<b>Professional Association Memberships</b>	Yes. At the end of your course, you will be eligible for membership with: <ol style="list-style-type: none"> <li>The Australian HR Institute as an Affiliate Member or Professional Member (if have 5 years of HR workplace experience). <a href="https://www.ahri.com.au/">https://www.ahri.com.au/</a></li> <li>Australian Institute of Office Professionals <a href="https://www.aiop.com.au/">https://www.aiop.com.au/</a></li> </ol>
<b>VET Student Loan Approved</b>	YES – You can study this course with a loan from the Government (pending eligibility). Means you can Study now and Pay your loan back later through your tax. See details at end of flyer.
<b>Centrelink Approved</b>	YES. Registered for Austudy, Abstudy, Youth Allowance...52 weeks (including 4 weeks holidays); 20 hours/wk full-time study. GTI NO: 4P976
<b>Speciality/Cohort Recommended for:</b>	Career minded persons who are seeking a career and/or promotion in Human Resource Management. <ul style="list-style-type: none"> <li>Office Managers</li> </ul>
<b>Double Qualification Available</b>	Yes. You can complete this course as a single qualification or you can also gain a second qualification at the same time by completing a few additional units. Obtaining two qualifications often increases your chance of employment and promotions, and extends the industries in which you can gain employment.
<b>Delivery Method</b>	Flexi Training – You choose your training method to suit you and your work schedule. <ol style="list-style-type: none"> <li>Mixture of Online + Phone or skype sessions – day or evening sessions</li> <li>Distance -we can provide you with a USB with materials and assessments if you do not have access to internet; or</li> <li>Face-to-Face (GTI office)</li> </ol>
<b>Covers Enrolments</b>	1 <sup>st</sup> July 2021 – 30 <sup>th</sup> June 2024
<b>Start Dates</b>	Flexible. Year Round Start Dates. Means you can start any time. Fast Start & Quick Access to your Course.
<b>Duration of Course</b>	12 months: 48 academic weeks (over 3 trimesters) includes 4 weeks access to your units at the end to ensure you have completed all units.

	<p><b>Quicker Completion:</b> Many students complete their course much quicker. Depending upon your previous experience and how much time you can allocate to completing your qualification, will determine when you finish. All the resources and assessments are available to you 24/7, so you can get in and complete as fast as you want.</p>
<b>Course Completion Date</b>	You will have access to your units for 12 months, to complete your course, from your enrolment date.
<b>Entry Requirements</b>	<p><b>Age:</b> 25 Years or over  <b>Academic Suitability:</b> Proof of completing:          - Year 12/Senior Certificate; <b>or</b>          - An AQF Qualification at Level 4 or above (Australian Certificate IV, Diploma, University Degree); <b>or</b>          - Pass a Government approved LLN Test. (You must display competence at or above Exit level 3 in both numeracy and literacy)  <b>Industry Experience:</b>          2+ years experience in HR position (current or previous); <b>or</b>          Completed Certificate IV in HR; <b>or</b>          Completed GTI's Cert IV Business (HR Focus)  <b>English language:</b> see 'English Requirements' in the footer of the website for more information.  <b>Resource Requirements:</b> Students are required to have access to the internet and a computer in order to access their materials online  <b>General:</b> Motivation and good reason to complete qualification</p>
<b>Specific requirements needed to successfully complete the course</b>	<p>Yes. Refer Materials/Equipment Needed.          Active (minimum monthly) communication with your Trainer is required.</p>
<b>Materials/Equipment Needed</b>	Computer, Internet access, Firefox or Chrome (not Internet Explorer). Students are required to have access to the internet and a computer in order to access their materials, and submit assessments online.
<b>Units In the Course</b>	<p>12 Units are required to gain this qualification.          Similar units to these need to be completed:</p> <ul style="list-style-type: none"> <li>• BSBLDR523      Lead and manage effective workplace relationships</li> <li>• BSBCRT511      Develop critical thinking in others</li> <li>• BSBOPS504      Manage business risk</li> <li>• BSBWHS411      Implement and monitor WHS policies, procedures and programs</li> <li>• BSBWHS521      Ensure a safe workplace for a work area</li> <li>• BSBHRM524      Coordinate workforce plan implementation</li> <li>• BSBHRM527      Coordinate human resource functions and processes</li> <li>• BSBHRM525      Manage recruitment and onboarding</li> <li>• BSBHRM521      Facilitate performance development processes</li> <li>• BSBHRM522      Manage employee and industrial relations</li> <li>• BSBHRM523      Coordinate the learning and development of teams and individuals</li> <li>• BSBHRM531      Coordinate health and wellness programs</li> </ul> <p>Your units may differ depending if you have credits, if you are completing another qualification also at the same time or if you have chosen different electives.</p>
<b>Resources Provided:</b>	You will be provided with all the required materials to complete your training and assessments.

	You will also have access to many additional Business, Administration, Leadership, Management and Career Success Resources and Templates. These can really help you to Advance Your Career.
<b>Training Support Services</b>	<p>No additional cost. You will have access to your Trainer, Completion Coach and GTI office support staff, phone sessions and unlimited email support.</p> <div style="display: flex; justify-content: space-around; align-items: center;">       </div> <p style="font-size: small; text-align: center;"> <span>Online Access</span>   <span>Tutor</span>   <span>Completion Coach</span>   <span>Unlimited Phone Sessions</span>   <span>Recorded Assessments</span>   <span>Resources</span> </p>
<b>Additional Learner Support Services Available if required</b>	<p>If you have a disability, medical condition or believe that you will need additional support or adjustments made to your training, please contact the Training Manager on 1800 998 500 so that we can discuss your situation and see what adjustments may be able to be made.</p> <p>Some of the adjustments that you may be able to access include:</p> <ul style="list-style-type: none"> <li>- Support from trainer and office staff – unlimited 1800 number, email, zoom, sms support – keep in close contact with us <ul style="list-style-type: none"> <li>- Unlimited phone appointments with Trainer</li> <li>- Flexible training timetables – contact us if you need to modify your training plan e.g. If you are doing a project at work and a unit suits that project, you can switch the order of the units so that you can complete it while you are doing your project at work</li> <li>- Additional Reference Libraries</li> <li>- Online/offline assessments and resources</li> <li>- Limited computer skills/typing: <ul style="list-style-type: none"> <li>- We will help you get a phone app for talk to text conversion</li> <li>- We will give you extra computer lessons for using you online student area and any other IT support you may need</li> <li>- Audio Recording options – trainer may interview you through your assessments and then you provide the matching evidence.</li> <li>- Limited/no internet access</li> <li>- USB</li> <li>- Lack of motivation: <ul style="list-style-type: none"> <li>- Completion Coach – contact us and we will keep you on track</li> <li>- Small rewards provided when you complete a unit</li> </ul> </li> </ul> </li> </ul> </li> </ul> <p>These are provided at no additional cost.</p>
<b>Location of Training, Sessions &amp; Times</b>	You will arrange your training with your Trainer to suit you both. Training will be usually online plus sessions via phone, skype or similar. You will receive a Training Plan.
<b>Attendance at training if required</b>	Active (minimum monthly) communication with your Trainer is required. Attendance at any webinars or workshops is not compulsory, however there is great value in participating in any that are organised.
<b>Access to Trainer:</b>	You will have regular contact (minimum monthly) with your Trainer via phone, email, and if convenient, face-to-face. You will know that they are just a phone call or email away whenever you need them.
<b>Recommended study time per week</b>	4-6 hours per week generally allows you to complete 1 unit per month if you have experience and can access workplace documents, more if you do not.
<b>Location of Assessing</b>	You will complete your assessments at work or home.



	<p>These will need to be typed (or handwritten and scanned) and submitted into your Online Student Area. It is a very simple process.</p> <p>Your assessments will often be developing workplace systems and procedures to improve your HR processes for either your existing workplace or a case study.</p>
<b>Recognition of Prior Learning:</b>	<p>Yes, RPL is available for this course. Same tuition fee applies. You can use your previous experience and workplace documents as part of your assessments.</p> <p>Apply for RPL in the Enrolment form.</p>
<b>Credit Transfer</b>	<p>Yes, if you have completed the exact same unit in another qualification, you will not need to redo it. Provide this information along with a copy of your Statement of Results with your Enrolment Form.</p>
<b>Any Work Experience/ Placement Required for completion of qualification:</b>	<p>No</p>
<b>Employment Guaranteed at end of Course</b>	<p>Sorry. GTI is unable to guarantee you any employment or promotions for which you apply.</p> <p><b>Many of our students</b> have gained promotions and new jobs both within Australia and overseas, after completing their course with us, and testify that their qualification helped them to gain it. See website for student testimonials.</p>
<b>University Pathways</b>	<p>Yes. GTI has arrangements with Universities.</p> <p>After completing this course, you will be able to gain credits and entry into: See website "University Pathways for full details".</p> <p><b>Diploma of Human Resources Management = 1<sup>st</sup> year of University.</b></p> <p><b>Enter into 2<sup>nd</sup> Year Bachelor of Business.</b></p> <div style="display: flex; justify-content: space-around; align-items: center;"> <div style="text-align: center;">  <p><b>Southern Cross</b> University</p> </div> <div style="text-align: center;">  <p><b>USC</b> AUSTRALIA</p> <p><small>University of the Sunshine Coast CRICOS PROVIDER NUMBER: 01595D</small></p> </div> </div>
<b>Student Discounts</b>	<p>Yes. Enrolment in this course will mean that you can register as a student with Student Clubs and receive discounts for food, travel, clothing, computers... Details with your enrolment letter.</p>
<b>Future Study Credits</b>	<p>When you complete this course, you will be able to enrol into the next level of qualification and potentially gain credits with us here at GTI.</p>
	<p><b>Things to Keep in Mind as you Study with us. Your rights and obligations.</b></p>
<b>Fees</b>	<p>Student Tuition Fees are required for enrolment in this course.</p> <p>Fees can be paid for by you individually or your employer.</p> <p>All fees must be paid before your qualification will be issued.</p>
<b>Government Funding/ Subsidies/ Entitlements Available for this course</b>	<p><b>NSW Employees and Residents...</b></p> <p><b>The NSW Government is heavily subsidising the fees for this course for eligible participants.</b> The course fees may be as low as \$0 - \$2850 under NSW Smart &amp; Skilled. See NSW Smart &amp; Skilled funding webpage for details regarding how this funding works, eligibility, and availability.</p> <p><a href="http://globaltraining.edu.au/global_training_institute/nsw-smart-skilled/">http://globaltraining.edu.au/global_training_institute/nsw-smart-skilled/</a></p> <p><b>SA Employees and Residents...</b></p> <p><b>The SA Government is heavily subsidising the fees for this course for eligible participants (MUST be on a Traineeship).</b> See website page for more information.</p>

	<a href="https://globaltraining.edu.au/global_training_institute/job-trainer-sa/">https://globaltraining.edu.au/global_training_institute/job-trainer-sa/</a>
<b>Tuition Fees + Maximum Course Cost</b>	The maximum tuition fee for this course is \$7680. This may be reduced if you have completed the same Unit (code), previously in another qualification – Credit Transfer. See Tuition Fee Schedule, located in the website footer, for current student tuition fees.
<b>Any additional costs involved:</b>	No
<b>Tax Rebates &amp; Deductibility</b>	Yes. This course is 100% Tax deductible if it relates to your work. See Fee Schedule for a guide as to how much you may receive back. Confirm this with your Tax Adviser.
<b>Payment Options – how fees to be paid, when fees to be paid, terms and conditions</b>	Fees can be paid for by Student or Employer. <b>Payment Options:</b> <ul style="list-style-type: none"> <li>- Payment Plans (Fortnightly over duration of course)</li> <li>- Government VET Student Loan (Maximum \$10,813 loan applies to this course/ All course fees can be paid via a loan – pay GTI \$0 upfront)</li> </ul> <p>1. VET Student Loans      2. Payment Plans      3. NSW Smart &amp; Skilled Funding</p>  OR  OR  OR  <p>Study Now Pay Later      Payment Plans      Tax Rebate</p> <p><small>NSW Funding This Training is subsidised by the NSW Government</small></p>
<b>Refund Conditions</b>	Details are available in the Student Handbook.
<b>Your Rights</b>	For information regarding your learner rights as a student with Global Training Institute, refer to the Student Handbook.
<b>Concerns, Queries, Complaints or Appeals</b>	Please contact Global Training Institute. Follow the procedures listed in the footer on Global Training Institute website and refer to Student Handbook.
<b>Course Deferral, Extension or Withdrawal</b>	If as a Student you need to defer, withdraw or extend your course, you will need to apply in writing using the relevant form, which you can find under the student forms accessible from the GTI website footer. Global Training Institute will then access each application individually and will respond in writing within 5 working days. Full details of the policies regarding these are available in the Student Handbook available in the website footer.
<b>Closure of the Company or ceasing of delivery of course</b>	In the unforeseeable event of Global Training Institute or any third party closing or ceasing to deliver this course, please refer to the Student Handbook for your rights.
<b>Your Obligations</b>	For information regarding your obligations as a student with Global Training Institute, refer to the Student Handbook located in the website footer.
<b>To enter and successfully complete this course</b>	Refer to above listed Entry Requirements, material requirements, training and assessment requirements for this course.
<b>USI</b>	You will be required to obtain a Unique Student Identifier Number from the Government prior to enrolling in this course.
<b>Training Provided by</b>	Global Training Institute RTO No 31192.
<b>Assessing Conducted by</b>	Global Training Institute RTO No 31192.
<b>Qualification Issued by</b>	Global Training Institute RTO No 31192.

<b>Quality of Training and Assessment</b>	Global Training Institute is responsible for the quality of the training and assessment for this course in compliance with the Standards for Registered Training Organisations 2015 and for the issuance of the AQF certification documents.
<b>Partnership Training or Assessment Arrangements</b>	No partnership arrangements currently exist for this course. Should this change, GTI will notify you.
<b>Global Training Institute Details</b>	Global Training Institute RTO No 31192 PO Box 377 Palmwoods QLD 4555 40 Main St Palmwoods 1800998500. 07 54573334 <a href="mailto:info@globaltraining.edu.au">info@globaltraining.edu.au</a>

<b>VET Student Loan Information</b>	
<b>VET Student Loan</b>	This means that you Study Now – and Pay your fees back through your Tax. VET Student Loans gives rise to a HELP debt that continues to be a debt due to the Commonwealth until it has been re-paid. Students are required to repay their HELP debt.
<b>VET Student Loans information; amount of debt incurred, when payment is required, associated fees, indexation or interest</b>	This course is eligible for VET Student Loans. For up to date information; refer to the VET Student Loans information booklet available from <a href="https://www.studyassist.gov.au/">https://www.studyassist.gov.au/</a> . For all GTI policies, procedures and information – see website footer.
<b>VET Student Loan Eligibility</b>	VET Student Loans will not be approved for students who do not meet eligibility requirements ie. Australian Citizen, Humanitarian Visa Holder, some New Zealand Citizens...
<b>How to Pay your Fees with a VET Student Loan</b>	After your enrolment form is submitted, you will be sent a loan application form (eCAF) at least 2 business days later. You only need to complete 1 eCAF for all of your fees for that course.
<b>VET Student Loans Cooling Off Period</b>	A compulsory 2 business days cooling off period applies to anyone wishing to pay Tuition Fees via VET Student Loans. This means that you cannot submit an eCAF 'Request for VET STUDENT LOANS' form until 2 business days after you apply to enrol.
<b>Census Days</b>	This is the date that you incur your personal loan debt (that must be paid back through your taxes with the ATO, when you reach the repayment tax amount). The Census date is the last date for you to apply for a VET Student Loans to pay for the tuition fees for the subjects in that VET Unit of Study. It is also the last date in which you can withdraw from the Vet Unit of Study before you incur a debt for the applicable tuition fees. The census date will be at least 20% of the way through each VUS, as calculated from your VUS Start Date to the Completion Date for each VUS.
<b>Submitting Loan Application</b>	When applying for a VET student loan, your application form (eCAFs) must be submitted prior to the first census day for which you wish to access a loan.
<b>Student Grievance Procedure</b>	Please contact Global Training Institute. Follow the procedures listed in the footer on Global Training Institute website and refer to Student Handbook.

*"I feel a lot more equipped in the areas of managing projects and managing recruitment selection and induction processes. The training has given me many work skills especially in ensuring a safe workplace and team effectiveness. The internet login was a pleasure to work with, easy to follow and allows students to follow their updates effectively. I would recommend this Diploma course to anyone who is interested in excelling their career portfolio or taking the next step to a managerial position."* Geoffrey Celliers

We are looking forward to helping you to complete your course and Advance your Career.

**The team at Global Training Institute**

## Your Quickest And Simplest Path To Completion

