

BSB50320

DIPLOMA OF HUMAN RESOURCE MANAGEMENT



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Please note. Images in this course brochure are stock images, and not images of our actual students.

BSB50320 DIPLOMA OF HUMAN RESOURCE MANAGEMENT

Release 1

COURSE FEES:
\$5,000

Mode of Learning

 **Online** – over 12-months with 2 x 4-hour online workshops per week (4 terms, 12-weeks per term)

We recommend you spend approximately 12-hours per week reading the course material and completing the required learning activities.

Why study this course?

- ★ Upon completion, you will receive a **nationally recognised qualification**.
- ★ **Suitable for** those who want to advance their career in human resources and already have a strong foundational understanding of the human resources functions.
- ★ **Designed in consultation with the industry**, to give you the practical skills and knowledge required to get you job-ready when you graduate.

★ **Potential career opportunities:**

Human Resources Manager

Where you can lead and direct the routine functions of the HR department, including hiring staff, administering pay, benefits and leave, and enforcing company policies and practices.

Human Resources Advisor

Where you predominantly oversee the HR administrative procedures in a company and ensure that labour policies are implemented.

Human Resources Consultant

Where you provide independent consulting services to businesses on human resources matters such as compliance with employment laws, advice on HR management tools and assistance with employee disputes.

What will you learn?

You will learn the core skills and knowledge on core human resources functions such as overseeing employee and industrial relations, workforce planning, performance development and recruitment and onboarding processes. You will also learn about communicating with others, managing business risks and on work health and safety matters.

Units of competencies

- BSBCMM511 Communicate with influence
- BSBXCM501 Lead communication in the workplace
- BSBCRT511 Develop critical thinking in others
- BSBHRM521 Facilitate performance development processes
- BSBHRM522 Manage employee and industrial relations
- BSBHRM523 Coordinate the learning and development of teams and individuals
- BSBHRM524 Coordinate workforce plan implementation
- BSBHRM525 Manage recruitment and onboarding
- BSBHRM527 Coordinate human resource functions and processes
- BSBOPS504 Manage business risk
- BSBWHS411 Implement and monitor WHS policies, procedures and programs
- BSBWHS521 Ensure a safe workplace for a work area

Entry Requirements

- Be aged 18-years or over;
- Have at least 2-years of full-time experience in human resources, or have completed the following units – BSBHRM411, BSBHRM412, BSBHRM415 and BSBHRM417 (or its equivalent); and
- Have suitable language, literacy, numeracy and technological skills to be able to carry out tasks such as to:
 - Interpret, analyse and evaluate information that may deal with complex ideas,
 - Present information, ideas and concepts to a range of audiences using structure and language to suit the audience, and
 - Utilise an online learning platform with ease – this involves being able to upload files onto the platform, navigate the platform looking for the unit content and assessments and access resources on the platform.

Materials

The following essentials are required to enable full participation in this course:

- Have access to a computer with an internet browser, Microsoft Office Suite installed; and PDF reader capabilities;
- Have access to a computer with a working web camera and microphone, as well as a Google account to be able to participate in the online classroom sessions through Google Meets; and
- Have access to a stable internet connection.



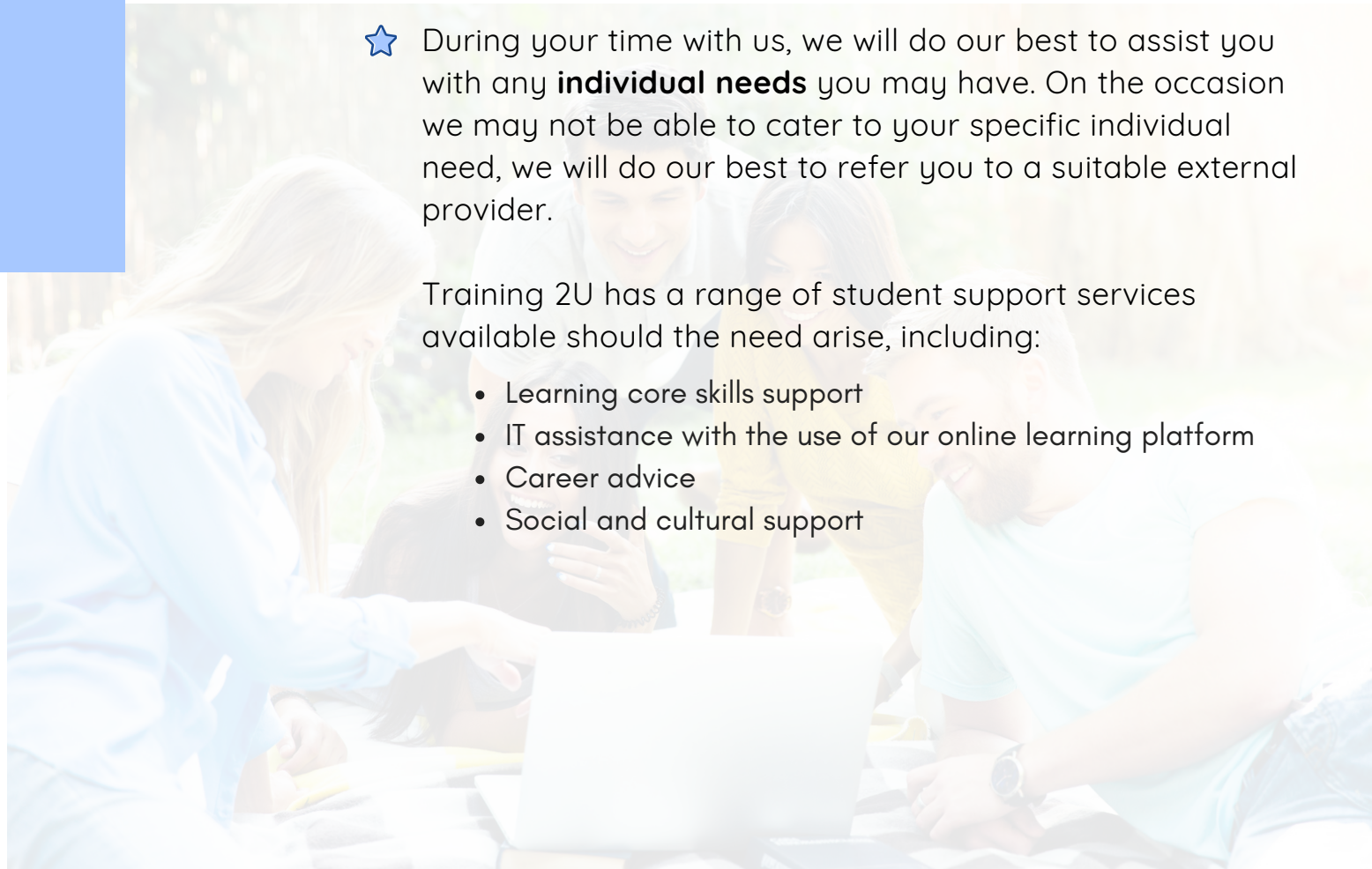
Support

Please refer to our Student Handbook, which is available on our website for complete information on how we can support you and on all of our policies and procedures – such as those regarding complaints and appeals, our Student Code of Conduct, on academic integrity and about the deferral, suspension and withdrawal of your enrolment with us.

- ★ **Our Trainers** are available from 9am to 6pm AEST Monday to Friday to answer any course-related questions you may have.
- ★ **Our Student & Administration Support team** are available between 9am and 6pm AEST Monday to Friday.
- ★ **Responsive and Passionate Trainers**, with most online learning and assessment queries responded to within 1 business day.
- ★ During your time with us, we will do our best to assist you with any **individual needs** you may have. On the occasion we may not be able to cater to your specific individual need, we will do our best to refer you to a suitable external provider.

Training 2U has a range of student support services available should the need arise, including:

- Learning core skills support
- IT assistance with the use of our online learning platform
- Career advice
- Social and cultural support



TYPES OF ASSESSMENTS.

Knowledge assessments

The student is required to participate in knowledge tests over the course of his or her study. The student will be required to individually complete the test. The student may research their answers from the course training materials and notes as well as relevant workplace references.

Practical activities

The student may be required to undertake a range of tasks in a simulated workplace environment that is provided by the assessor. A practical activity may also contain a project which will require the creation of various workplace documents such as reports, and research work. There may also be presentation or role-play or demonstration components to some practical assessments where the Assessor will observe the student apply their knowledge and skills during the practical activity.

CREDIT TRANSFERS & RECOGNITION OF PRIOR LEARNING.

Training 2U accepts and provides credit to students for nationally recognised units of competency and/or modules previously attained, unless licensing or regulatory requirements prevent us from doing this.

You can also apply for recognition of your existing skills and knowledge through a Recognition of Prior Learning (RPL) process that is relevant to the units of competencies within the relevant accredited course program. These skills and knowledge may have been obtained through workplace training or experience, or prior formal training, and may reduce the number of units required to be completed during the training program.

Speak to us if you are interested to apply for a credit transfer for RPL prior to your enrolment!

OUR GUARANTEE TO YOU.

If, for any reason, Training 2U is unable to fulfil its service agreement with a student, Training 2U will refund the portion of fees paid for services we have not yet delivered.

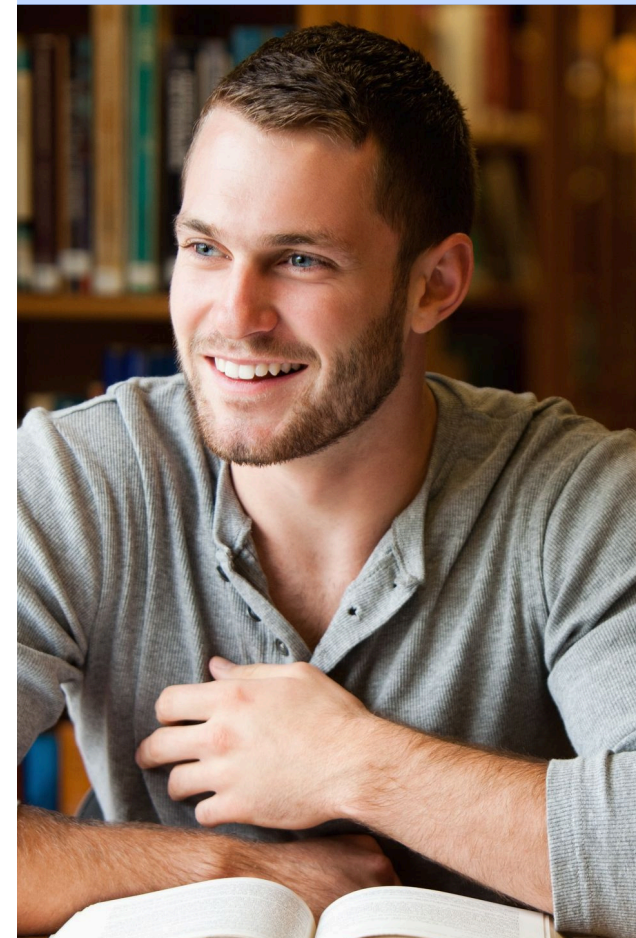
CHANGES TO THE CONDITIONS OF YOUR ENROLMENT.

Training 2U reserves the right to amend the conditions of the student's enrolment at any time. If there are changes that affects the student's enrolment, the student will be informed 7-days prior to the change, legislation or regulation taking effect. Where this is not possible, our students will be notified of the change within 7-days of the change coming into effect.

ASSESSMENTS.

Training 2U conducts assessments using a combination of knowledge assessments and realistic workplace practical activities.

This guide gives you an overview of what you can expect.



WHAT IS INCLUDED IN MY FEES?

- ✓ **Support** – dedicated learning support from us
- ✓ **elearning platform** – access to our online platform where you will be able to access the learning and assessment materials for your course
- ✓ **Nationally recognised qualification** – when you have attained all of the competencies for the qualification, you will be awarded with an Australian qualification recognised by universities and employers all across Australia

- Notes.**
- Fees do not include the issue of any hardcopy texts (where applicable).
 - All nationally recognised courses are exempt from the payment of GST. GST does apply to all short courses and miscellaneous charges such as dishonour of direct debit fees.
 - All fees must be paid in full before students can be issued with any certificate relating to their achievements.
 - Students will meet their own costs in relation to access to computer systems, internet, travel, accommodation, meals, stationary, and any other costs applicable to enable their participation in the course.
 - The Terms & Conditions of a student's enrolment, and the availability of the complaints and appeals processes, does not remove the right of the student to take action under Australia's consumer protection laws.

PLEASE REFER TO OUR WEBSITE FOR THE MOST UP-TO-DATE FEES AND CHARGES.

Can I get a refund?

Yes – if you give notice to cancel your enrolment 10 business days or more prior to the commencement of a training program, you will be entitled to a full refund of the course fees paid. If you give notice to cancel your enrolment 9 business days or less prior to the commencement of a training program, you will be entitled to a refund of up to 75% of the course fees paid. If you give notice to cancel your enrolment within 10 business days of your course commencing, you will be entitled to a refund of up to 25% of the course fees paid. If you cancel your enrolment after 10 business days of your course commencing, you will not be entitled to a refund of any fees paid.

The amount retained by Training 2U is required to cover the costs of staff, learning materials and resources which will have already been committed based on your initial intention to undertake the training.

No refunds are provided for any text or workbook purchased.

How do I get a refund?

To apply for a refund, you are to complete a Payment Refund Form once you have withdrawn from your course. Where refunds are approved, the refund payment will either be paid via the credit or debit card you had used to pay for your course, or via bank transfer using the authorised bank account nominated by you. This payment will be made within 10 business days from the time your refund request is approved.

Are my fees protected in case I need a refund?

Yes – Training 2U has a responsibility to protect the fees paid by students. To meet this need, Training 2U will only accept an initial payment of no more than \$1,500 from each student prior to the commencement of their course. This fee protection arrangement complies with the national standards designed to limit the amount paid by a student in advance of services being delivered.

What payment methods are available?

Payment methods include bank transfer or payment via debit or credit card.

When and how do I pay?

Fees are payable when an invoice is received.

Invoiced fees must be paid in full by the due date stated on the invoice of receiving the invoice from Training 2U unless otherwise stated. Training 2U may cancel an enrolment or discontinue training if fees are not paid by the due date.

If your course is under \$1,500, the full amount will be invoiced prior to the commencement of the course. If your course is above \$1,500, the first \$1,500 is invoiced prior to the commencement of the course, with the balance divided equally over the course of the training program, and invoiced prior to the commencement of each term.

Training 2U has a right to discontinue the delivery of training and assessment services if fees are not paid in accordance with the agreed upon fee schedule.

Are payment plans available?

We understand that not everyone has the financial resources to pay upfront, speak to us regarding the options available to you!

What if I need a fee extension?

If a learner is experiencing financial difficulties in paying the fees by the due date and require a reasonable extension, you are to inform the Student & Administration Support Manager as soon as possible.

Each extension request will be assessed on its merits and Training 2U will do our best to provide reasonable extensions and outcomes of all requests will be communicated to the learner within 10 business days.

OTHER FEES AND CHARGES

Information correct as at the 1st November 2023	
	Cost
Late payment fees (applies to payments made after the due date)	\$100
Dishonour direct debit payment fee	\$10
Recognition of Prior Learning fees	\$500
Course transfer fee	\$155
Re-issuing a certificate, qualification, or a statement of attainment	\$50
Re-assessment fees (after the two free re-assessment attempts) – cost is per re-assessment	\$100
Re-enrolment fees	\$200

The above charges excludes GST (where applicable)

READY TO GET STARTED?



1

DECIDE ON YOUR COURSE

The first thing you will need to do is make sure the course you have chosen is going to help you achieve your career goals. If you are uncertain about what you want to do, contact us and we can go through a Career Quiz on the Australian Government's YourCareer platform with you and help direct you to the most appropriate course that suits your ambitions!

ENSURE YOU ARE INFORMED

Please make sure you read through the relevant course brochure and our Student Handbook to understand what you will learn from the course, what the fees and charges will be and what is included, as well as what is involved in the assessments for the course. You should also read our Student Handbook which will inform you about our policies and your rights.

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SUBMIT YOUR ENROLMENT FORM + COMPLETE YOUR CSI

When you are certain of your decision, complete our online enrolment form on our website. Once you have submitted your enrolment form, you may be required to complete a Core Skills Indicator (CSI) assessment - this gives us an idea of your learning abilities and if you require any additional support.

FINALISATION OF YOUR ENROLMENT

We will give you a call to undertake an Enrolment Interview with you - just to make sure we go through some important information and to find out more about you. Once accepted into the course, you will receive your log-in information to your learning portal!

4