

**Course Title: Diploma of Human Resources Management BSB50607****Course descriptor**

At the completion of this qualification the individual will have the theoretical knowledge and demonstrated skills to administer a broad range of human resource practices a large or small business, responsible for their own work and that of others.

**Entry requirements**

There are no specific entry requirements to undertake this qualification.

**Pathways**

Those who have completed a Certificate IV in Human Resources would be encouraged to advance to Diploma level, or have workplace experience in the role of human resources but no formal qualification.

At the conclusion of the Diploma of HRM qualification, candidates may undertake an Advance Diploma qualification or consider another specialised qualification.

**Recognition of Prior Learning**

Recognition of prior learning (RPL) is offered on the understanding that people may have already achieved some or all of the skills and knowledge, competency outcomes or standard for entry to, and/or partial or total completion of a vocational qualification.

All applicants are welcome to apply for Recognition of Prior Learning (RPL) by completing the RPL Application Kit. Applicants will need to provide current, quality evidence of competency which reflects the skills and knowledge in a particular unit of competency applied for, either by portfolio of evidence or as directed by Assessor.

**Subject selection**

A total of 8 subjects are required to complete this qualification including 3 compulsory core subjects and 5 electives. We strongly recommend subjects selected are relevant to the required experience and job outcome required.

**Employability Skills**

A summary of the employability skills required by the business services industry for this qualification include; communication, teamwork, problem solving, initiative and enterprise, planning and organising, self-management, learning and technology. This qualification provides a broad range of both written and verbal communication techniques, problem solving and supporting the organization through self-management and assisting others.

**Career opportunities**

- Human Resource Manager, Human Services Manager, Training & Development Manager

**Credit transfer**

Credit for a unit of study from a previous course, should be applied for prior to commencing a course and will be granted where an original Certificate or Statement of Attainment provided by another "accredited" Registered Training Organisation is verified under the Principles of Mutual Recognition.

**Course Title: Diploma of Human Resources Management BSB50607****Fees and charges**

Contour College will apply an internal administration fee, which covers costs associated with pre-enrolment labour costs and consumables, is non-refundable without exception. This fee will be reviewed annually and clearly documented.

Fees quoted in the 'resources provided' column cover the total amount of the course. Where fees are not stated, you should contact the administration office for details before committing to the course.

When you enrol in a government-subsidised NSW course you will be required to pay an equivalent 'TAFE NSW fee', unless you qualify for a fee exemption or fee concession. These fees and charges are reviewed on a yearly basis and are subject to change. Refer to our web page for concession details.

Courses offered on a fee-for-service basis have different fees and should be confirmed prior to committing to any payment.

**Additional charges**

Additional costs could include; equipment kits, uniforms, personal protective clothing, text books etc. In all cases where they are not included in the course fee, they will be itemised as a separate and additional charge. All fees, with the exception of the administration fee, may be refundable under certain circumstances.

Contour Systems will apply charges to late fee payments and use of electronic fees transmission payments. These charges will be clearly displayed or documented prior to enrolment or collection of monies.

**Refunds**

In the event a client is unable or unwilling to continue with the training service, and provides a written request for a refund within the specified timeframes, a review of the service and resources provided will be undertaken.

Clients will be provided with clear processes to retrieve any funds they have entitlement to and Contour College will endeavour to satisfy all reasonable claims within 14 working days of mutually agreed refunded amounts. Refer to website for Refund Procedure for specific details.

**Payment terms and conditions**

Payment of course fees may be by credit card, internet transfer, cheque or cash. Payment must be made prior to course commencement. Full details on our Fees, Charges and Refund policy and procedure documents are available on our website [www.contourcollege.com.au](http://www.contourcollege.com.au).

Personalised payment plans are available on request and are administered through a Direct Debit process.

We encourage full consultation with our administration staff prior to committing to any course fees payable.

Learning options currently available				
Classroom	Resources provided	Fees	Assessment methods	Duration
<b>The course may be delivered part-time or full-time.</b>	Texts and supplementary material	Contact administration for details of next course and applicable fees	Structured activities in a range of situations Assessments, tasks	Nominal 700 hours or until the relevant competencies are achieved
<b>Guide to student requirements</b>	<ul style="list-style-type: none"> <li>• Minimum 90% class attendance</li> <li>• Access to technology to prepare typed assessments</li> </ul>			
<b>Employment Based</b>	Texts and supplementary material	Contact administration for current administration fee	Assessments, tasks Workplace observation demonstrating activities in a range of situations consistently over a period of time. Work samples, supervisor report	Nominal 2 years or until relevant competencies are achieved
<b>Guide to student requirements</b>	<ul style="list-style-type: none"> <li>• Access to mentoring support in the workplace</li> <li>• Access to workplace technology</li> <li>• Hands-on approach dealing with staff and preparation of documentation</li> </ul>			
<b>Distance learning / correspondence</b>	CD, USB or hard copy texts and supplementary material	\$2,600.00	Completion of all assessment tasks and activities at Diploma level	Self-paced, maximum 2 years
<b>Guide to student requirements</b>	<ul style="list-style-type: none"> <li>• Third party report to verify student's work</li> <li>• Computer with internet access – for completing assignment/s and accessing emails</li> <li>• Acceptable evidence e.g. video, authenticated photographs, written evidence</li> </ul>			

## How to apply

Please follow the instructions and complete the Enrolment Enquiry Form located on our web site [www.contourcollege.com.au](http://www.contourcollege.com.au). Your enquiry will be acknowledged within seven (7) working days. If your application is successful, you will receive an Enrolment Pack with further related information.

### Contour Systems T/A Contour College

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