“Learn to love your career”

DIPLOMA OF HUMAN RESOURCES MANAGEMENT
BSB50613
EMPLOYMENT OPPORTUNITIES FOR HUMAN RESOURCES PROFESSIONALS GREW 12.3% IN THE LAST 5 YEARS.

– Dept. of Employment “Australian Jobs 2014 - Publication”

“Ivy College offers flexible courses in Human Resources Management. Develop the practical skills and tools to take your career further.”
**Why Choose Ivy?**

- **STUDY ONLINE WITH A QUALITY PROVIDER**
  Studying online is easy and convenient using myIVY, the College’s purpose-built learning management system. We’ll even provide a tuition session once you’ve enrolled.

- **SUPPORT WORKSHOPS**
  For added support, you have the option of attending our regular workshops – where you can meet face to face with your trainer and study peers to discuss course work and share challenges.

- **STUDY NOW & PAY LATER**
  With the Australian Government student loan scheme, VET FEE-HELP*, eligible students can defer all tuition fees. You’re not required to pay for your course until you reach the repayment threshold which is $54,126 for the 2015-16 income year. Repayments are then made via the taxation system.
  VET FEE-HELP is available on all courses delivered by Ivy College on behalf of Study Group Australia.

- **NATIONALLY RECOGNISED**
  Courses delivered by Ivy College are all nationally recognised, the same as TAFE courses.

- **START ANYTIME**
  Apply online and begin your course today.

- **STUDY ANYTIME**
  As an online student you can study anywhere! There are no timetables, no semesters and no deadlines. Courses are designed to meet your needs; not the needs of the College.

- **RECEIVE A "STUDY COACH FOR LIFE"**
  Our “Study Coach for life” policy means a single academic point of contact is allocated to you for the life of your enrolment. You can ask questions and receive a quick response from the one person throughout your study.

- **CAREER SUPPORT**
  Our job is to help you achieve the career you want; not just the course you need to qualify. Our career services can be tailored to include professional Résumé building, one-on-one career coaching sessions, personal career plan development and LinkedIn profile updates.

- **“FREEZE” YOUR STUDY**
  We know you have busy periods that prevent you from studying. At Ivy you can freeze your enrolment for up to 3 months, just like you would with your gym membership. If you advise us on or before the relevant census date, no fees will apply.

- **NO ADMINISTRATION OR ADMISSION FEES**
  Another reason to choose Ivy.

- **APPLY ONLINE AND START IMMEDIATELY**
  Provided you meet the minimum entry criteria, you can apply entirely online - no paperwork - and begin your course immediately.

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* To find out more, visit: www.ivy.edu.au/get-started/vet-fee-help/

Ivy Institute Pty Ltd trading as Ivy College (RTO Code 40718) proudly delivering on behalf of Study Group Australia Pty Ltd (RTO Code 5806), an approved VET FEE-HELP provider.
DIPLOMA OF HUMAN RESOURCES MANAGEMENT

BSB50613

Qualification: Diploma of Human Resources Management

Nationally Recognised: Yes

National Code: BSB50613

VET FEE-HELP available?: Yes, if you are an Australian citizen & meet the eligibility requirements, you can apply for VET FEE-HELP* funding. Study now, pay later. VET FEE-HELP is available on all courses delivered by Ivy College on behalf of Study Group Australia.

Course Duration:
- 6 months - Fast-track (21 study hours/week on average)
- 12 months - Part-time (10.5 study hours/week on average)

Number of Subjects: 9

The Diploma of Human Resources Management provides the perfect tool-kit to manage any human resource function with confidence.

From workforce planning to managing change - this nationally recognised qualification will help shape your organisation's future, and your own.

Delivery Mode: Online, with a difference. Study online + access to support workshops in CBD locations. It’s the best of both worlds!

Assessment: A variety of assessment methods form part of this course including written assignments, presentations, portfolios of work, role plays & projects. There are no formal written exams.

Start dates: Start anytime

Qualification awarded by:
Study Group Australia Pty Ltd
RTO Code 5806
Subjects and Workshops

Subjects

The following list of subjects comprise the Diploma of Human Resources Management, delivered by Ivy College.

Students are required to complete all 9 subjects to be awarded this qualification.

- HRM - Manage Human Resources Services
- HRM - Recruitment, Selection and Induction Services
- Performance Management Processes
- Workforce Planning
- Employee Relations
- HRM - WHS Policies, Procedures and Programs
- Develop a Workplace Learning Environment
- Remuneration and Employee Benefits
- Manage Change

For alignment of these subjects to units of competency from the training package visit ivy.edu.au.

Availability of subjects may change in which case an alternative subject will be offered.

Workshops

Just because you're learning online doesn't mean you're on your own. You will have the opportunity to attend regular workshops at one of our training locations in Sydney, Brisbane, Melbourne, Perth or Adelaide.

These workshops are designed for those students who want additional support. While not a compulsory part of the course, it's reassuring to know that you can meet up with trainers and peers on a regular basis, if necessary.

Workshop dates and locations are subject to change and minimum numbers. Latest schedule is published online at www.ivy.edu.au/courses/business-management/
Follow these 5 easy steps to launch your new career in human resources management.

1. Eligible applicants may apply online and commence study immediately. Study now and pay later with VET FEE-HELP.

2. Complete subjects at your own pace and at a time you choose, within the course duration. Receive support from your dedicated trainer, including outside of business hours. If life gets too busy, “freeze” your study for up to 3 months, at no cost (provided you advise us on or before the relevant census date).

3. Interact with other students via online discussion forums. Submit assessments as you go and receive feedback within 72 hours.

4. For personal support choose to attend optional workshops.

5. Before you graduate receive career support to help land your dream job, including career-coaching, Résumé reviews and LinkedIn profile updates.
Entry Requirements

To enrol in any of Ivy’s Diploma-level courses you will need to have one of the following:

- Australian Year 12 or equivalent; or
- a Certificate IV; or
- during the enrolment process be able to demonstrate that you have the skills and capability to succeed in the course.

All students are also required to have a unique email address.

Technology Requirements

Once enrolled, you will gain access to myIVY, your purpose-built learning management system, in order to complete your coursework and assessment tasks. To do this you will need access to a computer satisfying the following minimum systems requirements:

**Operating system:** Windows, Mac OS X, Linux

**Software:** Adobe Acrobat Reader (latest versions available for free download at Adobe website)

**Internet:** Supported browsers include Firefox 3+, Google Chrome 4+, Microsoft Internet Explorer 7 and 8, Opera 9+, Safari 3+ (download latest browser software for free online). You will need a reliable internet connection, preferably Broadband (64 Kbit/sec or faster)

Access to a printer and digital camera/recording device is also required.

RPL & Mutual Recognition

Recognition of Prior Learning (RPL) is the formal acknowledgment of your existing skills and knowledge, gained from work and life experience. It’s based on the premise that you do not need to undertake training for skills you already possess.

The RPL application process requires you to provide evidence of, or demonstrate, your current ability to competently perform the requirements of a unit(s) of competency within your course.

Qualifications and VET Statements of Attainments issued by another Registered Training Organisation will be recognised by Ivy College via our Mutual Recognition process. You will be asked if you would like to apply for RPL or Mutual Recognition on the enrolment form.

Recognition of Prior Learning (RPL) 30% of each unit fee - refer to www.ivy.edu.au/get-started/recognition-of-prior-learning/ for detail

Additional Fees

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<td>Mutual Recognition</td>
<td>No Charge</td>
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<td>Incidental Fees</td>
<td>Refer to ivy.edu.au/get-started/faqs/</td>
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If you’re ready to take the step towards a more satisfying career, there’s nothing stopping you.

Our courses have no semester intakes so you can literally begin whenever you like, and if eligible you can defer payment by applying for VET FEE-HELP.

Enrol online anytime today by visiting ivy.edu.au or call 1300 659 157

So, what are you waiting for?

Contact Ivy

📞 1300 659 157

📍 Lifestyle Working Building
Suites 1-5, 117 Old Pittwater Rd
Brookvale, NSW 2100

✉️ info@ivy.edu.au

🌐 ivy.edu.au