



VIA EDUCATION

# HUMAN RESOURCES

## Course Guide

Take the next step in your career with a qualification designed for upcoming HR professionals. You'll learn a range of management skills within the human resources area.

- **BSB41015 Certificate IV in Human Resources 094142G** (52 weeks)
- **BSB50618 Diploma of Human Resources Management 098672E** (52 weeks)
- **BSB60915 Advanced Diploma of Management (Human Resources) 095290K** (78 weeks)

### WHO ARE THESE COURSES FOR?

These courses are ideal for those seeking to broaden their HR knowledge and skills into the management area. It's the perfect step for those that have completed a lower qualification or have some working experience.

### ENTRY REQUIREMENTS

There are no specific entry requirements to this qualification stated in the training package. However, to achieve the best possible educational outcome, VIA Education has placed its own entry requirements:

All candidates must be over 18 years of age; and

Candidates must have completed Australian Year 12 or its overseas equivalent; or candidates must have completed Australian Qualifications Framework (AQF) Certificate III or higher qualification; or candidates with no formal qualifications will be assessed for Language Literacy and Numeracy (LLN) skills before a place can be offered.

International students must demonstrate at least an Upper Intermediate (IELTS 5.5 or equivalent) level of English prior to commencement.

### PACKAGING

These courses may be packaged together or taken individually.

### CAREER OPPORTUNITIES

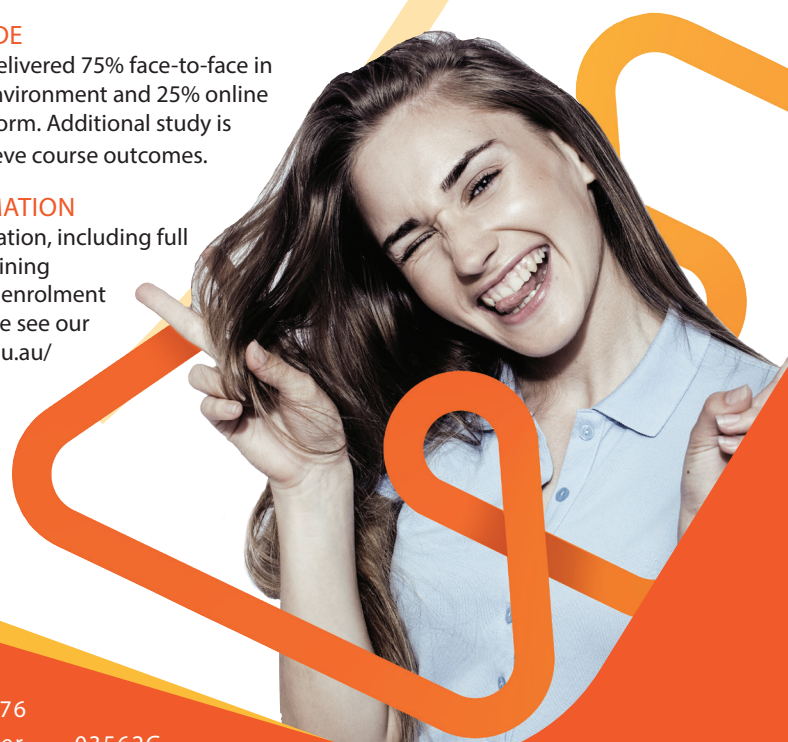
Potential job roles may include HR Manager, HR Advisor, or Senior HR Officer.

### DELIVERY MODE

All courses are delivered 75% face-to-face in the classroom environment and 25% online via Moodle platform. Additional study is required to achieve course outcomes.

### MORE INFORMATION

For more information, including full details of this training product and the enrolment procedure, please see our website at [via.edu.au/our-courses/](http://via.edu.au/our-courses/)



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CRICOS Provider 03562G  
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## INCLUDED UNITS - HUMAN RESOURCE COURSES

The following units are included in these courses:

### BSB41015 Certificate IV in Human Resources

BSBHRM403	Support performance-management processes
BSBHRM404	Review human resources functions
BSBHRM405	Support the recruitment, selection and induction of staff
BSBWHS401	Implement and monitor WHS policies, procedures and programs to meet legislative requirements
BSBLDR402	Lead effective workplace relationships
BSBWRK411	Support employee and industrial relations procedures
BSBADM405	Organise meetings
BSBCUS402	Address customer needs
BSBCUS403	Implement customer service standards
BSBREL401	Establish networks

### BSB50618 Diploma of Human Resources Management

BSBHRM501	Manage human resources services
BSBHRM506	Manage recruitment selection and induction processes
BSBHRM512	Develop and manage performance-management processes
BSBHRM513	Manage workforce planning
BSBWRK520	Manage employee relations
BSBWHS401	Implement and monitor WHS policies, procedures and programs to meet legislative requirements
BSBHRM505	Manage remuneration and employee benefits
BSBHRM507	Manage separation or termination
BSBHRM510	Manage mediation processes

### BSB60915 Advanced Diploma of Management (Human Resources)

BSBDIV601	Develop and implement diversity policy
BSBHRM602	Manage human resources strategic planning
BSBINN601	Lead and manage organisational change
BSBMGT605	Provide leadership across the organisation
BSBMGT615	Contribute to organisation development
BSBMGT616	Develop and implement strategic plans
BSBMGT608	Manage innovation and continuous improvement
BSBRISK501	Manage risk