

COURSE OVERVIEW

This Short Course provides students with the skills and knowledge to assist the human resources function within an organisation as well as meeting the entrance requirements for the BSB50320 Diploma of Human Resource Management.

COURSE SNAPSHOT

COURSE COMPLETION TIME

4 months - Full time

UNITS STUDIED

4 units

NATIONALLY RECOGNISED TRAINING

Units from this Short Course can contribute to credit towards BSB40420 Certificate IV in Human Resources.

DELIVERY MODE

Online with extensive support from our Trainers

ARE THERE ASSESSMENTS FOR THIS COURSE?

Yes

ASSESSMENT DUE DATES

No - Study at your own pace

RPL AVAILABLE

Yes, absolutely!

COURSE FEES

- Full RPL achieved - \$595
- By Study - \$1195

Fees are broken down to an enrolment fee of \$500 and the balance either on completion or spaced evenly across the Short course to suit your financial needs.

ENTRY REQUIREMENTS

There are no formal entry requirements for this qualification

THIS COURSE IS BEST SUITED TO

HR Administrators
HR Practitioners
HR Managers

COURSE STRUCTURE

- BSBHRM411 Administer performance development processes
- BSBHRM412 Support employee and industrial relations
- BSBHRM415 Coordinate recruitment and onboarding
- BSBHRM417 Support human resource functions and processes

RECOGNITION OF PRIOR LEARNING (RPL)

RPL means you can gain this Short Course simply through providing evidence of relevant knowledge and skills you have acquired through previous work. This means you don't have to waste time studying what you already know. If you believe you already have the knowledge and skills to achieve this Short Course we encourage you to apply for Recognition of Prior Learning.

RPL is a simple process with OPEC College and works like this:

Step 1

Free skills assessment

Fill out our pre-assessment form and we'll give you the guidance you need for the next steps to achieving your career goals.

Step 2

Evidence portfolio

With our help, gather evidence, e.g. current resume, reference letters, examples of work completed, to prove your prior skills and knowledge and submit it online for our assessors to review.

Step 3

Evidence review

After we've assessed your evidence portfolio we'll contact you for competency conversation and a practical observation if required.

Step 4

Training

Fill in any gaps in your prior learning and achieve greater qualifications through our online training courses.

Step 5

Qualified!

Your new certifications are Nationally Recognised and issued by our Registered Training Officer (RTO). You are now ready to pursue your new career and greater opportunities!