



The Canberra Training School Pty Ltd. T/A CANBERRA BUSINESS AND TECHNOLOGY COLLEGE

BSB60915 ADVANCED DIPLOMA OF MANAGEMENT (HUMAN RESOURCES) COURSE INFORMATION

COURSE INFORMATION	
RTO Name	Canberra Business and Technology College (CBTC)
RTO Code	40882
CRICOS Code	03465J
Training package	BSB Business Services Training Package
Qualification	BSB60915 Advanced Diploma of Management(Human Resources)
CRICOS Course Code	091278E
Units of Competency	Total: 8 units 6 Core and 2 Elective units
Qualification details/ Course overview	<p>This qualification reflects the role of individuals working as human resources directors, strategists and national regional or global human resources managers.</p> <p>They provide leadership and strategic direction in the human resources activities of an organisation. They analyse, design and execute judgements using wide-ranging technical, creative, conceptual or managerial competencies.</p> <p>Their knowledge base may be highly specialised or broad within the human resources field.</p> <p>These individuals are often accountable for group outcomes and for the overall performance of the human resources function of an organisation.</p>
Job roles	<ul style="list-style-type: none"> • Human Resources Director • National Human Resources Manager • Regional Human Resources Manager
Pathways into the qualification	<p>Candidates may enter the qualification through a number of entry points including:</p> <ul style="list-style-type: none"> • BSB50615 Diploma of Human Resources Management or other relevant qualification, OR • with vocational experience in a range of work environments in senior support roles but without a qualification. <p>Please also refer to CBTC Entry Requirements below.</p>



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Pathways from the qualification	After achieving this qualification candidates may choose to undertake Bachelor of Business (Human Resources Management) or a range of other degree qualifications.
Entry requirements	<ul style="list-style-type: none"> ▪ Domestic students <ul style="list-style-type: none"> ○ Age 18+ ○ Completed high school, or equivalent ▪ International students <ul style="list-style-type: none"> ○ <u>Age: 18+</u> ○ <u>English language requirements:</u> IELTS 5.5 or equivalent; or pass CBTC English test; or successful completion of any other Certificate IV or higher level course in Australia; ○ <u>Educational requirements:</u> Completion of Year 12 or equivalent or higher ○ <u>Work experience:</u> Not required
Qualification and recognition	Students who successfully complete this qualification will be awarded the nationally recognised BSB60915 Advanced Diploma of Management(Human Resources)

Program/ Course Content

This program requires the completion of 8 units of competency
Total: 2 Elective and 6 Core Units

	Code	Unit of Competency	
1	BSBDIV601	Develop and implement diversity policy	Core
2	BSBHRM602	Manage human resources strategic planning	Core
3	BSBINN601	Lead and manage organisational change	Core
4	BSBMGT605	Provide leadership across the organisation	Core
5	BSBMGT616	Develop and implement strategic plans	Core
6	BSBRISK501	Manage risk	Elective
7	BSBMGT615	Contribute to organisation development	Core
8	BSBSUS501	Develop workplace policy and procedures for sustainability	Elective

Electives may be changed at any stage

Learning outcomes	1. Demonstrate advanced theoretical and specialized technical knowledge and skills in Human Resource Management.
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	<p>2. Demonstrate skills to critically analyze and evaluate information to generate and communicate successful solutions to complex problems in the context of Human Resource Management.</p> <p>3. Demonstrate the autonomous application of knowledge and skills to effect successful outcomes</p>																				
Mode of delivery	<ul style="list-style-type: none"> Classroom based 20 hours per week 																				
Program delivery details	<p>Delivery location: 75 Gozzard St, Gungahlin ACT 2912, Australia</p> <p>Number of study weeks: 36</p> <p>Holiday weeks: Up to 16 weeks</p> <p>Total course duration: 52 weeks</p> <p>Number of hours per week: 20 hours</p> <p>Class timetable: Classes may be held between 8:30am-9pm, Monday- Saturday (excluding public holidays). Students are advised of their class timetables during orientation.</p> <p>Sample timetable</p> <table border="1" data-bbox="496 982 1325 1465"> <thead> <tr> <th>9-week term</th> <th>8:30-11:00am</th> <th>11:05am-1:15pm</th> <th>1:45-3:45pm</th> <th>3:50-pm-5:00pm</th> </tr> </thead> <tbody> <tr> <td>Monday (8 hours)</td> <td>Manage risk</td> <td>Manage risk</td> <td>Manage risk</td> <td>Manage risk</td> </tr> <tr> <td>Tuesday (8 hours)</td> <td>Manage human resources strategic planning</td> <td>Manage human resources strategic planning</td> <td>Manage human resources strategic planning</td> <td>Manage human resources strategic planning</td> </tr> <tr> <td>Online (4 hours)</td> <td>Manage risk</td> <td></td> <td>Manage human resources strategic planning</td> <td></td> </tr> </tbody> </table>	9-week term	8:30-11:00am	11:05am-1:15pm	1:45-3:45pm	3:50-pm-5:00pm	Monday (8 hours)	Manage risk	Manage risk	Manage risk	Manage risk	Tuesday (8 hours)	Manage human resources strategic planning	Manage human resources strategic planning	Manage human resources strategic planning	Manage human resources strategic planning	Online (4 hours)	Manage risk		Manage human resources strategic planning	
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Recognition of Prior Learning (RPL)/ Credit Transfer	<p>Students can apply for RPL/ Credit transfer based on prior work experience and/or education/training. Please note that the course duration may be reduced if RPL/ Credits are granted and the 'Confirmation of Enrolment' will be adjusted accordingly.</p>																				
Teaching/learning resources	<p>Students will have access to the following course materials:</p> <ol style="list-style-type: none"> Study Guides Assessment packs Power-point presentations Online course content Computers Internet access 																				



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	<ol style="list-style-type: none">7. Links to external resources8. Overhead projectors9. Library resources
Assessment methods	<p>Assessments/ Evidence-gathering techniques <u>may</u> include:</p> <p>A. Role Play / Video recordings/ Presentation / Discussion Forums B. Oral – Questioning C. Case study D. Written assessments/Report/Essay/Research/Group Project</p> <p>Students may be required to submit video presentations to authenticate some of their practical work. They may also be required to participate in an oral interview at their course end of the course.</p>
Nominal training hours	720 hours
Term Dates	Please refer to CBTC Term Dates
Fees	Please refer to CBTC Fee Schedule

Canberra Business & Technology College