



HUMAN RESOURCE MANAGEMENT

www.york.edu.au



HUMAN RESOURCE MANAGEMENT

At York Business Institute

The education you will gain in Human Resource Management course builds the necessary knowledge base for working in employment relations, but the emphasis is knowledge in action.

Students acquire the skills, knowledge and understanding of the challenges of managing people strategically in complex and turbulent environments. The course equips graduates with the ability to analyse and address a changing business environment, appropriate for careers in Australia and internationally.



Job diversity

Managing people and client relations is an important skill to acquire in business, and this is just one aspect of HR that you can apply to any job. Other useful skills you will learn include organisation, administration, multitasking, presentations, reporting and communication.



Job satisfaction

Satisfaction with the work that we do is one of the most important factors for employees when choosing a job, and there is plenty of job satisfaction to be found from working in HR. Even in a junior position you will see the direct results of your work very quickly, and you will be able to measure the positive impact you have made on the workplace.



Opportunities to progress

Many important decisions are formed by HR departments and it is important to remember that this is a responsibility-laden role from the get go. If this is something you are comfortable with you can do very well and find success fast.



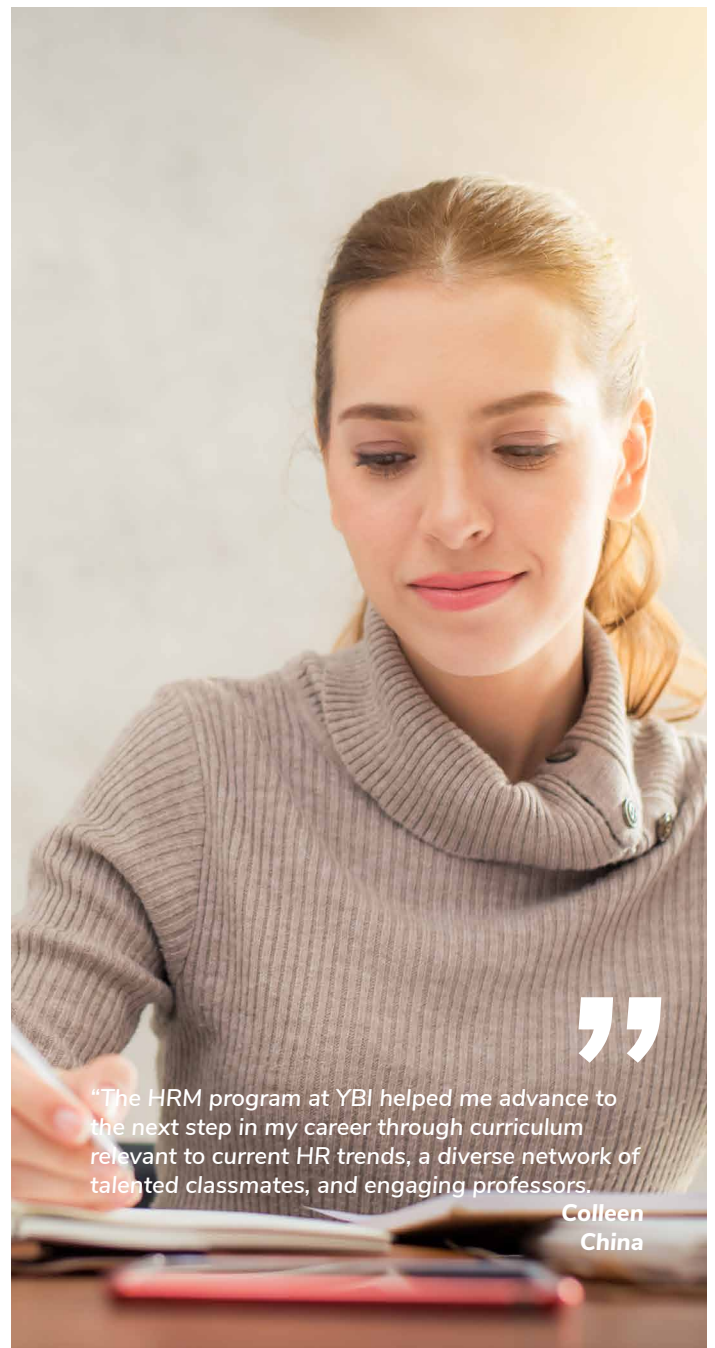
Working with people

From interview techniques to conflict resolution, you will become an expert at managing staff relations, which will stand to you throughout any aspect of business and life.

WHAT DOES HR DO?

In simplest terms, the Human Resources department is a group who is responsible for managing the employee life cycle (i.e., recruiting, hiring, onboarding, training, and firing employees) and administering employee benefits. The tasks may involve the following:

- ✔ Recruit candidates
- ✔ Hire the right employees
- ✔ Process payroll
- ✔ Conduct disciplinary actions
- ✔ Update policies
- ✔ Maintain employee records
- ✔ Conduct benefit analysis
- ✔ Providing career growth
- ✔ Training and supporting managers
- ✔ Supporting health and wellness



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“The HRM program at YBI helped me advance to the next step in my career through curriculum relevant to current HR trends, a diverse network of talented classmates, and engaging professors.

Colleen
China

MEDIAN YEARLY EARNINGS

Employment Specialist	\$97,570
Human Resources Assistant	\$73,625
Human Resources Specialist	\$104,260
Recruiter	\$77,500
Human Resources Generalist	\$70,980
Recruitment Manager	\$100,718

**DEVELOP FUTURE-FOCUSED
KNOWLEDGE AND SKILLS TO
MAKE BEST-PRACTICE
RECOMMENDATIONS**

CERTIFICATE IV IN HUMAN RESOURCE MANAGEMENT

This qualification reflects the role of individuals who work in a range of human resources roles. The job roles that relate to this qualification may include Human Resources Officer, Human Resources Coordinator and Payroll Officer.

Responsibilities are likely to be determined at a workplace level. Some smaller organisations may require employees to work across all aspects of human resources. In larger organisations, individuals may support a single human resources function.

COURSE INFORMATION

DURATION	MODE OF DELIVERY	CONTACT HOURS
52 weeks	Face to face + Online	20 hours / week

ENTRY REQUIREMENT

There are no pre-requisite requirements for this course. However, substantial work experience would be highly regarded. Students will also be assessed for their suitability to study the course prior to enrolment.

It is recommended that individuals should:

- Be 18 years or older; and
- Have completed Australian Year 11 or its equivalent with suitable English language skills.
- International Students are also required to have an English ability at the IELTS 6.0 or equivalent.

POTENTIAL CAREER OUTCOMES

Job roles and titles vary across different industry sectors. According to the BSB training package companion volume guide, a possible job title relevant to this qualification is:

- ✓ Human Resources Officer
- ✓ Human Resources Coordinator
- ✓ Payroll Officer

QUALIFICATION STRUCTURE

BSBHRM411	Administer performance development processes
BSBHRM412	Support employee and industrial relations
BSBHRM413	Support the learning and development of teams and individuals
BSBHRM415	Coordinate recruitment and onboarding
BSBHRM417	Support human resource functions and processes
BSBWHS411	Implement and monitor WHS policies, procedures and programs
BSBCMM412	Lead difficult conversations
BSBHRM529	Coordinate separation and termination processes
BSBHRM531	Coordinate health and wellness programs
BSBCMM411	Make presentations
BSBCRT412	Articulate, present and debate ideas
BSBWRT411	Write complex documents

PATHWAYS FROM THE QUALIFICATION

BSB50320 Diploma of Human Resource Management or other Diploma qualifications

DIPLOMA OF HUMAN RESOURCE MANAGEMENT

This qualification reflects the role of individuals working in a variety of roles within the human resources sector. The job roles that relate to this qualification may include Human Resources Consultant, Human Resources Advisor and Human Resources Business Partner.

Responsibilities are likely to be determined at a workplace level. Some smaller organisations may require employees to work across all aspects of human resources. In larger organisations, individuals may coordinate a single human resources function.

COURSE INFORMATION

DURATION	MODE OF DELIVERY	CONTACT HOURS
78 weeks	Face to face + Online	20 hours / week

ENTRY REQUIREMENT

All our courses are nationally accredited and internationally recognised, fulfilling the requirements of the Training Packages. To study with us, the student needs to reach a certain level of academic requirements. Below are entry requirements for both domestic and international students.

All Students MUST

- Be 18 years of age or over; AND
- Have completed year 12 or equivalent; AND
- Have completed the following 4 units (or equivalent competencies):
 - BSBHRM411 Administer performance development processes;
 - BSBHRM412 Support employee and industrial relations;
 - BSBHRM415 Coordinate recruitment and on boarding; and
 - BSBHRM417 Support human resource functions and processes.

Equivalent competencies are predecessors to these units, which have been mapped as equivalent.

OR

- Have two years equivalent full-time relevant work experience

International Student MUST

Have upper-intermediate proficiency in English or an IELTS score of at least 6.0 (or equivalent).

POTENTIAL CAREER OUTCOMES

Job roles and titles vary across different industry sectors. According to the BSB training package companion volume guide, a possible job title relevant to this qualification is:

- ✓ Human Resources Consultant
- ✓ Human Resources Advisor
- ✓ Human Resources Manager

QUALIFICATION STRUCTURE

BSBHRM521	Facilitate performance development processes
BSBHRM522	Manage employee and industrial relations
BSBHRM523	Coordinate the learning and development of teams and individuals
BSBHRM524	Coordinate workforce plan implementation
BSBHRM527	Coordinate human resource functions and processes
BSBOPS504	Manage business risk
BSBWHS411	Implement and monitor WHS policies, procedures and programs
BSBHRM525	Manage recruitment and onboarding
BSBWHS521	Ensure a safe workplace for a work area
BSBCMM511	Communicate with influence
BSBCRT511	Develop critical thinking in others
BSBPEF501	Manage personal and professional development

PATHWAYS FROM THE QUALIFICATION

BSB60320 Advanced Diploma of Human Resource Management or other Advanced Diploma qualifications

ADVANCED DIPLOMA OF HUMAN RESOURCE MANAGEMENT

This qualification reflects the role of individuals who provide leadership and support strategic direction in the human resources activities of an organisation. Their knowledge base may be highly specialised or broad within the human resources field. The job roles that relate to this qualification may include Human Resources Manager and Senior Human Resources Business Partner.

Responsibilities are likely to be determined at a workplace level. Some smaller organisations may require employees to work across all aspects of human resources. In larger organisations, individuals may manage a single human resources function.

COURSE INFORMATION

DURATION	MODE OF DELIVERY	CONTACT HOURS
78 weeks	Face to face + Online	20 hours / week

ENTRY REQUIREMENT

All our courses are nationally accredited and internationally recognised, fulfilling the requirements of the Training Packages. To study with us, the student needs to reach a certain level of academic requirements. Below are entry requirements for both domestic and international students.

All Students MUST

- Be 18 years of age or over; AND
- Have completed year 12 or equivalent; AND
- Have completed the following qualifications:
 - BSB50320 Diploma of Human Resource Management; or
 - BSB50618 Diploma of Human Resources Management (or a superseded equivalent version)

OR

- Have four years equivalent full-time relevant work experience

International Student MUST

Have upper-intermediate proficiency in English or an IELTS score of at least 6.0 (or equivalent).

POTENTIAL CAREER OUTCOMES

Job roles and titles vary across different industry sectors. According to the BSB training package companion volume guide, a possible job title relevant to this qualification is:

- ✓ Senior Human Resources Officer
- ✓ Employment Specialist
- ✓ Human Resources Coordinator
- ✓ Recruitment Manager

QUALIFICATION STRUCTURE

BSBCRT611	Apply critical thinking for complex problem solving
BSBFIN601	Manage organisational finances
BSBHRM611	Contribute to organisational performance development
BSBHRM612	Contribute to the development of employee and industrial relations strategies
BSBHRM614	Contribute to strategic workforce planning
BSBLDR601	Lead and manage organisational change
BSBHRM615	Contribute to the development of diversity and inclusion strategies
BSBLDR602	Provide leadership across the organisation
BSBOPS601	Develop and implement business plans
BSBST601	Manage innovation and continuous improvement

PATHWAYS FROM THE QUALIFICATION

After achieving this qualification candidates may choose to undertake studies at higher education level.



COURSE PATHWAYS



UNIVERSITY ARTICULATION PATHWAYS



FLEXIBLE ONLINE STUDY

Our online study option is available to all domestic and overseas students. This study pathway is best for students who prefer a flexible schedule that matches their daily routine and study at your own pace learning style.

Students who enrol in our courses will have access to York Business Institute's learning resources through our online platform 'E-learning'. Studying the theory component of our course online will not change the learning outcomes required by the courses.

E-learning Access

<https://elearning.york.edu.au/login/index.php>

Tutorial for Virtual Class

<https://www.youtube.com/watch?v=uYYnryIM0Uw&t=1s>



WHAT CAN YOU DO ON E-LEARNING:

- ✓ On-line study and attendance
- ✓ Download study materials
- ✓ Download online study guide
- ✓ Download assessments
- ✓ Assessment submission
- ✓ Weekly online activities

ACADEMIC SUPPORT

All of the academic staff members at York Business Institute are highly qualified. Trainers and assessors are certified with experience inside the classroom and in their fields. They are also aware of industry trends and stay up-to-date with the latest information to help you achieve your future career goals.

STUDENT SUPPORT

To assist you while studying at YBI, we have student welfare officers who provide on-going support services to students. The student welfare officers are friendly and they can give personal advice and assistance to students in many areas including academic advice, student visas, health insurance, welfare, social activities and effective study methods. They are also the initial point of contact for all students.



Make Quality Education Fair and Accessible

THE PLACE TO BE
Welcome to York Business Institute,
where your future starts.

WHY STUDY AT YORK BUSINESS INSTITUTE

Welcome to York Business Institute where your future starts. Our College can offer you new and exciting experiences in the heart of Sydney. Our staff and teachers are ready to provide you with wonderful learning opportunities, new skills, and the confidence to find your way in the Sydney work force. All of our courses are nationally accredited and internationally recognised, meeting the requirements of the Business, Information Technology and Financial Services Training Packages.



Flexible study options

33% of the courses are delivered online that gives you flexibility at your suitable time



Teaching quality

All the students are satisfied with the teaching they have received



Multi pathway entry

Successful completion will entry into higher education of hospitality courses.



Campus futures

Modern and up-to-date new campus with mutipal facilities which located in Sydney CBD, closed to transports, mall and restaurants.



Student support

Students are satisfied with the support they received at their institution, whether enrolment systems, learning advice, careers advisors and health services were available and helpful.



Learner engagement

Students are satisfied with their engagement with learning at their institution and whether they had a sense of belonging at their institution.

OUR MODERN CAMPUS





START YOUR STUDY JOURNEY WITH US

STEP 1: CHOOSE A COURSE

Check out our course outline and entry requirements at www.york.edu.au

STEP 2: COMPLETE ENROLLMENT FORM

Download and complete the Enrolment form. Read the terms & conditions and Student Handbook, these available from our website.

Enrolment Form



Student Handbook



STEP 3: PROVIDE RELEVANT DOCUMENTS

Attach all relevant documents. For example

- Certified copies of passport
- Education qualifications
- English qualifications
- Working experience (if relevant)
- RPL application (if relevant)

STEP 4: SUBMIT YOUR APPLICATION

Return your application form and the necessary documents to :
 York Business Institute
 Suite 1, Level 1 , 338 Pitt St. Sydney NSW 2000 AUSTRALIA
 OR email to : info@york.edu.au

STEP 5: RECEIVE AN OFFER LETTER

Upon receipt of your Enrolment Form and supporting documents, an interview will be conducted by a member of the Institute's Admission Team or a delegate to assess on your suitability to the course that you have applied for.

If your application is successful you will receive a letter of offer for you nominated course along with a written agreement. When we receive your signed student agreement and fees, we will send you an electronic Confirmation of Enrolment (eCoE). This eCoE is used to apply for your student visa. Once the visa is granted, you are ready to go!

YOUR SAFETY IS OUR FIRST PRIORITY

Our campus is registered as COVID safe businesses, our students' and staffs' safety is our priority. In light of the COVID 19 pandemic, York Business Institute provides the opportunity for you to attend classes by attending campus or by joining the classes through remote live delivery via video conferencing. Our friendly staff are also here to support !

Mode of course delivery:

During the COVID-19 pandemic all of our courses will be delivered 100% online to reduce the spread of the virus and safeguard the welfare of our students, staff and the community.

Timetable:

The Online Class timetable may differ from the actual(face-to-face) class timetable. The nature of student support and engagement may also vary during this online delivery period.

Please contact the college if you have any enquiries regarding the mode of delivery and the timetable





York
Business
Institute

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Fair and Accessible

CONTACT WITH US

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