



## *Diploma (Dual Qualification)*

## *Dip Management &*

## *Dip Human Resource Management*

**The Diploma of Management (BSB51107) and Human Resources Management (BSB50607)**

enhances your current skills in managing individuals and staff as a whole, OH&S requirements in the workplace, finance, marketing, business planning, managing projects and industrial relations.

**The Diploma of Human Resources Management** aims to give you the confidence in your recruitment, selection and induction of new staff, performance management procedures and practice in developing and implementing employment policies. Overall this dual diploma program is designed for individuals aspiring to middle manager positions in large organisations or those in a leadership role in smaller organisations.

### **Workshop attendance**

Attendance at workshops is not compulsory but are strongly recommended as they assist students to progress through the units outlined. Students are required to notify us if they are attending to allow our trainer to prepare adequate resources for the day. You may decide to only attend the workshops for the units you feel you need the most assistance.

**To achieve this dual qualification you will firstly enroll in and complete the following**

### **BSB51107 Diploma of Management**

#### **Warrnambool**

Unit	Semester 1 Workshop Date (Fridays 9am-4pm)	Semester 2 Workshop Date (Fridays 9am-4pm)
Manage personal work priorities and professional development (BSBWOR501B)	9th March 2012	29th June 2012
Ensure a safe workplace (BSBOHS509A)	13th April 2012	27th July 2012
Manage quality customer service (BSBCUS501C)	18th May 2012	31st August 2012
Manage budgets and financial plans (BSBFIM501A)	8th June 2012	28th Sept 2012
Manage workforce planning (BSBHRM504A)	6th July 2012	26th October 2012
Manage projects (BSBPMG510A)	10th August 2012	23rd Nov 2012
Manage people performance (BSBMGT502B)	7th Sept 2012	14th Dec 2012
Manage industrial relations (BSBWRK509A)	12th October 2012	1st Feb 2013

### **Am I eligible for funding?**

If you are enrolling in a qualification at a higher level than you currently hold you should be eligible for a funded place. A free, no obligation assessment for your eligibility for funding is available from us.



*This training may be delivered with Victorian and Commonwealth Government Funding.*

### **Location**

Westvic  
Warrnambool  
171 Lava Street

RTO TOID: 4184

### **Dual Diploma Costs**

(GST Not Applicable)

#### **Funded**

Tuition Fees  
\$750  
plus  
Resources &  
Materials  
\$360

#### **Non-funded**

(Fee Paying)

Tuition Fees \$3300  
includes  
Resources &  
Materials

### **Information session**

#### Semester 2

Monday 4th  
June  
6.00pm to 7.00pm

Concessions are  
not applicable

**COLAC  
CAMPERDOWN  
WARRNAMBOOL  
HAMILTON  
PORTLAND**



## *Diploma (Dual Qualification)*

# Dip Management & Dip Human Resources Management

*Upon completion of the Diploma of Management units previously outlined, you will enroll in the following four units and upon completion you will receive certificates for both Qualifications. Please refer to the fees and resources costs required to complete the Dual Qualification.*

### BSB50607 Diploma of Human Resource Management

#### Warrnambool

Unit	Semester 1 Workshop date (Fridays)	Semester 2 Workshop date (Fridays)
Manage Human Resource Management Information Systems (BSBHRM502A)	9th Nov 2012	8th March 2013
Manage performance management systems (BSBHRM503B)	14th Dec 2012	12th April 2013
Manage human resource services (BSBHRM501A)	1st Feb 2013	10th May 2013
Manage Recruitment, selection and induction process (BSBHRM506A)	8th March 2013	14th June 2013

**Employer incentives:** If you do not already hold a diploma level qualification you may be funded for your training and your employer may also attract \$4000 in commonwealth incentives.

**Career Outcomes:** Possible employment pathways from this dual qualification include advancement into management, supervisor, team Leader or human resources manager/officer roles.

**Pre-requisites/entry requirements:** Students will preferably be in or recently have had access to a suitable workplace environment.

*Westvic Staffing Solutions provides a systematic approach to service delivery which is flexible and targeted to the requirements of employees, employers, the local community and those with special needs.*

**To enrol or find out more...**

Contact us on 5561 9000 or

[jbutler@westvic.org.au](mailto:jbutler@westvic.org.au)

[www.westvic.org.au](http://www.westvic.org.au)



**Recruitment solutions and support for all businesses**

#### Location

Westvic  
Warrnambool  
171 Lava Street

#### Dual Diploma

#### Costs

(GST Not Applicable)

#### Funded

Tuition Fees  
\$625  
*plus*  
Resources &  
Materials  
\$220

#### Non-funded

#### (Fee Paying)

Tuition Fees \$3300  
*includes*  
Resources &  
Materials

#### Information

#### session

#### Semester 2

Monday 4th  
June 2012  
6.00pm to 7.00pm

Concessions are  
not applicable

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HAMILTON  
PORTLAND