

Become Qualified with Your BSB50618 + BSB50415 Diploma of Human Resources Management + Diploma of Business Administration

This training is
subsidised by the
NSW Government

Limited places
available, apply
today!



Your Course At a Glance...

Complete your Diploma of Human Resources Management + Diploma of Business Administration with at Australia's Leading Management Training Company.

Course Code: BSB50618 + BSB50415

Duration: 3-12 months (depending on experience)

Delivery: Online + Unlimited Phone Sessions

Nationally Recognised: Yes

Entry Requirements: Over 21 & 12+ months experience in a senior office or HR position

Example of Practical Units in a Diploma:

Manage Meetings BSBADM502

Manage Workforce Planning

BSBHRM513

Manage Human Resources Services

BSBHRM501

Manage Recruitment, Selection & Induction Processes BSBHRM506

Implement and Monitor WHS Policies, Procedures and Programs to Meet Legislative Requirements BSBWHS401

Manage People Performance

BSBMGT502

Develop and Manage Performance-Management Processes BSBHRM512

Manage Employee Relations BSBWRK520

Undertake Project Work BSBPMG522

Plan & Manage Conferences BSBADM503

Plan and Implement Administrative systems BSBADM504

Manage Business Document Design and Development BSBADM506

HR Staff, Office Administrator, Recruitment Coordinator, Senior Office Staff...

If you have experience in one of these roles but no formal 'piece of paper' to prove it, then this course is for you.

Why complete this course with Global Training Institute?

Gaining qualifications and formal education in human resources management and business administration, is now considered a MUST have to gain promotions and highly sought-after positions. Qualified HR staff who have good administration skills are in high demand in Australia and in many other countries. Gaining 2 qualifications doubles your employment and promotion opportunities and shows future employers that you are serious about your career.

When you train with us, you get

- Training that is designed to fit in around your busy work/home life.
- Gain recognition for the HR and administration skills you already have
- Online access 24/7 to resources and assessments
- Regular and UNLIMITED phone sessions with Trainer (day or evening)
- Training and Assessments that relate to your work and industry
- No heavy theory. No Essays. No Exams
- a 'tool-kit' of business resources, templates, information and skills
- Strong support from office staff, Trainers and your Completion Coach
- Help You need towards a promotion or better job or even towards further studies

Career Outcome - Where Will It Lead Me

Once completed you will be equipped with:

- Skip first year of University – straight into 2nd Year business and other degrees
- University entry without needing Year 12 for many different Degrees
- Your Diploma of Business Administration and Diploma of Human Resources Management qualification, letters after your name (DipHRM;DipBusAdmin)
- Eligibility for a membership with Professional Associations, such as the Australian HR Institute, the Institute of Managers and Leaders, Australian Institute of Office Professionals
- Your Career Plan (developed for the next 2 -5 years)
- New skills and knowledge around the subjects



"This is my second Diploma completed with Global and I have always found the office support staff to be very helpful in responding to my queries. As with any kind of learning there is always a benefit and I picked up different elements from all of the elements of the course."

Graham Bickerstaff



How Much Will It Cost? - NSW Funded.

There is lots of funding available at the moment: subsidies, payment plans, government grants that may make your course 100% FREE or at least pay \$0 upfront to start....

You are welcome to have a browse of the 'funding options' page [here](#), but you'll probably find more than one that will fit you.

To see what you are eligible for, either do the **quick quiz** on that page or just give us a call on 1800 998 500 and we will work out the best option for you.