Diploma of Human Resources Management  
BSB50615  
Diploma of Business Administration  
BSB50415

Are you prepared to lead from the front?

Make yourself an invaluable asset to any business that has a people focused culture. In today’s competitive employment market doubling your leadership skills is essential.

This double diploma course will ready you to take a key role in business management with the skills and knowledge required to recruit and manage employee performance, plan and implement policy and administrative systems and facilitate change, leading to the formation of a more progressive and positive workplace environment.

Take charge of your future!

Course Requirements
To achieve a Double Diploma of Human Resource Management & Diploma of Business Administration all 13 units listed below must be completed.

- BSBHRM501 Manage human resources services
- BSBHRM506 Manage recruitment, selection and induction processes
- BSBHRM512 Develop and manage performance management processes
- BSBHRM513 Manage workforce planning
- BSBDWK510 Manage employee relations
- BSBWHS401 Implement and monitor WHS policies, procedures and programs to meet legislative requirements
- BSBADM502 Manage meetings
- BSBADM503 Plan and manage conferences
- BSBADM504 Plan and implement administrative systems
- BSBADM506 Manage business document design and development
- BSBBPMG522 Undertake project work
- BSBDIV501 Manage diversity in the workplace
- BSBMGT516 Facilitate continuous improvement

Course Duration / Method of Delivery
This course is delivered over 12 months with a flexible learning approach. Content is delivered online with weekly supportive classroom sessions at Brisbane, Gold Coast and Toowoomba campuses.

Payment Method
Study now and pay later with VET FEE-HELP available to eligible students. Please contact Aurora Training Institute for further information.

Call or email us and enrol today!

1300 936 864  
admin@aurora.edu.au

Your New Career
Human Resources Consultant  
Human Resources Assistant  
Human Resources Officer  
Human Resources Manager

Entry Requirements
There are no prerequisites for entry into this course; however, it is desired that candidates have completed Australian Year 12 (or equivalent). Talk to an Aurora Training Institute representative today and discuss your pathway to this exciting qualification.