

VTP300 Talent acquisition and management



DESCRIPTION

This short course supports student learning during COVID-19 and beyond and will suit people who wish to change their career or explore new employment opportunities. It will also suit people who would like to study a short course as a pathway into a full qualification in HR.

Content covers foundational units in the HR life cycle and provides theory and practice in the work HR practitioners do.

ELIGIBILITY/ENTRY REQUIREMENTS

Students will need to demonstrate an appropriate level of language, literacy and numeracy skills to undertake this program.

DELIVERY DETAILS

Location (s)	Duration	Study mode
Available throughout the Northern Territory	12 weeks	Online/Distance

Learning materials and assessments are accessible through CDU's online learning platform Learnline.

2020 FEES

This course has a total of 140 hours, and thus the qualification cost is:

NT Domestic Subsidised Fees: \$476

Domestic Full Fees: \$2,100

Please note: A limited number of NT Government subsidy places are available for eligible NT domestic students so contact us now to secure your place for 2020. At the time of enrolment, students who receive a Centrelink or Veteran's Affairs benefit will be exempt from paying tuition fees.

Fees are subject to change annually. Indicative government-subsidised and full course fees are shown on this document. For further clarification and information on fees, payment options, instalment plans and refunds contact CDU on 1800 061 963 or refer to <https://www.cdu.edu.au/cdu-vet/student-guide/fees>

ASSESSMENT

Assessments vary with each unit. You will be provided with an assessment guide.

RECOGNITION OF PRIOR LEARNING (RPL)

Students can apply for RPL during pre-enrolment or after enrolment. Students are provided with an RPL Self-Assessment before application and followed through with and an initial interview with an assessor.

RESOURCES

Students are issued with online learning and assessment materials for each unit.

Students will also use single unit texts which are available through Australian Training Products. Details will be provided during enrolment process.

STUDY AND CAREER PATHWAYS

Further training pathways from this qualification include but are not limited to BSB41015 Certificate IV in Human Resources and BSB50618 Diploma Human Resources Management.

PROGRAM CONTENT

This training program covers 3 units of competency taken from the BSB - Business Services Training Package, which is recognised nationwide.

UNITS

BSBHRM405	Support the recruitment, selection and induction of staff
BSBHRM403	Support performance management processes
BSBWRK411	Support employee and industrial relations

WITHDRAWING FROM A PROGRAM

You may withdraw from this program and receive, where relevant, a Statement of Attainment for all units of competency you have successfully completed.

SUPPORT SERVICES

The University supplies support for students in many areas, including Accommodation, Careers and Employment, Counselling, Disability Service, Equal Opportunity, Discrimination and Harassment advice, Australian Indigenous Student Support Services, Information Technology Services, International Student Support Services, Library Services, and Learner Support Services.

More information is available at - www.cdu.edu.au/study/student-life/student-support

CONTACT DETAILS

ASIA PACIFIC COLLEGE OF BUSINESS AND LAW

VET Business

T. 08 8946 8877

E. vet.business@cdu.edu.au

W. www.cdu.edu.au/cdu-vet

Refer to the **VET Student Guide** www.cdu.edu.au/cdu-vet/student-guide for information regarding the enrolment process, student support services, student rights and responsibilities, previous studies recognition and the A-Z of other information.