

“Human resources are like natural resources; they’re often buried deep. You have to go looking for them, they’re not just lying around on the surface. You have to create the circumstances where they show themselves.”

Ken Robinson



CHARLES TELFAIR
I N S T I T U T E



Government of **Western Australia**
South Metropolitan **TAFE**

DIPLOMA OF HUMAN RESOURCES MANAGEMENT

MQA approved

WHAT IS IT?

This qualification will further develop your practical skills and knowledge in human resources as well as provide you with skills in management. You will develop a sound theoretical base in human resources management and demonstrate a range of managerial skills to ensure that human resources functions are effectively conducted. More specifically, you will learn how to manage human

resource services, performance management systems and workforce planning. You will also be able to select elective units from a broad range of human resource options including the management of human resources management information systems, rehabilitation or return-to-work programs, or programs that promote personal effectiveness.

WHY A DIPLOMA OF HUMAN RESOURCES MANAGEMENT AT CTI?

- ✓ **Experience:** CTI's School of Design has been at the forefront of Human Resources Management courses in Mauritius for over 18 years.
- ✓ **Innovation:** There is a strong focus on contemporary HRM practices and principles.
- ✓ **Strong practical focus:** CTI's state-of-the-art facilities and close links with industry provide students with the necessary resources to be at the forefront of industry requirements
- ✓ **Employability Advantage:** This Diploma helps students develop a comprehensive and unique understanding of industry requirements in the arena of human resources
- ✓ **Industry Network:** Guest speakers from industry and work-based projects are key features of the Diploma. Students work on real-world projects and undertake internships in the top local companies

ENTRY REQUIREMENTS

/ HSC, GCE 'A' levels, French BAC or IB Certificate/Diploma
OR
/ Completion of the TAFE Certificate III In Business OR
/ Other qualifications OR
/ Work experience acceptable to the academic committee

Passes in English O or A level exams
or TAFE Test of English is also required

CAREER POSSIBILITIES

- / Human resources adviser
- / Human resources and change manager
- / Human resources consultant
- / Human resources manager
- / Senior human resources officer.

COURSE STRUCTURE

18 Study Units

Support performance-management processes

Review human resources functions

Support the recruitment, selection and induction of staff

Lead effective workplace relationships

Implement and monitor WHS policies, procedures and programs to meet legislative requirements

Support employee and industrial relations procedures

Make a presentation

Process payroll

Analyse and present research information

Identify risk and apply risk management processes

Manage human resources services

Manage recruitment selection and induction processes

Develop and manage performance-management processes

Manage workforce planning

Manage employee relations

Manage remuneration and employee benefits

Develop and use emotional intelligence

Develop workplace policy and procedures for sustainability

Study Pathways

On completion of a Diploma you can continue on to a university degree with exemptions

Disclaimer: Please note that CTI/TAFE reserves the right to change the content and/method of assessment, to change or alter tuition fees of any unit of study, to withdraw any unit of study, to impose limitations on enrolment in any unit or program and/or to vary arrangements for any programme.

DELIVERY PLAN

Duration:

The programme is run over 2 semesters (one academic year)

Starting Dates:

Two intakes per year -
February & August

APPLICATION PROCEDURES

- / Students must complete the prescribed application forms available at our Future Student Centre or at www.telfair.ac.mu and should submit relevant copies of the following documents:
- / Copies of educational qualifications
- / Two passport-size photographs
- / Copy of National Identity Card and Birth Certificate

(The originals of all the above documents for certification purposes are needed.)




APPLICATION DEADLINE

It is recommended to register at least 5 weeks before the start date of Programme.

Please call us on 4016511 or email us on info@telfair.ac.mu

FOR MORE INFORMATION, PLEASE CONTACT THE FUTURE STUDENTS CENTRE

 info@telfair.ac.mu

 TELFAIR, MOKA, MAURITIUS  (230) 401 6511  (230) 433 3005

 www.telfair.ac.mu  Charles Telfair Institute