

Order of Study

BSB50320 Diploma of Human Resource Management (Online self-directed)

On successful completion of all 12 units you will receive a **Diploma of Human Resource Management**

Follow the below order of study when enrolling. Enrol in no more than two (2) units per intake, unless otherwise advised.

Unit Code		Unit Name	Unit Type	Textbook/ Resources	Study Period Schedule	
Must complete all units in order as listed below					Intake	Completed
1	BSBHRM521	Facilitate performance development processes	Core	Electronic resources are available through Connect , TAFE Queensland's Learning Management System		Completed
2	BSBHRM523	Coordinate the learning and development of teams and individuals	Core			Completed
3	BSBHRM527	Coordinate human resource functions and processes	Core			Completed
4	BSBHRM522	Manage employee and industrial relations	Core			Completed
5	BSBHRM524	Coordinate workforce plan implementation	Core			Completed
6	BSBHRM525	Manage recruitment and onboarding	Elective			Completed
7	BSBWHS411	Implement and monitor WHS policies, procedures and programs	Core			Completed
8	BSBHRM529	Coordinate separation and termination processes	Elective			Completed
9	BSBOPS504	Manage business risk	Core			Completed
10	BSBLDR523	Lead and manage effective workplace relationships	Elective			Completed
11	BSBCRT511	Develop critical thinking in others	Elective			Completed
12	BSBPMG430	Undertake project work	Elective			Completed

0033191_V3

All information was accurate at the time of publication 23/01/2024 V1.0



STUDENT PORTAL

Through the portal you can enrol, update your details, and check your academic results whenever you like. To login just click on this link <https://tafeqld.t1cloud.com/> and use your Connect login credentials.

If you have an issue with the student portal please log the issue through the “Report an Issue” form in your forms tile and you will receive a response as soon as possible.

Alternatively, click the link below and scroll through the frequently asked questions that may assist you with your enquiry <https://tafeqld.edu.au/current-students/student-portal-pilot-faq.html>.

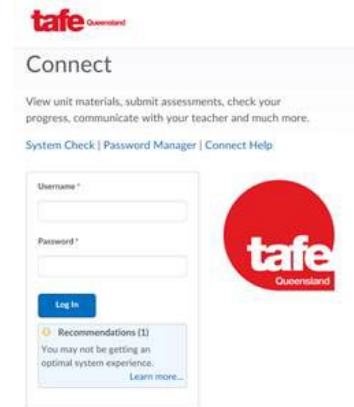


CONNECT

Connect offers access for mobile devices, the ability to communicate with teachers and classmates, and excellent user support, allowing you the flexibility to study anywhere, anytime.

Watch the 45-second video on how to login to Connect by [clicking here](#). Alternatively, [download this PDF](#) to get all the details.

DON'T FORGET to [enable notifications in Announcements](#) so you don't miss an important announcements relating to your study.



HAVE YOU STUDIED BEFORE?

Credit Transfer is a process that offers you credit for earlier formal study that is equal to your nominated qualification. It is important that you apply before your start of study. Please see [eligibility information and the application form](#) for more information.



STUDENT RULES

The [TAFE Queensland Student Rules and Policies](#) are designed to make you aware of your rights as a student, as well as your responsibilities to TAFE and your fellow students.



WITHDRAWALS, TRANSFERS & REFUNDS

We all change our minds, so if for any reason you find the need to leave a course, or if you are seeking to transfer to another intake, or withdraw from study, please speak with your program coordinator and view the [TAFE Queensland Refund Policy](#) before submitting your withdrawal request, as you may not be eligible for a refund

If you are wishing to withdraw prior to the start of an intake - You can withdraw and swap units through the Student Portal. You can access this under the **My Study tile** in the **Withdraw From a Unit** menu. Note: Students with multiple courses in their **My Study tile** will need to select the **Manage your Course** button first. Once you have chosen your course, you can see the **Withdraw From a Unit** menu option, from here choose the unit/units to withdraw.

If you are wishing to withdraw after the start of an intake – you can submit your request through the Student Portal under the **Forms tile**. Scroll to the **Request for Withdrawal and or/Refund (TQ)**.