

Diploma of Human Resources Management BSB50607

HR D i p l o m a P r o g r a m

The Diploma of Human Resources Management is for students who wish to pursue a career in the human resources department of any company, a recruitment agency or a similar capacity in any business enterprise such as a bank or retail establishment.

The ACK HR Diploma is a **two year fulltime course**. The topics covered in Semesters 1 and 2 are the same for all the different management streams. Therefore, a student may change enrolment stream at the end of the first or second semester without affecting the length of the Diploma.

Students who have undertaken related studies at an equivalent or higher level may apply for **recognition of prior learning and be given credit towards their course at ACK.**

LEARNING AND SKILL DEVELOPMENT AREAS:

- Making Presentations
- Communicating in the Workplace
- Understanding finance
- Managing programs that promote personal growth
- Financial applications
- Managing workplace planning
- Information and business technology
- Creative & critical thinking skills
- Managing people performance
- Managing HR services
- Separation and termination procedures
- Recruitment, selection and induction.
- Remuneration and employee benefits
- Workforce planning

ENTRY REQUIREMENTS

Applicants may be granted entry if they have adequate English language skills, i.e. TOEFL IBT score of 71 or better; IELTS 5.5 or better (Reading and Writing Bands to be a minimum of 5.5); or ACK Entry Level Placement Test – direct entry level and have completed a Secondary School Certificate or its equivalent. Six IGCSEs is considered to be the equivalent of a Secondary School Certificate.

Applicants who cannot demonstrate adequate English language skills for direct entry to this diploma will be required to complete a minimum of one semester of English Language studies.

FEES

Fees for the Diploma of Human Resources Management are KD3575 per year, paid over 2 semesters as per the ACK Fee Payment Schedule. An Amenities Fee of KD70 must be paid each semester. Please note that ACK reserves the right to increase fees for future academic years.

AWARD

This is an Australian accredited course and on successful completion of all requirements, a student will be awarded a Diploma of Human Resources Management.

HOW TO APPLY

Australian College of Kuwait
Student Admissions
West Mishref
Mubarak Al-Abdulla Al-Jaber Area
Block 5
Al-Aqsa Mosque Street
Building 1
Telephone: 2537 6111 ext 4018

Further information available on the ACK Website www.ack.edu.kw

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