Graduate Diploma in Human Resource Management

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<th>Location</th>
<th>Dunedin</th>
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<td>Duration</td>
<td>One year, full-time; part-time options</td>
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<tr>
<td>Delivery</td>
<td>On campus with an internship</td>
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| Credits | 120 |
| Level   | 7 |
| Start   | February |
| Apply   | Until start date |

Love interacting with people and interested in employment issues? Want to develop your knowledge of human resource management or gain formal recognition of your existing practical skills?

This programme is useful for people who may be in management/leadership positions and want to enhance their capabilities in these roles or for those who wish to embark on a career in human resources management. As the world population steadily grows, so do the number of new business ventures requiring motivated, proficient professionals to help manage employer/employee relationships and development. You could work in a wide range of organisations, environments and industries, finding employment as a Human Resources Coordinator or Advisor, Team Leader, Supervisor or Office Manager.

This one-year qualification is a useful add-on to an existing Bachelor’s degree in another field. It allows you to gain focused knowledge of employment relations, human resources and organisational behaviour without having to undertake a full degree. Learn from a series of courses and then apply your cumulative learning in a practical industry project. Benefit from the guidance and support of highly experienced staff to help you gain industry-relevant skills that you can apply directly to the real-world of business.

Entry requirements

> A bachelor’s degree in any discipline OR equivalent skills/experience.
> You may NOT enrol in a major that you have already studied at undergraduate level.
> **International students** will be individually assessed to ensure they meet the entry requirements. Click here for equivalent academic entry requirements by country.
> If English is not your first language, you must provide:
  > New Zealand University Entrance OR
  > Overall Academic IELTS 6.0 with no individual band score lower than 5.5 (achieved in one test completed in the last two years), OR
  > Acceptable alternative evidence of the required IELTS (see here for NZQA proficiency table and here for list of recognised proficiency tests).
If you need to improve your English Language skills, we offer a wide range of English programmes.

Additional documentation

You must supply certified copies of proof of identity, academic records and proof of residency (where appropriate).

Selection procedure

Eligible applicants will be accepted as received.

Additional costs

You will be required to purchase some textbooks during this programme and also cover any costs associated with fieldtrips or the industry project.

You will study

You will complete 120 credits of learning, of which 75 must be at Level 7.

LEVEL 6

Human Resources (compulsory): Learn about key areas of human resources such as recruitment, training and development, and performance management.

PLUS two of the Level 6 courses below:

Industrial Relations: This important HR topic covers aspects of legal compliance that are required to be met by any organisation. Learn about changes in the Employment Relations Act and relevant Health & Safety Legislation.

Organisational Behaviour: Understand the theory and research behind employees’ behaviour, individual and group dynamics, leadership styles, power and organisational structures, motivation and team culture.

Leadership: Learn about the nature and context of leadership, how to develop yourself as a leader, change and project management.

LEVEL 7

Advanced Human Resource Management (compulsory): Develop a strategic approach to human resources that can be integrated with business strategy. Learn about human resource audits and planning, job analysis, and strategic selection processes and recruitment.

Contemporary Issues in Human Resource Management (compulsory): Gain an understanding of current and emerging issues in HR such as workplace stress and bullying, and the implications of technology.

Industry Project (compulsory): This provides an opportunity to balance theory with applied learning in your workplace or host organisation and tailor your studies accordingly to your interest. The project involves a workload of 200 hours, completing a written research project investigating an issue/problem that adds value to the organisation. This industry project will be useful in developing team work, communication, and other soft skills/capabilities and in helping establish industry connections post-graduation.

Your workload

Your programme of study will generally include lectures and seminars/ tutorials. You will be expected to contribute at least 20 hours per week of your own time in self-directed study to allow for successful completion of the qualification. You will also complete a 200-hour industry project, gaining hands-on experience and developing important industry and business connections.

Further study options

Progress into higher levels of learning and enhance your employment potential with postgraduate study in Human Resource Management.

Student loans and allowances

Student loans and allowances are for domestic students only. For information about student loans and allowances please visit the Studylink website. It is important to apply for your student loan/allowance at the same time as you apply for this programme, due to the length of time Studylink take to process. Loan/allowance applications can be cancelled at any time if you decide to withdraw your programme application or if it is unsuccessful.

Disclaimer

While every effort is made to ensure that this sheet is accurate, Otago Polytechnic reserves the right to amend, alter or withdraw any of the contained information. The fees shown in this document are indicative ONLY. Both domestic and international fees are subject to change and are dependent on the development and implementation of Government policies. Please note that additional fees may from time to time be required for external examination, NZQA fees and/or additional material fees.