

# FREQUENTLY ASKED QUESTIONS

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## **Choosing your Program of Study**

At AHRI we offer two educational programs, the Foundations of Human Resources program and the Professional Diploma of Human Resources program. The Foundations of Human Resources program is equivalent to a Certificate IV level, while the Professional Diploma of Human Resources is equivalent to post graduate level study. For more information please see <http://www.ahri.com.au/education>.

To assist you to decide what program best suits your learning needs the following questions may guide you in your decision:

### **Question 1 - Do you have at least 10-15 hours per week free to study?**

If you answer yes to this question – Then you should be able to successfully complete either the Foundations of Human Resources or Professional Diploma of Human Resources.

If you answer no to this question – Now may not be the time for you to study at this level in a limited space of time. Consider taking individual units of the Foundations of Human Resources program over the course of the year and complete the assessment tasks after each unit.

### **Question 2 - Have you studied formally at either school, TAFE or university within the last ten years?**

If you answer yes to this question – Then you should base your decision on your answers to question 3 & 4.

If you answer no to this question – It may be a steep learning curve to expect to be able to complete a post graduate qualification after so many years out of the study habit. It is recommended that you commence with the Foundations of Human Resources program with the opportunity to apply for recognition of prior learning where appropriate. An exception to this is where you have significant experience in human resources skills (over five years), a supportive work environment, good time management skills and strong writing skills.

### **Question 3 - Have you studied at university level before?**

If you answer yes to this question – If you have an undergraduate degree or any post graduate qualification then you are probably ready for the challenge of the Professional Diploma of Human Resources program. However, if you studied at university but only with low level marks (pass or credit) or you did not complete an undergraduate degree, you may still consider the option of commencing your study program with the Foundations of Human Resources program.

If you answer no to this question – You should commence your study with the Foundations of Human Resources program.

### **Question 4 - Do you have more than two years experience working in a human resources team?**

If you answer yes to this question but your experience in a human resources team has been limited in terms of the breadth of HR roles, you may wish to commence with the Foundations of Human Resources program. If however, you are confident that you have solid knowledge of professional human resources practices across a range of functions then you may well be ready for the Professional Diploma of Human Resources program.

### **Question 5 - Will your employer be supporting your studies financially and/or with regards to study leave, easing of workload, etc?**

If you answer yes to this question - You should be able to cope with the workload for either the Foundations of Human Resources or the Professional Diploma of Human Resources program.

**If you answer no to this question - It might be beneficial to make your employer aware of your intentions to study and the expected workload to see if you can negotiate some assistance, as you may struggle to maintain a healthy balance of work/study/life.**

## KEY DATES & LOCATIONS

### 1. When do the courses start & finish?

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**Foundations of Human Resources Workshops is offered four (4) times each year as per the following schedule**

#### **All States**

##### Series One:

Enrolments close	25 Jan
Workshop start	24 Feb
Workshop finish	5 May
Course finish	24 May

NSW, QLD & VIC

##### Series Two:

Enrolments close	26 Mar
Workshop start	28 April
Workshop finish	7 July
Course finish	26 July

#### **All States**

##### Series Three:

Enrolments close	19 June
Workshop start	21 July
Workshop finish	29 Sept
Course finish	18 Oct

NSW, QLD & VIC

##### Series Four:

Enrolments close	6 Aug
Workshop start	8 Sept
Workshop finish	17 Nov
Course finish	6 Dec

### **Foundations of Human Resources Distance**

#### **All States**

##### Series One:

Enrolments close	25 Jan
Course commences	22 Feb
Course finish	24 May

##### Series Two:

Enrolments close	26 Mar
Course commences	27 April
Course finish	26 July

##### Series Three:

Enrolments close	19 June
Course commences	19 July
Course finish	18 Oct

##### Series Four:

Enrolments close	6 Aug
Course commences	6 Sept
Course finish	6 Dec

## Professional Diploma of Human Resources is offered two (2) times each year as per the following schedule

### Distance education course

#### Semester One 2010:

Enrolments close 25 Jan  
Semester start 22 Feb  
Semester finish 31 May

#### Semester Two 2010:

Enrolments close 26 June  
Semester start 26 July  
Semester finish 8 Nov

### Workshop education course

#### Semester One 2010:

Enrolments close 25 Jan  
Semester start 23 Feb  
Semester finish 31 May

#### Semester Two 2010:

Enrolments close 26 June  
Workshop start 26 July  
Semester finishes 8 Nov

\*AHRI reserves the right to cancel any of the scheduled workshops at any time but endeavours to provide students with 2 weeks notice prior to cancellation.

## **2. Are there workshops running in my city?**

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### **Foundations of Human Resources**

Workshops run in every capital city in Series One and Series Three, and in Melbourne, Sydney and Brisbane in Series Two and Four. Please refer to the workshop timetable on the following page for more information.

### **Professional Diploma of Human Resources**

Workshops are only available in **Melbourne & Sydney**.

Please note these workshops are only confirmed once we have received a minimum amount of registrations.

If you are based in another capital city and would like to study in a workshop, please register your interest at [education@ahri.com.au](mailto:education@ahri.com.au).

### 3. What dates do the Foundations workshops run?

Topic	Series 1 All States	Series 2 VIC, NSW & QLD	Series 3 All States	Series 4 VIC, NSW & QLD
1. Business Driven HR Management	24 Feb	28 April	21 July	8 Sept
2. Managing Talent in a Workplace Relations Context	10 Mar	12 May	4 Aug	22 Sept
3. Building and Developing Talent	24 Mar	26 May	18 Aug	6 Oct
4. Performance Management	7 April	9 June	1 Sept	20 Oct
5. Occupational Health and Safety	21 April	23 June	15 Sept	3 Nov
6. Measuring HR Effectiveness	5 May	7 July	29 Sept	17 Nov

#### 4. What dates do the Professional Diploma workshops run?

##### SEMESTER ONE WORKSHOP DATES

Unit	State	Day 1	Day 2	Day 3	Day 4
Unit 1 – The HR Professional*	NSW/VIC	Tue 23 Feb	Tue 16 Mar	Tue 6 April	Tue 11 May
Unit 2 – The HR Environment*	VIC only	Mon 22 Feb	Mon 15 Feb	Fri 9 April	Mon 10 May
Unit 3 – Workforce Design*	NSW/VIC	Thu 25 Feb	Thu 18 Mar	Thu 8 April	Thu 13 May

##### SEMESTER TWO WORKSHOP DATES

Unit	State	Day 1	Day 2	Day 3	Day 4
Unit 1 – The HR Professional*	NSW/VIC	Mon 26 July	Mon 16 Aug	Mon 13 Sept	Mon 11 Oct
Unit 2 – The HR Environment*	NSW/VIC	Tue 27 July	Tue 17 Aug	Wed 15 Sept	Tue 12 Oct
Unit 4 – Workforce Development*	NSW/VIC	Thu 29 July	Thu 19 Aug	Thu 16 Sept	Thu 14 Oct

\* Workshops will be scheduled in other capital cities where sufficient demand exists.

\* Workshops can be cancelled due to insufficient numbers at AHRI's discretion.

#### 5. What time of the day do the workshops run?

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All our workshops are a full day and we ask students to arrive at 8:45am for a **9:00am** start. The workshops generally finish at around **5:00pm** each day.

## FEES

### 6. How much do they cost?

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<b>COURSE FEES *</b>	<b>Foundations Distance</b>	<b>Foundations Workshop</b>	<b>Professional Diploma Distance</b> (per unit)	<b>Professional Diploma Workshop</b> (per unit)
AHRI members	<b>\$1155</b>	\$1850	<b>\$1320</b>	\$2000
Non members	<b>\$1460</b>	\$2110	<b>\$1580</b>	\$2260
AHRI members Overseas	<b>\$1305</b>	N/A	<b>\$1470</b>	N/A
Non members Overseas	<b>\$1600</b>	N/A	<b>\$1600</b>	N/A

\* Course Fees are not subject to the Australian Goods and Services Tax (GST) because the program is a GST-free education course

### 7. What's included in the price of the workshop?

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Morning tea, lunch and afternoon tea is included on each day of every workshop.

### 8. Are there any other costs?

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There is one textbook to purchase for the **Foundations of HR** and two textbooks for the **Professional Diploma of HR** (servicing all 4 units). On the AHRI education registration forms, students can order these at the time of enrolment. The textbooks will be delivered with your course materials prior to the course commencing.

There are additional fees for deferred, withdrawn and late enrolments. Please read on for more information.

### 9. Do these courses qualify for FEE HELP, HECS or AUSSTUDY?

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No. These courses are part-time commercial study courses and do not qualify for financial assistance from the government. Most of our students have all or part of their fees reimbursed by their employer. Contact us if you need assistance in providing a business case to your employer for subsidising your study.

## COURSE APPLICATION

### 10. How do I enrol / register for a course or workshop?

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Complete the **Foundations of HR Registration Form 2010** or the **Professional Diploma of HR Registration Form 2010** and fax it to AHRI on (03) 9918 9201 with your payment details. Registration is confirmed once your payment is processed. You can find these forms on the AHRI website under Education and Training, or contact us on 1300 302 119 or [education@ahri.com.au](mailto:education@ahri.com.au) for a copy to be emailed or posted to you. Places are limited for the workshops and subject to availability. Registrations are taken on a first come, first served basis so please register early to secure your place.

**NB:** Individuals will not be officially enrolled in the course until payment has been received in full.

### 11. What are the entry requirements for these courses?

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There are no pre-requisites for entry into the **Foundations of HR** course.

For entry into the **Professional Diploma of HR** it is recommended that applicants have successfully completed the Foundations of HR course or an equivalent level of study, OR possess at least 2 years of experience in a dedicated HR practitioner role.

### 12. Does AHRI accept late applications?

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Whenever possible. A late application fee of \$165 including GST will apply on top of the normal course fees. Contact us on (03) 9918 9200 or email [education@ahri.com.au](mailto:education@ahri.com.au) for more information.

### 13. Can I enrol in just one Topic or Unit instead of the whole course?

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All topics from the **Foundations of HR** are offered via distance deliver. In addition to this, many of the topics are offered through our Short Courses. For more information [visit our website](#), or contact a member from our professional development team on 1300 302 119 or [education@ahri.com.au](mailto:education@ahri.com.au).

All Units of the **Professional Diploma of HR** can be done independently.

### 14. Do you offer RPL, credit transfer or advanced standing?

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There is no recognition of prior learning (RPL) or advanced standing available for any AHRI courses. However many institutions recognise courses completed with AHRI. Successful graduates of the Professional Diploma of HR can enrol in Deakin University's Graduate Diploma of HR and will receive 100% credit transfer for all 4 units completed under the Professional Diploma. The Graduate Diploma of HR is an 8 unit course, so with 4 units already completed with AHRI this means you will only have 4 more units to finish before achieving the award of Graduate Diploma of HR.

## QUALIFICATIONS & ACCREDITATION

### 15. What qualification will I get when I complete these courses?

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Every student that successfully completes an AHRI education course will receive a professional HR qualification in the form of a Certificate of Completion from the Institute. The Foundations of HR and Professional Diploma of HR are commercial study courses and do not form part of the Australian Qualifications Framework. However, the Foundations of HR course is equivalent in academic rigour to a Certificate IV level course at TAFE, and the Professional Diploma of HR course is equivalent to a post-graduate level Graduate Certificate at university. As a result, Deakin University provides 100% advanced standing for all four units completed under the Professional Diploma of HR towards a Graduate Diploma of HR.

For more information on qualifications and their academic levels, visit the AQF website [www.aqf.edu.au/aqfqual.htm](http://www.aqf.edu.au/aqfqual.htm)

### 16. Are these courses nationally accredited?

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Yes. These courses are accredited by the Australian Human Resources Institute (AHRI). Australia's top universities and TAFEs come to AHRI to have their HR courses accredited since they recognise that AHRI is the leader and voice of the HR profession. AHRI's accreditation process ensures that each course is practically focussed and relevant to the current needs of the industry. More than 110 courses around the country have been accredited by AHRI.

Both the Foundations & Professional Diploma courses are commercial education courses and do not form part of the Australian Qualifications Framework. However, the Foundations of HR course is equivalent in academic rigour to a Certificate IV level course at TAFE.

The Professional Diploma of HR course is equivalent to a Graduate Certificate at post-graduate level study. As a result, Deakin University and Charles Sturt University provide 100% advanced standing for the units completed under this course towards a Graduate Diploma of HR.

For more information please contact us on (03) 9918 9200 or email [education@ahri.com.au](mailto:education@ahri.com.au)

### 17. What's the difference between a Diploma, a Degree and a Certificate?

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In Australia there are various levels of academic awards offered by various educational sectors. Starting from the Secondary Schools sector, going to the Vocational Education & Training sector (typically TAFE & VET providers), through to the Higher Education sector (Universities).

The naming of the various academic awards can be confusing, however it's important to know what kind of award you want so that your professional & career goals can be achieved.

The AQF website contains a very straightforward chart that demonstrates the various levels of academic awards. AHRI's Foundations of HR is equivalent to a Certificate IV course in the VET sector, and AHRI's Professional Diploma of HR is equivalent to a Graduate Certificate in the Higher Education sector.

For more information on qualifications and their academic levels, visit the AQF website [www.aqf.edu.au/aqfqual.htm](http://www.aqf.edu.au/aqfqual.htm)

## ASSIGNMENTS & ASSESSMENTS

### 18. What are the assignment due dates?

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#### Foundations of Human Resources

##### Series 1

Assignment 1	15 Mar
Assignment 2	29 Mar
Assignment 3	12 April
Assignment 4	27 April
Assignment 5	10 May
Assignment 6	24 May

##### Series 2

Assignment 1	17 May
Assignment 2	31 May
Assignment 3	15 June
Assignment 4	28 June
Assignment 5	12 July
Assignment 6	26 July

##### Series 3

Assignment 1	9 Aug
Assignment 2	23 Aug
Assignment 3	6 Sept
Assignment 4	20 Sept
Assignment 5	5 Oct
Assignment 6	18 Oct

##### Series 4

Assignment 1	27 Sept
Assignment 2	11 Oct
Assignment 3	25 Oct
Assignment 4	8 Nov
Assignment 5	22 Nov
Assignment 6	6 Dec

#### Professional Diploma of Human Resources

##### Semester 1

Assignment One	29 Mar
Assignment Two	3 May
Assignment Three	31 May

##### Semester 2

Assignment One	6 Sep
Assignment Two	18 Oct
Assignment Three	15 Nov

\* Please note, these due dates may be subject to change due to the size of each assignment

### 19. Are the assignments completed online or should they be posted?

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All workplace assessments and assignments should be completed in a soft copy format and uploaded to the AHRI website for online assessment by the due date. Your handbook will provide information about how to upload assignments and view your results.

Assignments that are submitted after the due date without being previously approved for an extension, may result in a no pass.

### 20. What happens if I need an extension on my assignment?

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Requests for an extension of the due date for any assignments or workplace assessments must be submitted in writing **no later than one week prior to the assessment due date**.

Extensions will be considered for debilitating illness, bereavement or tragedy. All information supplied is treated in strict confidence. Requests will not be granted to students directly over the phone. Generally, applications for extensions will **not** be granted for the following reasons:

Heavy workloads	Business trips
Holidays	Seminars
Minor medical ailments	Moving house or employment
Misreading information on the due dates	Personal matters
Computer or printer problems	



### **23. What happens if I don't submit one of my assignments?**

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Where a student fails to submit one or more of their assignments, it is an automatic fail.

Students are not entitled to treat this fail as a resubmit and cannot apply to submit it at a later date by paying the resubmission fee of \$165.00.

The automatic fail applies to the entire course and students are required to re enrol for the full cost of the program.

## GENERAL INFORMATION

### 24. Where can I get an overview of the course content?

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You can find an overview of course content on the AHRI website under [Education & Training](#), or contact us on 1300 302 119 or [education@ahri.com.au](mailto:education@ahri.com.au) for a copy of the Education brochures.

### 25. Are these courses full time or part time?

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All of our courses are designed to be completed after-hours part-time so you can work a full-time job and successfully complete the required study.

### 26. What if I miss a day of a workshop?

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This will not affect your ability to successfully complete all of the workplace assessments and assignments, however you can contact your academic co-ordinator for further assistance if you feel you need it.

With prior arrangement, Foundations of HR students can elect to make up any days they know they will miss in a subsequent series of the workshop. **This must be requested in writing at the time of enrolment.** This offer does not apply to students that fail to attend a scheduled workshop after commencement of the course.

### 27. I'm unsure about distance education, what if I need help?

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Every student of the Institute has access to an academic co-ordinator who is contactable by email and phone. Their role is to provide you with support throughout your study time and answer any questions you may have in relation to the course content or the assignments you need to complete. The academic co-ordinators are highly experienced HR professionals and in many cases helped develop the content of the course you are studying.

In addition, students are provided with login details to an online student forum. This is a platform for discussions and questions regarding your course with other students.

Literally hundreds of students elect to study by distance education with AHRI every year and go on to successfully complete their courses. By making regular use of these avenues of support, distance education is a rewarding experience rather than an isolating one.

### 28. I've finished the Professional Diploma, what's next?

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On successful completion of the Professional Diploma of HR students will be granted advanced standing into nominated graduate Diplomas and/or Masters of Human Resources offered by AHRI accredited institutions. Please refer to the AHRI website or email [courseaccreditation@ahri.com.au](mailto:courseaccreditation@ahri.com.au).

### 29. What happens if I need a replacement certificate?

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You can request one. However there is a fee of \$25.00. Contact your course coordinator to have a Certificate Reprint Request Form sent to you

### 30. Can I defer my enrolment in a course?

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Yes, however additional fees will apply. A deferral is the approved postponement of study, where the participant has already paid their fees. There are additional fees that apply for deferring an enrolment. **Please note that payment must be received at the time of a deferral request.**

Conditions of withdrawal:

- Students wishing to defer their enrolment MUST complete the deferral and tax invoice form supplied in the student handbook, and make the deferral payment at the time of the deferral request. A deferral will not be accepted until the forms and full payment of the deferral fee have been received and processed.
- Students who wish to defer their studies should be aware that their deferred placement in a course will automatically lapse after 12 months. Only one deferral per registration is permitted.

<b>Before the enrolment cutoff dates</b>	<b>\$0.00</b>
<b>Between the enrolment cutoff date and course commencement date</b>	<b>\$165.00</b>
<b>1 week from the beginning of the course</b>	<b>\$330.00</b>

\* Fees are not subject to the Australian Goods and Services Tax (GST) because the program is a GST-free education course

### **31. Can I withdraw from a course after I have enrolled?**

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Yes, however additional fees may apply.

Conditions of withdrawal:

- Students wishing to discontinue their enrolment in the Foundations of Human Resources or the Professional Diploma of Human Resources are advised to discuss the issue with an AHRI Education Department member before completing the Withdrawal Form. Flexible study arrangements can be arranged if necessary.
- All requests for withdrawal must be made on the form provided in the course handbook
- Should a student wish to resume their studies after withdrawing from the Foundations of Human Resources or the Professional Diploma of Human Resources he/she must reapply for admission to the course.
- All study materials must be returned to AHRI, at the time of request for the withdrawal, before a refund is granted.
- A previously deferred student is not eligible for any refund.

<b>Before the enrolment cutoff dates</b>	<b>\$0.00</b>
<b>Between the enrolment cutoff date and course commencement date</b>	<b>\$165.00</b>
<b>1 week from the beginning of the course</b>	<b>\$330.00</b>

\* Fees are not subject to the Australian Goods and Services Tax (GST) because the program is a GST-free education course

### 32. Where can I get further help or assistance?

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To register or enquire about a course or workshop please contact:-

Fiona Ray – Senior Education Consultant  
(03) 9918 9238 or email [fiona.ray@ahri.com.au](mailto:fiona.ray@ahri.com.au)

Oliver Davey - Professional Development Officer  
Professional Diploma  
(03) 9918 9231 or email [oliver.davey@ahri.com.au](mailto:oliver.davey@ahri.com.au)

Libby Gaw – Professional Development Officer  
Foundations of HR  
(03) 9918 9259 or email [libby.gaw@ahri.com.au](mailto:libby.gaw@ahri.com.au)

For existing students that require assistance with study, please contact your academic co-ordinator.

The Professional Diploma of HR student's academic co-ordinator's will contact you directly prior to the start of each semester.

The Foundations of HR student's academic co-ordinator's contact details are emailed to you following confirmation of enrolment.

Please email [education@ahri.com.au](mailto:education@ahri.com.au) if you cannot locate this information.

### 33. Where are the training facilities?

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We use a national venue called Cliftons in all states excluding VIC and NT. In VIC we use the AHRI Training Room located at AHRI Head Office and in the NT we utilise local Hotels and Conferencing Centres. All training venue's have wheelchair access. The address details for the Clifton's and AHRI Training Rooms venue's are:

#### **AHRI Training Room**

[www.ahri.com.au](http://www.ahri.com.au)  
Level 10, 601 Bourke Street  
Melbourne VIC 3000

#### **Cliftons**

<http://www.cliftons.com/locations>