



Everything you need to
know before applying for a
Diploma of Human Resources

In Melbourne



OUR VISION

We believe in the philosophy of dedicating ourselves to your excellence. We ensure that students are comfortable with the material taught and strive to provide all the necessary support so that students can be successful. Whether you are starting a new career, moving to a new career path, or upgrading your skills, we will help you every step of the way.

Atlantis will achieve this vision by:

- Being a technologically leading-edge institution. Employed highly qualified and experienced trainers and assessors.
- Fully complying with all legislative and regulatory requirements.
- Maintaining active industry and professional contacts. Fostering creative and interactive training and assessment environments.
- Ensuring a culture of continuous improvement in all aspects of our operations.



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Thank you for choosing the Atlantis College of Management to assist you in achieving your learning goals. With terrific career-focused programs in high-demand professions, the most pathways to leading universities and flexible learning options, we are proud of the high-quality education and support services our great faculty and staff offer our students.

At Atlantis we are proud of our facilities and the quality of the education that we provide to our students. We welcome you to our college and to our city. We want you to enjoy your time here and gain the most from your experience.

We at Atlantis College of Management are here to help students choose and enrol in programs which are best suited to them, ensuring they meet their goals. We are completely focused on and dedicated to our students' success.

Come join us and be a part of it!

WHAT IS HRM?

Human Resource Management includes conducting job analyses, planning personnel needs, recruiting the proper individuals for the job, orienting and training, managing wages and salaries, providing benefits and incentives, evaluating performance, resolving disputes, and communicating with all workers at all levels. Examples of core qualities of hr management are intensive knowledge of the business, leadership, and effective negotiation skills.

Beyond Hiring:

Staffing is the recruitment and selection of potential workers, done through interviewing, applications, networking, etc. Although that's an important part of the HRM department, members also provide the knowledge, necessary tools, training, administrative services, legal and management advice oversight that the organisation needs for successful operation.

Many hr departments are liable for organization development that generates the culture of the organization. They are charged with oversight responsibilities to ensure that their organization appropriately builds groups and inspires worker empowerment. HR's members are partly liable for guaranteeing that the organisation has an overall mission, vision, and values that are shared and provide an overarching reason for employees to want to work for their organization.

Additional activities sponsored by hr management can embody worker and community outreach. They are frequent mentors and members of worker groups that address philanthropic giving, employee engagement activities, and events that involve employee families.

HRM's New Focus

HRM is additionally a strategic and comprehensive approach to managing individuals and therefore the workplace culture and atmosphere. Effective HRM enables employees to contribute successfully and effectively to the overall company path and the accomplishment goals and objectives. HRM is moving away from outdated personnel, administration, and transactional roles, which are increasingly outsourced. The HRM function is currently expected to add value to the strategic exercise of staff and to confirm that employee programs impact the business in positive quantifiable ways.

What's new?

HR is currently expected to sit at the executive table and suggest processes, approaches, and business solutions that improve the ability of the organization's people to effectively contribute. The new role of HRM involves strategic direction and HRM metrics and measurements to demonstrate their worth.

Staff who work in HRM must demonstrate their worth by keeping their employer and company safe from workplace chaos. They must accomplish a balancing act to serve all organisation's stakeholders, including customers, executives, owners, managers, and, of course, employees. It is hard to underestimate the importance of an effective, modern HRM function within an organisation. A worker who retired from HRM twenty years past wouldn't recognize the competence and capability of the most effective HRM organizations nowadays.

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THE FUTURE OF HRM

As countless other business-related activities, HRM is being affected by data-driven strategies. With an overabundance of digital tools available, the decisions are now much more based on data extracted from ERPs activity and other management tools. According to Smart Sheet, here's a list of the top forward-looking trends for human resource management:

Predictive Analytics:

A data-driven approach to human resources will enable more powerful policies and interventions to understand and prevent employee turnover and help with the forecasting process. People analytics have been in use for about a decade, but their impact and the use of big data will increase in the coming decades.

Greater Employee Focus:

A Future Workplace and Beyond.com study found that over 80 percent of human resource leaders say that employee experience is fundamental to their company's competitiveness and success, and that they are making changes to be more competitive in a tight job market, to recruit and retain talent with the right skills. Employee experience includes the culture, physical environment, and technological environment.

Applying Agile:

The Agile approach used in software development to operate with speed and manage unpredictability will eventually be used in human resources management. For example, "Agile Recruiting Scrum Master" is an HR title already coming into use. Agile will also be applied to learning and development by making it easy for employees to find, rate, tag, and consume learning.

Virtual HR:

Virtual HR refers to a range of options that connect employees directly with HR systems. This reduces the time commitment of HR staff to maintain the integrity of employee information and the need to serve staff directly. For team members, virtual HR allows them to own their own data, keep on top of training needs and appraisals, and get company news and developments.

HR and Social Media:

Integrating social technologies into recruitment, development, and engagement is becoming more common. A strong social media presence and strategy helps locate top talent, and online reputation is a must according to a survey by Spherion Staffing.

When considering trends in human resources management, increased efficiency, ease of use and automation are the future. All these features share a common end goal of making management more accessible. Although robotics, virtual reality and biometric monitoring may sound like a futuristic dream, it's just a matter of time before becoming normative. HR professionals will have to adapt to align with the future needs of every organisation including maximising the use of new technologies, data management systems and other modern record keeping. Human Resource Department will be required to redesign itself to be more strategic and innovation-oriented. HR professionals will be required to intensely employ the use of innovative technology and data management to achieve operational efficiency in the future.

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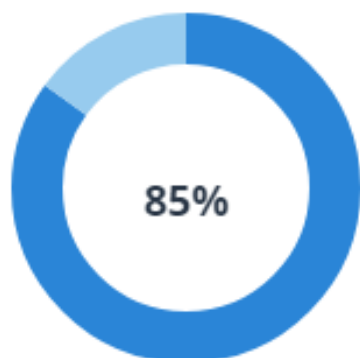
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Salaries in Australia

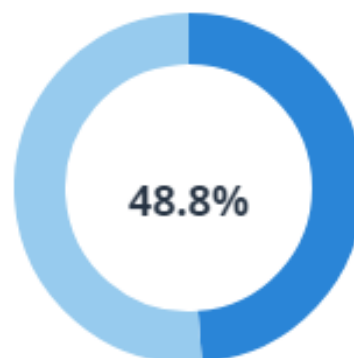
Ever wondered how much you can make by working with Human Resources Management? Look no further! Students who graduate from VET courses are surveyed by the government approximately 6 months after they have completed their training. Here's what the last survey found out:

Satisfied with Training



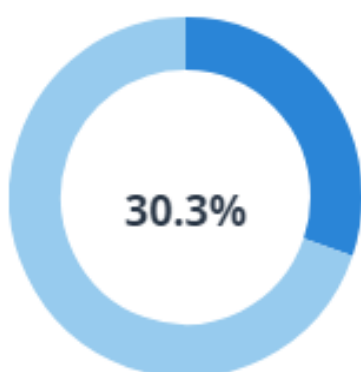
Surveyed graduates of this course who were satisfied with the training.

Improved Employment Status



Surveyed graduates of this course who have an improved employment status, such as found work, new job, promotion, pay increase or setup/expansion of own business.

Enrolled in Further Study



Surveyed graduates of this course who have enrolled in additional training or education.

Median Salary



Median salary for surveyed graduates of this course who received their first ever full-time job after completion of training.

Salaries in Australia

Top 3 Employing Industries

Following are the top 3 industries that surveyed graduates of this course are employed in:



15.2%

Health Care and
Social Assistance



13.3%

Professional,
Scientific and
Technical Services



12.5%

Public
Administration and
Safety

Top 3 Occupational Outcomes

Following are the top 3 occupation groups that surveyed graduates of this course are employed as:



30.5%

Clerical and
Administrative
Workers



29.4%

Professionals



23.4%

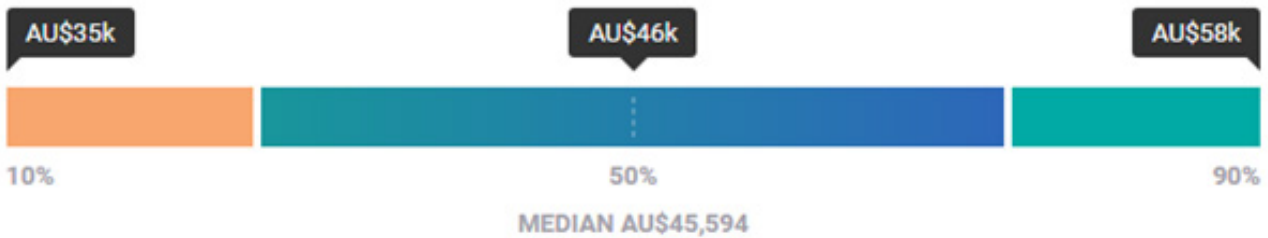
Managers

HRM Salaries in Melbourne

Additionally, here's are some screenshots from PayScale about the main roles in HRM in Melbourne, Australia:

Average Entry-Level Human Resources (HR) Assistant Salary in Melbourne, Victoria

AU\$45,594



Salary	AU\$35,499 - AU\$57,503	
Total Pay (?)	AU\$36,026 - AU\$58,153	

Country: Australia • Currency: AUD • Updated: 11 Dec 2018 • Individuals Reporting: 34

Human resources (HR) assistants are responsible for facilitating HR processes, communicating with employees, and representing their company in all staff matters. These professionals are in charge of completing administrative paperwork, regarding new hires, termination, benefits, and other workplace programs.

They have strong interpersonal skills to solve workplace issues about wages, overtime rules, absences, and other day-to-day operations. Human resources (HR) assistants participate in work meetings to suggest changes that will make their department more efficient, use fewer company resources, and increase staff satisfaction. These professionals communicate with other companies to provide relevant data and satisfy questions, regarding employment references and compensation documents. Among their main duties are organizing company events and sending reminders.

They oversee employment verification and send invoices to other organizations. They provide input regarding recruitment and help answer correspondence. Human resources (HR) assistants work well with other HR professionals to complete all department goals in a timely manner. However, they can also perform effectively on their own. They use a personal computer to complete forms, process wage requests, and approve benefit inquiries.

A bachelor's degree in human resources is required for this job. Previous years of work experience as a human resource assistant can be helpful. Industry certifications are a plus. (Copyright 2018 PayScale.com)

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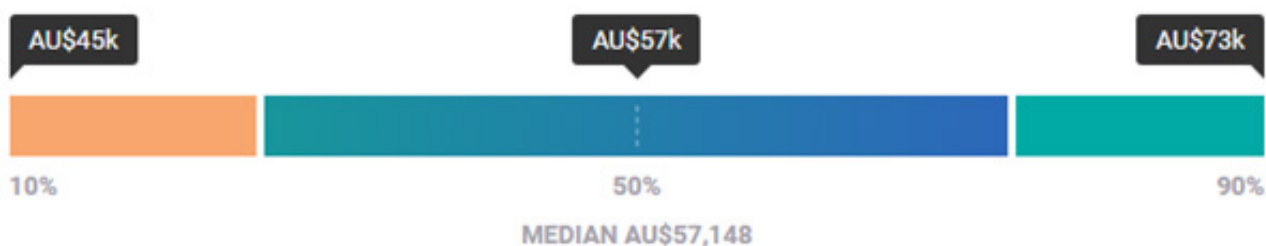
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HRM Salaries In Melbourne

Average Human Resources (HR) Officer Salary in Melbourne, Victoria

AU\$57,148



Salary	AU\$44,536 - AU\$72,636	
Bonus	AU\$11,197	
Total Pay (?)	AU\$44,618 - AU\$74,032	

A human resource (HR) officer helps an organization develop, improve, and implement policies related to employees. They make sure that each employee is properly trained for his or her work and possesses the skills needed for the job. Some areas that the HR officer oversees include conditions of employment, diversity, accessibility, negotiations with external agencies, pay, and recruitment. HR officers must have an excellent understanding of their company to find the right candidates for job openings. HR officers typically work in an office setting during regular business hours, although some overtime may be required.

Candidates for an HR position must have business and management skills, excellent organization, knowledge of computers and computerized payroll programs, and a record of human resources work. They must also be able to explain to employees the rules and regulations of the company, as well as possess excellent negotiation and communication skills. Being fluent in another language can also be helpful for HR officers in companies with multilingual clients or employees. Most companies look for HR officers who possess training from CPID (Chartered Institute of Personnel and Development). (Copyright 2018 PayScale.com)

Human Resources (HR) Officer Tasks

- Provide overall strategic HR leadership to the company.
- Oversee initiatives and operations in the managed departments; planning, budgeting and measurement of results.
- Works closely and coaches executive team to ensure alignment with the overall mission and strategy.

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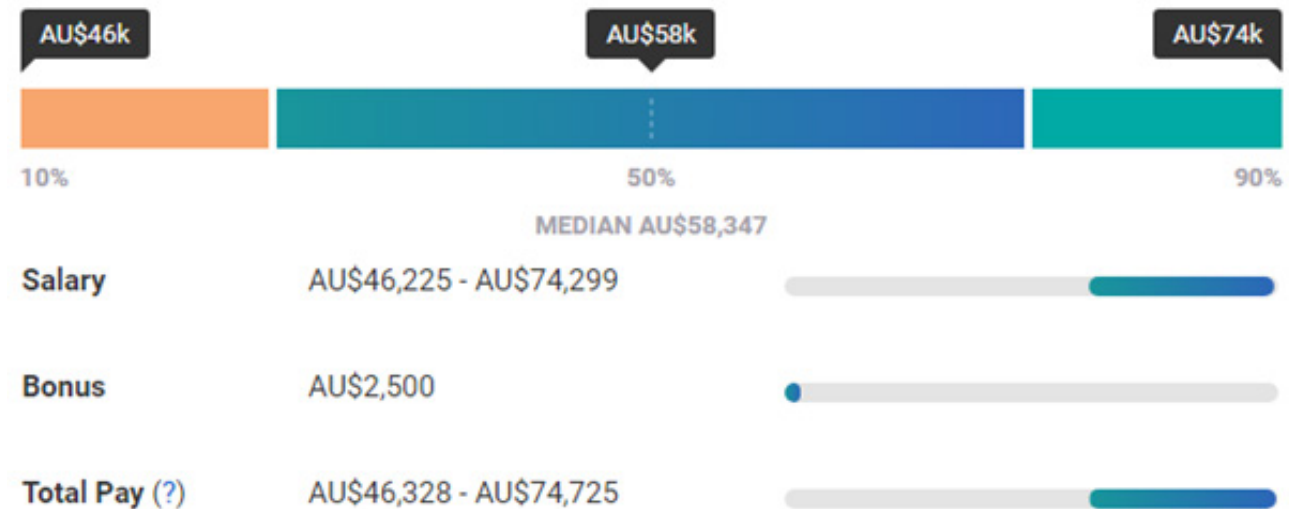
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HRM Salaries in Melbourne

Average Human Resources (HR) Coordinator Salary in Melbourne, Victoria

AU\$58,347



A human resources (HR) coordinator administers a variety of human resources activities and programs, including those related to staffing, compensation, benefits, training and workplace safety. Staffing duties performed by coordinators including posting job listings to fill vacancies and reviewing resumes or applications to ensure that the basic qualifications are met before passing them on to the hiring team. Additionally, the coordinator answers employee questions about human resources matters such as insurance, payroll, retirement plans, hiring procedures and company policy; referrals are made to specialists when necessary. The job also includes managing new hire orientations, human resources events and open enrollment for benefits such as health insurance. As the position involves handling employees' personal information, the coordinator is expected to maintain proper security for all employee files and follow privacy procedures at all times.

The minimum educational requirement for this position generally includes a bachelor's degree in a relevant field. Previous experience in human resources is typically required or preferred as well. Human resources coordinators should also have excellent teamwork, multitasking and problem-solving skills. Proficiency with basic computer programs such as the Microsoft Office suite is generally required as well. These professionals usually work in an office environment during regular business hours, although additional and/or alternative hours may occasionally be required depending on the position. (Copyright 2018 PayScale.com)

Human Resources (HR) Coordinator Tasks

- Administers and maintains HR activities and programs; such as staffing, compensation, benefits, training and safety.
- Coordinates new hire orientation, HR events, benefits open enrollment and company-wide meetings.
- Answers employee questions about human resources policies and procedures, and refers to specialist as needed.

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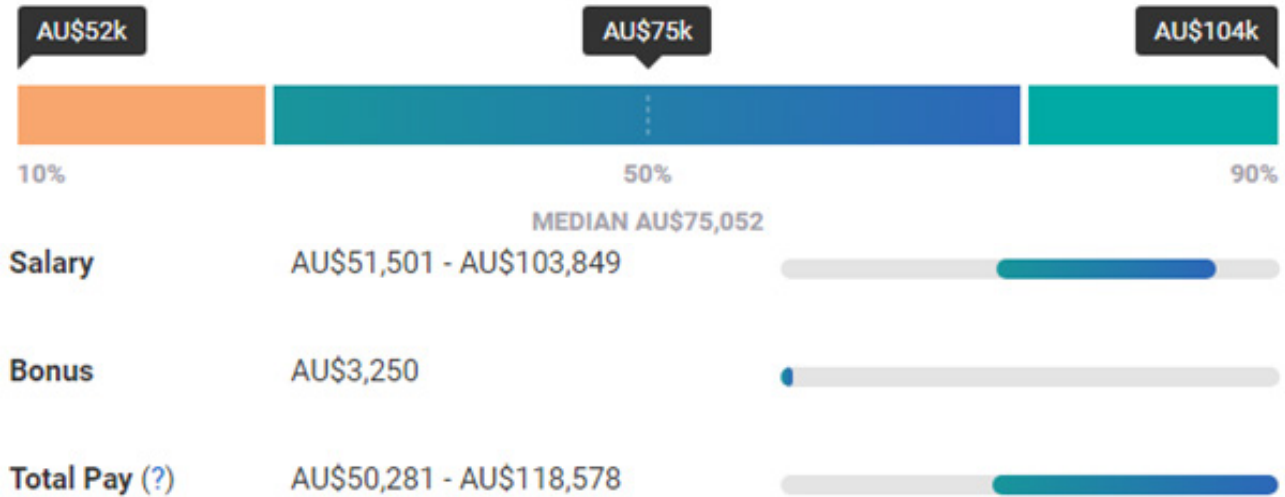
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HRM Salaries In Melbourne

Average Consultant, Human Resources (HR) Salary in Melbourne, Victoria

AU\$75,052



Country: Australia • Currency: AUD • Updated: 12 Dec 2018 • Individuals Reporting: 61

Human resources is the department within a company that handles employees' hiring, training, questions, and issues. A human resources consultant typically is hired to find ways to improve relationships between the business and employee, increase retention, and grow overall staff satisfaction.

Human resource consultants may perform a variety of duties ranging from establishing recruiting practices to analyzing hiring procedures to producing systems that track employee performance. Human resource consultants often assist managers with the hiring process, training them to create effective, targeted job ads and develop a screening system for potential employees. They often guide managers through the interview process, ensuring that the final candidate is an excellent fit for the position.

Employee evaluations and assessments are important for the human resources department, since they can help managers determine which employees should get bonuses, promotions, or raises and who is not meeting expectations. Human resource consultants often assist in developing a formal, unbiased evaluation system to identify individual employees' strengths, weaknesses, and performance. Companies often hire outside human resource consultants to help establish guidelines in areas such as work safety, fair treatment, pay, and benefits packages.

Human resources consultants typically need extensive experience in human resources, preferably in a consulting role. They must have strong analytical and interpersonal skills, as well as the ability to present proposed changes effectively to the human resources department and management. (Copyright 2018 PayScale.com)

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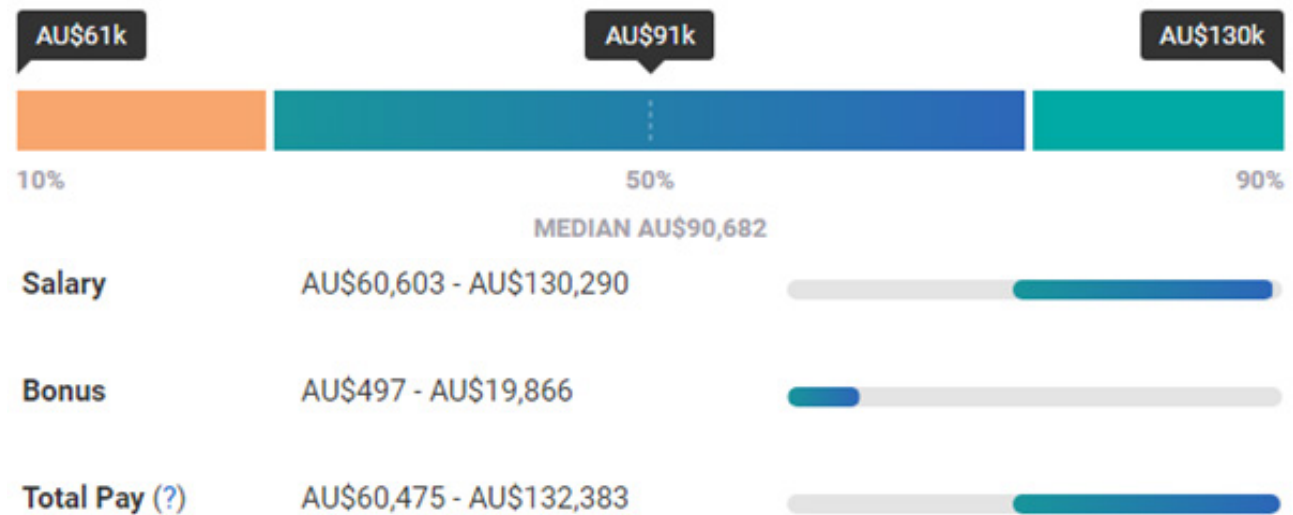
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HRM Salaries in Melbourne

Average Human Resources (HR) Manager Salary in Melbourne, Victoria

AU\$90,682



Country: Australia • Currency: AUD • Updated: 15 Dec 2018 • Individuals Reporting: 184

A human resources (HR) manager oversees policies, procedures and compliance relating to employees for their organization. They ensure all human resources activities are in compliance with local, state and federal laws, as well as implement and oversee programs related to employee benefits and initiatives. Insurance programs, flexible work arrangement programs, maternity leave, open enrollment programs, and vacation and sick leave benefits are overseen by the human resources manager as well.

These managers make recommendations on potential policy changes to ensure their company offers a competitive package of salary and benefits to employees; they also help implement any approved changes. They also ensure that their workplace is accommodating and free of harassment, handling any complaints in accordance with company policy and any relevant laws. Additionally, human resources managers oversee the work of a team of human resources personnel, offering guidance, training and discipline as needed.

The minimum educational requirement for this position generally includes a bachelor's degree in a relevant field. Previous experience in human resources is typically needed as well. Human resources managers should also have excellent leadership, multitasking and problem-solving skills. These professionals usually

work in an office environment during regular business hours, although some travel to field sites and other company locations may be required. (Copyright 2018 PayScale.com)

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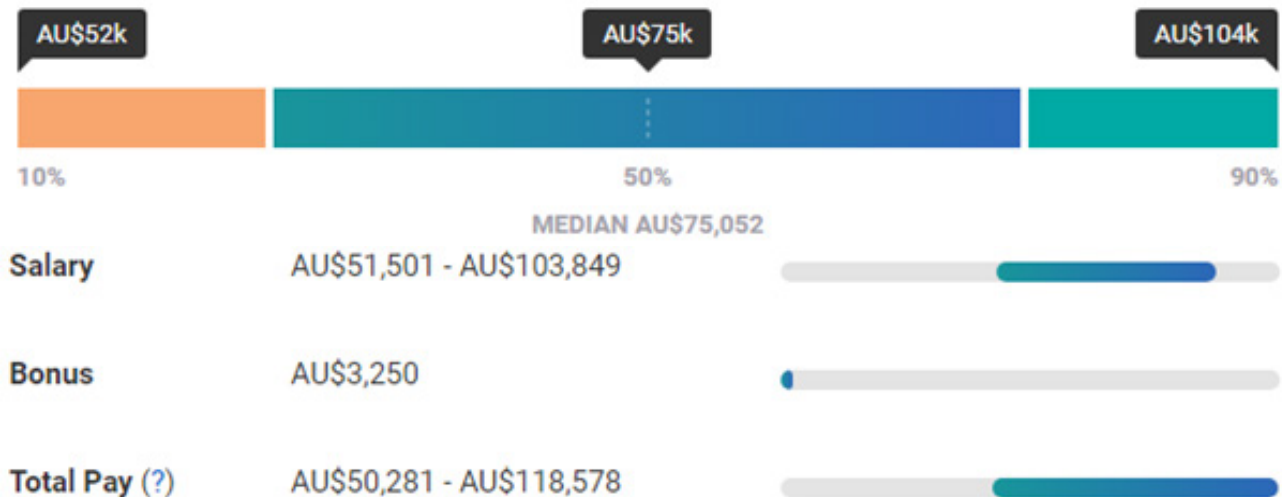
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HRM Salaries In Melbourne

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AU\$75,052



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The Diploma of Human Resources Management delivers comprehensive knowledge and skills in Human Resources procedures and offers wide-ranging study areas relevant to current business needs.

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