



Diploma of Human Resource Management

Program Overview

The Diploma of Human Resource Management is designed for individuals wishing to develop practical HR management capabilities for workplace environments. The program focuses on developing skills in recruitment, workforce planning, performance development, employee relations, organisational learning support, and HR operational leadership. Graduates are equipped to support HR functions within both small and large organisations, applying HR policies, procedures and systems in alignment with organisational goals and employment law.

Possible Career Opportunities:

- Human Resource Officer
- HR Coordinator
- Recruitment Officer
- Learning & Development Assistant
- HR Team Leader / Supervisor
- Workforce Planning Support
- Employee Relations Support Officer

Entry Requirements:

- Completed Year 13 or Pass in Year 12 or
- Work experience in relevant industry sector or
- Met the mature student criteria.

(If above not met, students must pass vocational literacy and numeracy test set by OIT)

Duration & Delivery & Fees:

- 3 to 4 Trimesters
- Blended Delivery: Face-to-Face and online through Moodle
- Total Fees - \$7,000.00

Units of Competency

Core Units (7)

1. HDHRM 510 - Develop and implement recruitment processes
2. HDHRM 511 - Coordinate staff onboarding and induction
3. HDHRM 512 - Support workforce planning activities
4. HDHRM 513 - Administer performance management processes
5. HDHRM 514 - Coordinate learning and development initiatives
6. HDHRM 515 - Assist with employee relations case support
7. HDHRM 516 - Maintain HR records and reporting requirements

Elective Units (5)

1. HDHRM 517 - Manage recruitment and onboarding
2. HDHRM 518 - Coordinate separation and termination processes
3. HDHRM 519 - Apply WHS participation procedures
4. HDHRM 520 - Deliver workplace coaching and feedback
5. HDRM 521 - Contribute to organisational culture activities

For further information, please contact on email info@oit.ac.fj or phone (679) 835 2627 / (679) 672 0123

For enrolment, please visit OIT Namaka Campus, Level 1, Challenge Plaza, Namaka, Nadi or apply online via <https://oit.ac.fj/qualification-application-form/>

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