

MATRICES 2019



CAREER IN HUMAN RESOURCES



The Good Universities Guide* states that *Human Resources Officers provide administration services for the recruitment and employment of staff. In small organisations, Human Resources Officers are usually responsible for all staffing matters. In large organisations they may specialise in a particular area such as recruitment, wages and entitlements or staff training.*

Personal requirements of a Human Resources Officer -

- Good planning, organisational, analytical and decision-making skills
- Good oral and written communication skills
- Tactful and discrete when dealing with people and confidential information

* [Good Universities Guide - Human Resources Officer](#)

Training to become a Human Resources Officer can take place at TAFE or university. Below are some of the courses offered in Victoria. Often human resource majors are offered in business and commerce courses at TAFE and university. **For a comprehensive list of all courses offering studies in human resources, including double-degree options, visit [VTAC](#)**

INSTITUTION	COURSE	MAJOR STUDIES IN 2019
Federation University	Bachelor of Business (Human Resource Management)	Accounting, Business, Economics and Finance, Human Resource Management, Information Technology, Law, Management, Marketing, Professional Experience.
Holmesglen Institute	Diploma of Human Resources Management	Emotional Intelligence, Employment law, Finance, Human resource management, Occupational health and safety, Performance management, Project Work, Recruitment and selection, Workforce planning.
Kangan Institute	Advanced Diploma of Leadership and Management	Accounting, Budgeting, Business planning, Change management, Customer Service, Employee relations, Employment Law, Finance, Human resource management, Human resources (performance management), Industrial relations, Leadership and Management, Organisational Change, Project Management, Recruitment and Selection, Strategic management, Strategic planning.
La Trobe University	Bachelor of Business (Human Resource Management)	Business, Human Resource Management.
RMIT University	Bachelor of Business (Human Resource Management)	Business, Employment Relations, Human Resource Development, Human Resource Management, International Business, International Human Resources, Management.
Swinburne University	Diploma of Human Resources Management	Human resource services, Human resources, Industrial relations, Managing projects, Mediation processes, Organisational change, Workforce planning.
Victoria University	Bachelor of Business (Human Resource Management)	Accounting, Banking and Finance, Event Management, Financial Risk Management, Human Resource Management, Information Systems Management, International Hospitality Management, International Tourism Management, International Trade, Management and Innovation, Marketing, Music Industry, Supply Chain and Logistics.