

SUPPORT PEOPLE, POLICY AND WORKPLACE OPERATIONS.

Human Resources Administrative Diploma

Prepare for practical roles in hiring, employee support and organizational processes.

CREDENTIAL
Diploma

DURATION
48 Weeks

DELIVERY
Online

CLASS FORMAT
Live Online

PROGRAM OVERVIEW

Build a strong foundation in people operations.

This 48-week online diploma provides practical training in human resources and labour relations. Students learn recruitment, employee development, workplace policies and organizational effectiveness.

Salary outlook

\$40.87
average wage / hr*

\$59.77
high wage / hr*

*Wage figures shown on the program webpage. Actual earnings vary.

Career-ready curriculum

- HR Fundamentals
- Recruitment & Selection
- Employment Standards
- Labour Relations
- Compensation & Benefits
- Training & Development
- Performance Management
- HR Information Systems
- Business Communication
- Career Preparation

Career opportunities

Human Resources Assistant

Recruitment Coordinator

HR Administrator

Payroll & Benefits Assistant

Training Coordinator

People Operations Assistant

Where graduates work

Corporate HR departments, recruitment agencies, government, healthcare, professional services and growing organizations.

Admission requirements

Applicants must meet **one** of the following:

- High school graduation
- GED or equivalent
- Mature student: submit a detailed resume outlining experience and qualifications

What you will gain

- Recruitment and onboarding support
- Employment standards and labour relations
- HR records, systems and documentation
- Training and employee-support skills
- Business communication

Study support

Available to residents of Alberta, British Columbia and Ontario. Local support and financial-assistance guidance are available.

Scholarship & loan information

Financial support options may be available for qualified applicants, including scholarships, student loans, grants, bursaries and flexible repayment assistance.

Guidance from application to approval

Financial coordinators can assist with document preparation, application procedures and evaluation of scholarship criteria.

START YOUR JOURNEY

**Ready to move
your career forward?**

ALPHA COMMUNITY OUTREACH

+1-866-309-7666 • alpha@aoconline.ca

We typically reply within 24 hours.