

BUILD PRACTICAL SKILLS IN RECRUITMENT, EMPLOYEE RELATIONS AND WORKPLACE ADMINISTRATION.

Human Resource Administration Diploma

Prepare for HR roles in recruitment, compensation, labour relations, training, benefits and employee support.

CREDENTIAL

Diploma

DURATION

960 Hours

DELIVERY

Classroom + Work Exp.

STUDY REGION

British Columbia

PROGRAM OVERVIEW

Prepare for a career in human-resource administration.

This 960-hour diploma provides practical training in the essential functions of human resources and labour relations. Students learn recruitment and selection, compensation and benefits, employee relations, labour relations, training and development, workplace health and safety, organizational behaviour and HR administration.

Salary outlook

\$43.27

average wage / hr*

\$60.10

high wage / hr*

*Government of Canada Job Bank wage reports for similar classifications. Actual earnings vary.

Career-ready curriculum

- Strategies for College Success
- Financial Accounting & Business Mathematics
- Computer and Microsoft Applications
- Business Communications & Management
- Business Law
- Introduction to Human Resources
- Organizational Behaviour
- Labour Relations
- Recruitment and Selection
- Compensation and Benefits
- Training and Development
- Occupational Health and Safety
- Capstone Project
- Business Ethics & Career Strategies
- 160-Hour Work Experience

Career opportunities

- HR Classification Officer
- Compensation Research Analyst
- Conciliator
- Employee Relations Officer
- Human Resources Consultant
- Job Analyst
- Labour Organization Business Agent

Where graduates work

Human-resource consulting firms, recruitment and staffing agencies, labour-relations organizations, manufacturing and industrial organizations, unions and employee-representation organizations, and small or medium-sized businesses.

Admission requirements

Applicants must meet the academic, age and English requirements.

- Grade 12 graduation or equivalent, or 19 years of age or older. Acceptable evidence of English-language proficiency is required. Students must maintain at least 85% attendance and a minimum C grade average for work experience and graduation.

What you will gain

- Recruitment and employee selection
- Compensation and benefits administration
- Employee and labour relations
- Training and development
- Occupational health and safety
- Organizational behaviour
- HR policies and workplace procedures
- Business communications and computer applications
- 160-hour professional work experience

Study support

Available to residents of British Columbia. Local Surrey 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 – SURREY OFFICE

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Admin Surrey: admin.bc@acoonline.ca

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Program information is subject to change. Contact Alpha Community Outreach for current details.