



Customised Training Pty Ltd

BSB50607

Diploma of Human Resources Management

Course Overview

The Diploma of Human Resources Management has been designed to provide participants with the skills and knowledge required to work in human resources as a manager or team leader with human resource management responsibilities. Participants will gain the necessary tools to ensure that human resources functions within an organisation are performed efficiently. The Human Resource function plays a vital role in the achievement of organisational objectives through administering HR systems, as well as ensuring recruitment, selection, training and continuing development of appropriate staff.

Qualification

Upon successful completion of this course participants will be awarded the nationally recognised qualification Diploma of Human Resources Management (BSB50607).

Course Requirements

8 units must be completed including three (3) core units plus five (5) elective units of which 3 elective units must derive from the Human Resource Management stream. The other 2 elective units may be selected from the Business Services Training Package or any other currently endorsed national Training Package. 1 unit may be selected from either a Certificate IV or Advanced Diploma qualification.

| CORE UNITS | |
|----------------------|---------------------------------------|
| (Select all 3 units) | |
| Code | Unit Title |
| BSBHRM501A | Manage human resources services |
| BSBHRM503A | Manage performance management systems |
| BSBHRM504A | Manage workforce planning |

| ELECTIVE UNITS - Human Resources Management (Select 3-5 units only) | |
|---|---|
| Code | Unit Title |
| BSBHRM502A | Manage Human Resources management information systems |
| BSBHRM505A | Manage Remuneration and Employee Benefits |
| BSBHRM506A | Manage Recruitment Selection and Induction Processes |
| BSBHRM507A | Manage separation or termination |
| BSBHRM509A | Manage Rehabilitation or return-to-work programs |
| BSBWKR509A | Manage industrial relations |

| ELECTIVE UNITS – GENERIC (Balance of units) | |
|---|---------------------------|
| Code | Unit Title |
| BSBOHS509A | Ensure a Safe Workplace |
| BSBWOR502A | Ensure Team Effectiveness |
| BSBMGT502B | Manage People Performance |

The above elective units are a guide only. Our experienced and highly qualified training staff will be able to conduct a Training Needs Analysis and indicate elective units appropriate to the individual's vocational aspirations.

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BSB50607

Diploma of Human Resources Management

Vocational Outcomes

Human Resources Manager, Senior Human Resources Officer, Human Resources Advisor, Human Resources and Change Manager, Human Resources Consultant

Delivery Strategy

Customised Training offers a variety of delivery options including classroom based and on-the-job, allowing participants the freedom to complete this qualification at their own pace under the guidance of one of our trainers. Participants will also be required to complete written assessment tasks. The HR Toolbox integrates reusable learning objects with a rich case study in a stimulating and challenging online learning environment. Learners are given clear pathways for completing practical tasks using either the case study or their own workplaces.

Prerequisites

No formal learning is required for this qualification; however participants are to be employed in a position relevant to the qualification or will need to arrange a suitable practical placement.

Develop your Employability Skills

The development of Employability Skills is integrated into the delivery and assessment of this qualification. Employability Skills are skills that apply across a variety of jobs and life contexts. There are eight Employability Skills: communication, teamwork, problem solving, initiative and enterprise, planning and organising, self-management, learning, and technology. The Employability Skills Summary lists the elements of each skill that have been identified for this qualification. The summary can be downloaded from <http://employabilityskills.training.com.au/>

Learning Pathway

Customised Training encourages you to continue learning through either formal or informal pathways. Informal ways of learning include finding yourself a mentor, becoming a member of your industry association or participating in short courses. The formal pathway for this qualification is the Advanced Diploma of Business (Human Resources) BSB60301, or you may want to consider a higher education degree or diploma. A helpful career website to refer to is www.myfuture.gov.au

Recognition of Prior Learning/ Recognition of Current Competency

Recognition of Prior Learning/ Recognition of Current Competency enable a participant to receive recognition for the current skills, knowledge and experience they possess regardless of where the learning was obtained. These skills can be gained from:

- Previous study
- Work experience
- General life experience
- Prior qualifications and/or results

RPL/RCC ensures the knowledge and skills previously gained are applied to the qualification criteria. RPL/RCC can assist in identifying what training may be required to complete the qualification, avoiding any unnecessary training.

Participants are encouraged to discuss possible RPL/RCC application prior to commencement of training.

For more information, please contact CTCS today.

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