



## Diploma of Human Resources Management (BSB50607)

### 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.

### **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 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](http://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.**

#### **Customised Training Pty Ltd**

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