BSB50320
Diploma of Human Resource Management

Course Overview

Victorian
**Chamber of Commerce
and Industry**

Table of Contents

Course Overview_ BSB50320 Diploma of HR Management
Version 1.0 / Sept 2021
Victorian Chamber of Commerce and Industry / RTO 4166

1

1. Welcome

Welcome to your Diploma of Human Resource Management course at the Victorian Chamber of Commerce and Industry. This course overview has been developed to provide you with important facts regarding the program. Please read it carefully. If you require further information please speak to your trainer/ assessor or the Training Coordinator whose details appear below.

1.1 The Victorian Chamber Team

Belinda Tierney	My trainer is:	Sabina Bennett
Executive Manager, Training Services	_____	Training Coordinator
Email: btierney@victorianchamber.com.au	Phone:	Email: sbennett@victorianchamber.com.au
Phone: (03) 8662 5345	_____	Phone: (03) 8662 5493
Address:	Email:	Address:
Level 2, 150 Collins Street,		Level 2, 150 Collins Street
Melbourne 3000	_____	Melbourne 3000

2. BSB50320 Diploma of Human Resource Management

2.1 Program Information

This qualification aims to enhance participants' existing technical skills and understanding of the strategic role of the HR function within the contemporary business context, and to develop awareness of the latest approaches and practices within the HR field.

It is expected that participants will establish a sound theoretical knowledgebase in human resource management and demonstrate a range of managerial skills to ensure that human resource functions are effectively conducted in an organisation or business area.

This qualification has been designed primarily for individuals who are already engaged in a fundamental HR role, administration staff responsible for HR procedures on a regular basis, and other line managers wishing to develop a comprehensive understanding of current best practice across Human Resource Management.

Typically, people in these roles would have responsibility for the work of other staff as well.

The skills you gain from this course will prepare you for a range of HR careers, including:

- Human Resource Adviser
- HR and Change Manager
- HR Consultant
- HR Manager
- Senior HR Officer

This course provides the opportunity to formalise and to develop HR and managerial skills to perform at a higher level in the workplace, and receive a nationally accredited qualification.

Course Overview_ BSB50320 Diploma of HR Management
Version 1.0 / Sept 2021
Victorian Chamber of Commerce and Industry / RTO 4166

2

Key features of the program include:

- Efficient delivery methods, combining face-to-face workshops, self-directed learning and workplace learning and application of skills and knowledge
- *Online – Zoom delivery option may be temporarily available during Covid19 restrictions, when classroom delivery may not be possible
- Nationally recognised competencies that can be applied on the job
- Units of study that reflect current industry and workplace context
- A wide range of learning opportunities, including unlimited online access to virtual businesses that complement or provide the workplace specific documents and situations

Flexible and practical, focussing on workplace development of skills and knowledge and their immediate applicability on the job, this program ensures its industry relevance and currency to participants.

During this course you will learn how to manage:

- human resource services
- performance management systems
- workforce planning
- remuneration and employee benefits
- recruitment, selection and induction processes
- separation or termination
- diversity in the workplace
- manage employee relations

2.2   Entry Requirements and Pathways

Entry Requirements

There are compulsory entry requirements for this qualification, therefore entry to this qualification is limited to those who:

➢ Have completed the following four units (or equivalent competencies):

- BSBHRM411 Administer performance development processes;
- BSBHRM412 Support employee and industrial relations;
- BSBHRM415 Coordinate recruitment and onboarding; and
- BSBHRM417 Support human resources functions and processes.

Or

➢ Have two years equivalent full-time relevant work experience.

Equivalent competencies are predecessors to these units, which have been mapped as equivalent, as follows (from the 2013 and 2015 versions of the Training Package):

Entry requirements current unit (2020)	Equivalent unit (2015)	Equivalent unit (2013) (accepted with current CV)
BSBHRM411 Administer performance development processes	BSBHRM403 Support performance management process	BSBHRM403B Support performance - management processes

Course Overview_ BSB50320 Diploma of HR Management
Version 1.0 / Sept 2021
Victorian Chamber of Commerce and Industry / RTO 4166

3

BSBHRM412 Support employee and industrial relations	BSBWRK411 Support employee and industrial relations procedures	BSBWRK411A Support employee and industrial relations procedures
BSBHRM415 Coordinate recruitment and onboarding	BSBHRM405 Support the recruitment, selection and induction of staff	BSBHRM405A Support the recruitment, selection and induction of staff
BSBHRM417 Support human resources functions and processes	BSBHRM404 Review human resource functions	BSBHRM404A Review human resources functions

Meeting the entry requirements

Prior to any enrolment procedures, the participant must first complete and submit the **Addressing the Entry Requirements Form** (available from the website or Training Coordinator). The trainer/assessor must provide a timely decision so the Training Coordinator can inform the participant if their enrolment process can start or not.

All the documents provided must be certified or signed and dated, respectively; relevant employer contact details are required in support of Option 2. Victorian Chamber may contact the issuer of your certification documentation or your listed relevant employer to confirm authenticity of your documents and claims.

Option 1

Upon enrolment, the participants must provide evidence of the required completed units, including Statements of Attainment or certification documentation including Transcripts of Results, or a full USI extract.

Evidence of completion of the units listed in the last column above, must be accompanied by a CV to demonstrate currency of knowledge and skills.

Evidence of completion of other similar units or units no longer current (from earlier versions of the training package eg 2009 and older) cannot be accepted for this purpose, but they may be used in support of Option 2.

Option 2

The participants who have not completed the required units (or equivalent) previously, must complete and provide a free form Work Statement in which to demonstrate / confirm routine use of each of the required units for 2 years equivalent full-time in the last 4-5 years or provide a current Job Description demonstrating the same; all of them must also provide a current CV and work references contact details.

A combination of Option 1 and Option 2 may be possible, where there is evidence of prior completion of one or more of the compulsory units, but not all, supplemented by a CV, Job Description or Work Statement, as applicable.

Meeting the compulsory entry requirements will be checked at enrolment, prior to the Pre-training Review or other necessary checks being conducted. A person who is not meeting the entry requirements cannot be enrolled into this qualification.

Enrolment Requirements

As this qualification requires participants to apply and practice their new skills within an organisational context, with access to different organisation documents, stakeholders and circumstances, and also to base their assessment solutions in a workplace environment, it is strongly recommended that participants are employed or otherwise engaged in a HR management or related role.

Assessment assistance may be provided, if this is not possible, including access to virtual business and case studies.

Participants must be over 18 years of age.

Equipment Requirements

To access the course learning and assessment materials, as well as the virtual businesses, the participants must have reliable access to the internet and a suitable electronic device, such as computer, laptop or tablet with MS Office-type of software and Adobe Reader or Acrobat.

Course Overview_ BSB50320 Diploma of HR Management
Version 1.0 / Sept 2021
Victorian Chamber of Commerce and Industry / RTO 4166

4

You may also be required to bring a device to your class sessions, to access your course materials, or you may choose to print your own hard copies. If you'll have any difficulties with this, you will have to inform the Training Coordinator in advance.

Please be aware that as the Victorian Chamber is moving towards a paper-free classroom and office, hardcopies of course materials may not be available or be limited and fees may apply to get this organised on an individual basis.

Online - Connected in real time delivery option (Zoom):

Participants must also have basic abilities to use electronic devices to connect to an online meeting platform (Zoom) and participate effectively in an online - type of learning environment.

Additional information will be provided at enrolment, if necessary.

Pathways into the qualification

Preferred pathways for participants considering this qualification include:

- with a Certificate IV in Human Resources or other relevant qualifications; OR
- with vocational experience in human resource management, but without formal qualifications

Participants seeking entry based upon their vocational experience or for workplace-based traineeships enrolment should generally be in job roles including:

- Human Resource Assistant
- Human Resource Officer
- Payroll Officer
- Experienced managers who are already managing the HR function in an organisation and wish to have their skills formally recognised
- Individuals requiring formal HR management qualifications for promotion or other employment opportunities

Pathways to completion and further studies

Pathways to completion of this qualification include:

- Course attendance and assessment
- RPL / Credit Transfer for partial or full qualification
- A combination of the above

Units completed in this program may be credited towards other qualifications through a national recognition process.

After achieving this qualification participants may undertake the Advanced Diploma of Human Resource Management or other similar or higher-level qualifications.

2.3   Course Content

Total number of units = 12

- 7 core units, plus
- 5 elective units, which must be selected according to the packaging rules available at https://training.gov.au/Training/Details/BSB50320

Course Overview_ BSB50320 Diploma of HR Management
Version 1.0 / Sept 2021
Victorian Chamber of Commerce and Industry / RTO 4166

5

Units of competency to be studied

The following units of competency have been selected in consultation with industry experts and they must all be successfully completed by participants to become eligible for the Diploma of HR Management.

Other elective options

For increased flexibility and better providing for participants' diverse work and learning needs, other electives may be selected by participants for RPL/ CT- purpose only, by the traineeship trainees, or for onsite/ customised courses according to the Packaging Rules.

Elective units must be relevant to the work environment and the qualification, maintain the integrity of the Australian Qualifications Framework alignment, and contribute to a valid, industry-supported vocational outcome. Other elective options must be approved by the Executive Manager, Training Services and conditions apply.

Examples of other elective units for RPL / Credit Transfer purpose, for traineeships or for onsite/ customised courses can be found at the above link.

Unit descriptor and application

The following units apply to people who work in a range of HR roles across all industries and who apply a substantial knowledge base and well-developed skills in a wide variety of HR Management contexts.

No licensing, legislative or certification requirements apply to these units at the time of publication.

1.   BSBHRM521   Facilitate performance development processes

This unit describes the skills and knowledge required to develop and facilitate implementation of performance development processes and to coordinate individual or group learning and development to encourage effective employee performance.

This unit applies to individuals who are authorised to establish effective performance development processes for an organisation and who may have staff reporting to them.

https://training.gov.au/Training/Details/BSBHRM521

2.   BSBHRM522   Manage employee and industrial relations

This unit describes the skills and knowledge required to manage employee relations (ER) and industrial relations (IR) matters in an organisation. It involves developing and implementing ER and IR policies and plans and managing conflict resolution negotiations.

The unit applies to those who are authorised to oversee IR and manage conflict and grievances in an organisation. They will have a sound theoretical knowledge base in human resources management and IR as well as current knowledge of ER and IR trends and legislation.

https://training.gov.au/Training/Details/BSBHRM522

3.   BSBHRM523   Coordinate the learning and development of teams and individuals

This unit describes the skills and knowledge required to coordinate the learning and development of teams and individuals. Particular emphasis is on the coordination of strategies to facilitate and promote learning and to monitor and improve learning performance.

Course Overview_ BSB50320 Diploma of HR Management
Version 1.0 / Sept 2021
Victorian Chamber of Commerce and Industry / RTO 4166

6

The unit applies to individuals who have a role in coordinating the development of a learning environment in which work and learning come together. At this level work will normally be carried out within complex and diverse methods and procedures, which require the exercise of considerable discretion and judgement, using a range of problem solving and decision-making strategies.

https://training.gov.au/Training/Details/BSBHRM523

4.   BSBHRM524   Coordinate workforce plan implementation

This unit describes the skills and knowledge required to coordinate the implementation of a workforce plan, including researching requirements, coordination of planning and implementing initiatives and monitoring trends.

The unit applies to individuals who are human resource practitioners or staff members with a role in a policy or planning unit that focuses on workforce planning.

https://training.gov.au/Training/Details/BSBHRM524

5.   BSBHRM527   Coordinate human resource functions and processes

This unit describes the skills and knowledge required to coordinate human resource functions and processes, integrating business ethics.

The unit applies to individuals with responsibility for coordinating a range of human resource functions and processes across an organisation. They may have staff reporting to them.

https://training.gov.au/Training/Details/BSBHRM527

6.   BSBOPS504   Manage business risk

This unit describes skills and knowledge required to manage business risks in a range of contexts across an organisation or for a specific business unit or area in any industry setting.

The unit applies to individuals who are working in positions of authority and who are approved to implement change across the organisation, business unit, program or project area. They may or may not have responsibility for directly supervising others.

https://training.gov.au/Training/Details/BSBOPS504

7.   BSBWHS411   Implement and monitor WHS policies, procedures and programs

This unit describes the skills and knowledge required to implement and monitor an organisation's work health and safety (WHS) policies, procedures and programs in the relevant work area in order to meet legislative requirements.

The unit applies to those with supervisory responsibilities in a work area who have a broad knowledge of WHS policies and contribute well-developed skills in creating solutions to problems through analysis and evaluation of information from a variety of sources. They provide supervision and guidance to others and have limited responsibility for the output of others.

NOTE: The terms 'occupational health and safety' (OHS) and 'work health and safety' (WHS) are equivalent and generally either can be used in the workplace.

https://training.gov.au/Training/Details/BSBWHS411

Course Overview_ BSB50320 Diploma of HR Management
Version 1.0 / Sept 2021
Victorian Chamber of Commerce and Industry / RTO 4166

7

8.   BSBHRM525   Manage recruitment and onboarding

This unit describes the skills and knowledge required to manage all aspects of recruitment and onboarding processes according to organisational policies and procedures.

The unit applies to individuals who take responsibility for managing aspects of recruiting, selecting new staff and orientating those staff in their new positions. The individual may be directly involved in the recruitment processes themselves or coordinating the process.

https://training.gov.au/Training/Details/BSBHRM525

9.   BSBHRM528   Coordinate remuneration and employee benefits

This unit describes the skills and knowledge required to coordinate an organisation's remuneration and benefits plans. It incorporates all functions associated with remuneration, including packaging, salary benchmarking, market rate reviews, bonuses and the legislative aspects of remuneration and employee benefits.

The unit applies to individuals who are human resource practitioners responsible for overseeing an organisation's remuneration process.

https://training.gov.au/Training/Details/BSBHRM528

10. BSBHRM529   Coordinate separation and termination processes

This unit describes the skills and knowledge required to coordinate redeployment, resignation, retirement, dismissal and redundancy, including the conduct of exit interviews.

The unit applies to individuals who take responsibility for overseeing aspects of managing the voluntary and involuntary termination of employment.

https://training.gov.au/Training/Details/BSBHRM529

11. BSBCRT511   Develop critical thinking in others

This unit describes the skills and knowledge required to develop critical and creative thinking skills in others within a workplace context.

The unit applies to individuals who are developing and coaching others, for whom critical thinking skills (including analysis, synthesis, and evaluation) are an important part of their job roles. This unit applies to individuals who are typically responsible for leading teams.

https://training.gov.au/Training/Details/BSBCRT511

12. BSBTWK501   Lead diversity and inclusion

This unit describes the skills and knowledge required to lead diversity for a work area. It covers implementing the organisation's diversity policy, fostering diversity within the work team and promoting the benefits of a diverse workplace.

The unit applies to individuals who direct the work of others in teams of variable sizes. They may work with staff from different cultures, races, religions, generations, or other forms of difference in any industry context.

https://training.gov.au/Training/Details/BSBTWK501

Course Overview_ BSB50320 Diploma of HR Management
Version 1.0 / Sept 2021
Victorian Chamber of Commerce and Industry / RTO 4166

8

2.4   Recognition of Prior Learning (RPL) / Credit Transfer

Participants are advised upon registration that RPL and Credit Transfer options are available, and they must start upon enrolment, and preferably be completed before the course commences.

This will allow participants who were unsuccessful, to enrol in and complete all the required units in their qualification.

Students are not permitted to enter RPL arrangements after they have attended their units (or missed them), after missing assessment deadlines or after being assessed NYC (or in any other similar situations).

The RPL option must not be used by students as a means to avoid consequences for non-attendance and/ or non-submission of assessments, during the course delivery or within the allocated assessment period after the workshops.

National Recognition

Under the national recognition process, RTOs are required to recognise qualifications and statements of attainment issued by another RTO.

As such, direct credit under the national recognition requirement will be granted for previously achieved units of competency that have the exact same code and title as the units in the current qualification the student is enrolled in.

RPL and Credit Transfer

Victorian Chamber may grant credit transfer for equivalent common units from superseded or other qualifications previously achieved by participants (or for other electives; conditions apply).

An indicative list of equivalent units that might be used towards credit transfer is provided in the table below, as reference only:

	2015	2013
BSBCRT511 Develop critical thinking in others	BSBCRT502 Develop critical thinking in others	-
BSBHRM522 Manage employee and industrial relations	BSBWRK520 Manage employee relations	BSBWRK510 Manage employee relations BSBWRK510A Manage employee relations
BSBHRM524 Coordinate workforce plan implementation	BSBHRM513 Manage workforce planning	BSBHRM513A Manage workforce planning
BSBHRM525 Manage recruitment and onboarding	BSBHRM506 Manage recruitment, selection and induction processes	BSBHRM506A Manage recruitment, selection and induction processes
BSBHRM528 Coordinate remuneration and employee benefits	BSBHRM505 Manage remuneration and employee benefits	BSBHRM505A Manage remuneration and employee benefits
BSBOPS504 Manage business risk	BSBRSK501 Manage risk	BSBRSK501A/B Manage risk
BSBTWK501 Lead diversity and inclusion	BSBDIV501 Manage diversity in the workplace	BSBDIV501A Manage diversity in the workplace
BSBWHS411 Implement and monitor WHS policies, procedures and programs	BSBWHS401 Implement and monitor WHS policies, procedures and programs to meet legislative requirements	BSBWHS401A Implement and monitor WHS policies, procedures and programs to meet legislative requirements

Note that if credit is sought based on units listed in the 3rd column above (or other similar), evidence of current engagement/ work experience in a relevant management role where the respective competencies are routinely used is mandatory.

Course Overview_ BSB50320 Diploma of HR Management
Version 1.0 / Sept 2021
Victorian Chamber of Commerce and Industry / RTO 4166

9

If credit transfer is not suitable, students may consider the RPL path, which draws on a variety of types of evidence (e.g. prior learning and education, past and current work experience, volunteering, etc.) to confirm competency in a particular subject.

Refer to your Participant Handbook or contact the Training Coordinator for more information on the RPL / CT and the national recognition processes.

2.5   Attendance

Attendance at all scheduled training sessions is compulsory for assessments to be considered. The assessments will also be discussed during those workshops and students' engagement and participation will be observed by the trainer/assessor. Students who missed classes or left the session early, will have to attend make-up classes, as directed by the Victorian Chamber.

Assessments submitted without attending the unit unfortunately cannot be considered as there will be no evidence of actual participation in training for that unit, as required.

For all modes of delivery, attendance will be marked at the beginning of each scheduled session, when your ID will also be checked.

Online:

Attendance is required online for the entire duration of each scheduled session and it will be monitored by the trainer and recorded via Zoom. Logging-off on unapproved breaks except for technical failure may result in participants having to retake the session (fees may apply).

If the session is compromised or missed by any of participants due to issues outside of their control, the trainer will address the situation on a case by case basis, including ensuring the participant will be able to re-enrol in a future session, to no detriment to them.

For more information about attendance and make-up classes please refer to you Participant Handbook or contact the Training Coordinator.

2.6   Training Delivery

This training course may be provided through a range of flexible delivery and assessment methods to meet the individual needs of students and employers, including:

- Classroom-based (non-traineeship)
- Workplace-based traineeship (structured, on/ off-the-job training and workplace-based applied learning)
- Onsite classroom-based (non-traineeship)
- Online – connected in real time delivery (live online via Zoom) – temporary option

This program is delivered through a combination of guided learning workshops, reading through and undertaking the activities in the Participant Guides to understand the underpinning theoretical concepts, and self-directed learning and workplace-based assessment activities.

The traineeship course will be provided on-the-job, off-the-job or a combination of these, as most appropriate for the needs of the participants and the employers, and it also involves the undertaking the non-routine applied learning activities in the workplace, along with the completion of workplace-based assessments.

The trainers will use a variety of techniques to introduce the learning topics, which may include: presentation, group discussion, demonstration, role play, simulation, and practice activities.

The workplace-based learning and assessment schedule and activities for participants enrolled in a traineeship course are provided to you as guidelines in Part 3 of your Training Plan.

Course Overview_ BSB50320 Diploma of HR Management
Version 1.0 / Sept 2021
Victorian Chamber of Commerce and Industry / RTO 4166

10

Online-Zoom sessions may be recorded and saved for a limited time in case students would want to access them; any Zoom assessment demonstration tasks will be recorded and saved as evidence of assessment and for audit purposes.

Student technical and wellbeing support during Zoom sessions:

The trainer will check the ergonomics with the students at the beginning of the session and will allow for and schedule extra breaks and physical movement during the session.

The course session will be monitored by the Victorian Chamber ICT technicians and support and assistance will be provided should the need arise during the session/ course. Such support cannot be extended to issues like internet/ NBN or personal technology failure; Vic Chamber will endeavour to assist participants on a case by case basis.

2.7   Assessment Methods and Requirements

To demonstrate competency for the units in this qualification, participants will be required to complete all the units' assessment tasks and activities provided.

The assessments are designed to gather evidence that demonstrates consistent performance of typical activities experienced in the HR management field of work. Therefore, the assessment will comprise a number of assessment tasks to be undertaken in the workplace or in a simulated work environment.

The methods of assessment may include the following: written questions and answers, case studies / scenarios, role play/ demonstrations, projects and portfolios, or supervisor/ third party reports. Additionally, other tools may be used for traineeships, such as training log and supervisor report.

If the assessment requires samples of documentation from the workplace, they must be attached to the corresponding task, careful to remove / block out any confidential information.

You should answer the assessment tasks using the information provided in the learning materials and the context of your own workplace (or provided case studies/scenarios) or by accessing the virtual businesses documentation and context.

Some assessments may require you to record a video as you are demonstrating / role-play your task to a group of people in the workplace or elsewhere and submit the file as part of your assessment portfolio; you may also be required to demonstrate the task directly to your assessor via Zoom. Your trainer/assessor will clarify all the requirements with you and assist with different arrangements for collecting evidence if this is not possible.

IMPORTANT NOTE: Even if you are conducting the assessment in a simulated environment, you are still required have access to a number of people with sufficient knowledge and experience necessary for the required task roles.

All participants will be supported by their trainer/ assessor to complete their out-of-class assessments via email and telephone or online (Zoom, Teams, Skype, etc), as needed. The Victorian Chamber regularly monitors course progress and participants are also encouraged to liaise with their trainer regarding their progress or to arrange for an assessment consultation, if necessary.

It is expected that non-traineeship participants will informally contact their assessor to discuss assessment progress and clarify issues, as needed, for the duration of the course, for up to two hours per unit in total (i.e. not in a 2-hours block).

Traineeship participants may have scheduled a one-hour assessment-related session with their assessor each month for the duration of their course. The trainers/assessors will visit the traineeship trainees regularly in the workplace as agreed prior, and arrangements will be made to ensure that workplace-based participants have the opportunity and support for learning, practice and completing of assessments.

Course Overview_ BSB50320 Diploma of HR Management
Version 1.0 / Sept 2021
Victorian Chamber of Commerce and Industry / RTO 4166

11

2.8 Course Materials

At the beginning of your course, you will receive all the necessary learning and assessment materials, which may include Participant (Learner) Guides and Assessment Workbooks. Your training resources will be provided to you via email in electronic format (pdf and word files), as an online access link, or a combination of those.

The course materials are the main study material for your qualification; they are meant to guide you through each unit and consist of essential information on the topic (the underpinning theory), reflective activities, case studies and scenarios, and activities to help you practice what you have learned and to self-assess your knowledge and understanding.

Your trainer/assessor may also provide you with a range of supporting materials and refer you to the appropriate resources for extra reading and more in-depth information.

For the onsite participants or trainees in the workplace, learning materials may be customised to increase relevance to their specific work environment and/or supplemented with appropriate workplace documentation (e.g. policies, procedures, forms).

The participants will also be provided with unlimited online access to a virtual business to assist them in case their access to a workplace is limited or to supplement their workplace documentation and situations.

Virtual Workplace Resources
The qualification resources used are supported by the simulated (virtual) online business Bounce Fitness that provides a simulated and real workplace pathway to course completion. Students will access Bounce Fitness with the code provided, and find a comprehensive range of policies and procedures, templates, case studies, scenarios, and other resources and files required for assessment.

Accessing the Intranet Pages and External Links

Throughout the learning and assessment materials students will be referred to access intranet pages (simulated businesses) and/or external webpages. Links to these intranet pages and external webpages are formatted in Blue Underlined Text. To access these, hold the Ctrl key for Windows users or the Command ⌘ key for Mac users while clicking on these links.
The simulated work environment can be accessed using the login details provided at the beginning of your course by the Training Coordinator.

2.9 Time Commitment and Course Duration

The Volume of Learning includes all activities that are required to be undertaken by the typical student to achieve the learning outcomes (including classes/ workshops, self-paced individual study, research, learning activities and practice in the workplace and assessment activities). According to the Australian Qualifications Framework, the recommended volume of learning for a diploma course is 1 – 2 years (or 1200 - 2400 hours), based on full-time study.

The total course duration for this qualification under the current Training and Assessment Strategy is 18 months (total amount of training 1800 hours), which includes a total of 720 nominal hours.

To successfully complete all the requirements to gain the qualification as part-time study, within the course duration, requires a significant personal time commitment from participants. Participants should allocate an average of 10 hours per week to work through the learning materials, undertake the self-directed learning activities and complete the assessments.

For the classroom-based course, there are 12 face-to-face workshops scheduled for delivery one day per fortnight over 23 weeks (12 days x 7 hours).

Each scheduled workshop requires participants' presence for 7 hours in the classroom (excluding breaks).

Course Overview_ BSB50320 Diploma of HR Management
Version 1.0 / Sept 2021
Victorian Chamber of Commerce and Industry / RTO 4166

12

The participants in a non-traineeship enrolment may usually have 12 months from the date of the last scheduled workshop to submit all the assessments and complete the course; other assessment deadlines may be provided. This schedule allows a reasonable time for self-directed study, workplace practice and assessment preparation.

You will have to email your assessments to the Training Coordinator, unless otherwise instructed. All assessment work must be submitted by the end of the course.

Where participants are able to demonstrate extenuating circumstances, an extension for assessment submission may be granted. However, that will not be approved beyond a maximum of 24 months from the course commencement date. This will ensure opportunity for achieving competency, whilst also maintaining the currency of learning.

It is highly recommended that from the beginning of your course you schedule study time in your routine and plan to prepare and submit your assessments progressively during the course, and not try to fit everything in as the deadline approaches.

The traineeship assessments will be scheduled in agreement with the participant, and are expected to be completed progressively. Assessments must be submitted (handed over) to the assessor on the agreed dates.

The nominal course end date (non-traineeship) is usually 12 months from the date of the last scheduled workshop or as instructed; this is when all the assessments are due, at the latest.

For more detailed information about the training and assessment process, methods and requirements, refer to the Participant Handbook and seek clarification from your Trainer/ Assessor.

Course Overview_ BSB50320 Diploma of HR Management
Version 1.0 / Sept 2021
Victorian Chamber of Commerce and Industry / RTO 4166

13

2.10 Workshops Schedule

Session Day	Unit	Core / Elective	Scheduled Nominal Hours	Course Week
1	BSBHRM524 Coordinate workforce plan implementation	C	60	Week 1
2	BSBHRM525 Manage recruitment and onboarding	E	60	Week 3
3	BSBHRM521 Facilitate performance development processes	C	60	Week 5
4	BSBHRM523 Coordinate the learning and development of teams and individuals	C	60	Week 7
5	BSBHRM527 Coordinate human resource functions and processes	C	60	Week 9
6	BSBHRM528 Coordinate remuneration and employee benefits	E	60	Week 11
7	BSBHRM529 Coordinate separation and termination processes	E	60	Week 13
8	BSBTWK501 Lead diversity and inclusion	E	60	Week 15
9	BSBHRM522 Manage employee and industrial relations	C	80	Week 17
10	BSBOPS504 Manage business risk	C	60	Week 19
11	BSBWHS411 Implement and monitor WHS policies, procedures and programs	C	50	Week 21
12	BSBCRT511 Develop critical thinking in others	E	50	Week 23
	Total scheduled nominal hours		720	

Please note that this schedule might change during your course; the Training Coordinator will contact you with the necessary updates.

Course Overview_ BSB50320 Diploma of HR Management
Version 1.0 / Sept 2021
Victorian Chamber of Commerce and Industry / RTO 4166

14