

BSB50320 Diploma of

Human Resource Management



*Delivered with Victorian and Commonwealth Government Skills First funding**

The Diploma of Human Resource Management will give your HR team members the skills and knowledge they need to support your business.

The Diploma covers a range of key topics including:

- Industrial relations
- Implementing and monitoring WHS policies
- Recruitment and onboarding

There is also a focus on practical skills through classroom, self-paced study and on-the-job training. Graduates will gain a comprehensive understanding of best practice in HR management and how to apply this in your workplace.

Target Participants

This program is appropriate for:

- Human Resources Assistant / Coordinator / Administrator / 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

Entry Requirements

Entry to this qualification is limited to those who:

- Have completed the following units (or equivalent competencies):
BSBHRM411 Administer performance development processes;
BSBHRM412 Support employee and industrial relations;
BSBHRM415 Coordinate recruitment and onboarding; and
BSBHRM417 Support human resource functions and processes.
Equivalent competencies are predecessors to these units, which have been mapped as equivalent, or
- Have two years equivalent full-time relevant work experience

If you require further information to assess whether your employee meets these requirements, please reach out to the Victorian Chamber for advice.

Pathways to completion

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

Course Format

1 day per month over 12 months – 6 hours per session, plus:

- 2 additional sessions (4 hours) mid-way check ins at month 4 and 8 month (optional extra)
- 2 additional sessions (4 hours) for assessment & make-up classes

Course Pricing

Diploma of Human
Resource Management

Victorian Chamber Member

Non-member

2023 Government Subsidised Places*

\$5,950

\$8,000

\$3,700

Assessment

For the successful completion of this qualification, participants must;

- Attend a series of classes and complete workplace-based assessment tasks
- Submit all assessment tasks within 12 months from the last unit delivery date. Assessment tasks must be submitted within twelve months from the last unit delivery date. Participants should allow a minimum of 10 hours per week to complete the self-directed learning and assessment tasks.

Qualification Requirements

BSB50320 Diploma of Human Resource Management includes **12 competency units – 7 core & 5 electives**.

Unit code	Unit title	Core / Elective
BSBHRM521	Facilitate performance development processes	Core
BSBHRM522	Manage employee and industrial relations	Core
BSBHRM523	Coordinate the learning and development of teams and individuals	Core
BSBHRM524	Coordinate workforce plan implementation	Core
BSBHRM527	Coordinate human resource functions and processes	Core
BSBOPS504	Manage business risk	Core
BSBWHS411	Implement and monitor WHS policies, procedures and programs	Core
BSBHRM531	Coordinate health and wellness programs	Elective
BSBCRT511	Develop critical thinking in others	Elective
BSBHRM525	Manage recruitment and onboarding	Elective
BSBLDR523	Lead and manage effective workplace relationships	Elective
BSBTWK501	Lead diversity and inclusion	Elective

Elective units can be changed but must meet the course package requirements and be relevant to the work environment and the qualification, maintain the integrity of the AQF alignment and contribute to a valid, industry-supported vocational outcome.

*Eligibility for a Government Subsidised Place

To be eligible for the Skills First government subsidised training entitlement, applicants must be:

- An Australian citizen; or a holder of a permanent visa; or a New Zealand citizen; AND
- Enrolling in and commencing training in a program provided by the Training Provider between the Commencement Date and 31 December 2023 inclusive; AND
- Physically present in the State of Victoria at all times at which they are undertaking the training and assessment.

The only exception to this 'physical presence' requirement is where a Skills First Student is temporarily located interstate or overseas for a defined period for a Practical Placement associated with their training. During the period the Skills First Student is interstate or overseas, they may receive Online Training and Assessment, provided that such Online Training and Assessment only accounts for up to 50% of the total Scheduled Hours.

Other eligibility criteria

In addition to meeting the above requirements, a Skills First student is only eligible to:

- Commence a maximum of two Skills First government subsidised courses in a calendar year, including if one of the subsidised courses you're enrolled in is scheduled to commence later in the year (the '2 AQF qualifications in a year' limit);
- Undertake a maximum of two Skills First government subsidised courses at any one time (the '2 at a time' limit).

**Talk to one of our team
today to find out more**

03 8662 5196 onsitetraining@victorianchamber.com.au



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