**BSB50320 Diploma of Human Resource Management**

**ADDRESSING THE ENTRY REQUIREMENTS FORM**

Enrolment into the BSB50320 Diploma of Human Resource Management is limited to those who meet the compulsory entry requirements listed in the Training Package or the Course Overview, available on the Victorian Chamber website.

This form is to be used by the participants to demonstrate meeting the entry requirements and for the trainer/assessors to confirm or infirm a participant has met the entry requirements for the BSB50320 Diploma of HR Management prior to enrolment. If the entry requirements are not met, the enrolment cannot proceed, and a Pre-training review is not necessary.

Participants - please note that Victorian Chamber may contact the issuer of your certification documentation or your listed relevant employer to confirm authenticity of your documents and claims.

**Participant to complete and attach required documents:**

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| --- | --- |
| **Participant Name** |  |
| **DOB** | **Phone** | **Email** |

Addressing the entry requirements – tick as applies and provide the required details and evidence.

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| Option 1  | Qualification Certificate with Transcript of Results or Statement of Attainment or full USI extract for ALL four compulsory units  |
| Current units (2020)🞏 | Equivalent units (2015)🞏 | Equivalent units (2013)- with CV🞏 | Older / non-equivalent / other unitsN/A | Evidence attached🞏 |
| BSBHRM411 Administer performance development processes;BSBHRM412 Support employee and industrial relations;BSBHRM415 Coordinate recruitment and onboarding; and BSBHRM417 Support human resources functions and processes. | BSBHRM403 Support performance management processBSBWRK411 Support employee and industrial relations proceduresBSBHRM405 Support the recruitment, selection and induction of staffBSBHRM404 Review human resource functions | BSBHRM403B Support performance-management processesBSBWRK411A Support employee and industrial relations proceduresBSBHRM405A Support the recruitment, selection and induction of staffBSBHRM404A Review human resources functions | - not accepted (may be used for Option 2) | Certified copies and signed and dated CV, if applicable |
| Option 2  | CV and relevant Job Description 🞏 | A combination of Option 1 and Option 2(ie. a number of compulsory units, CV, Job Description or Work Statement, as applicable)🞏- list unit(s) codes:- -- - | Evidence attached🞏Signed and dated CV, Job Description or Work Statement, and any certified copies if applicable; - employer contact details. |
| CV and free-form work experience statement and other relevant documents (if available)🞏- turn page to complete the statement |

Assessor to complete:

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| **Qualification code and title** | **BSB50320 Diploma of Human Resource Management** |
| **Entry requirements review result** | Entry requirements have been met  | 🞏 YES 🞏 NO  |
| **Assessor Name** |  |
| **Assessor Signature**  |  | **Date** |
| **Assessor Declaration:**I confirm that the evidence I reviewed is in my opinion authentic and valid and fully supports the decision whether the participant is meeting the compulsory entry requirements as required or not. |

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| **Free-form work experience statement** - explain / demonstrate routine use of each of the required units in your work for 2 years equivalent full-time in the last 4-5 years (attach more pages if necessary); - attach CV; - provide contact details of your relevant employer who can support your statement. |
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