



BSB50320 Diploma of Human Resource Management

Table of Contents

Entry requirements	3
How do you demonstrate that you meet the entry requirements?	3
Addressing the entry requirements	3
What is a Pre-Training Review (PTR)?	5
Part 1 – Recognition of Prior Learning (RPL) and Credit Transfer (CT)	5
Part 2 – Your learning experience	6
Part 3 – Your learning expectations	7
Part 4 – Digital literacy and capability	8
Part 5 – Numeracy	9
Evaluation - Trainer/assessor to complete	11

Entry requirements

Enrolment into the BSB50320 Diploma of Human Resource Management is limited to those who:

- Option 1 - have completed the following units (or equivalent competencies are predecessors to these units, which have been mapped as equivalent).
 - BSBHRM411 Administer performance development processes
 - BSBHRM412 Support employee and industrial relations
 - BSBHRM415 Coordinate recruitment and onboarding
 - BSBHRM417 Support human resource functions and processes
- Option 2 - have two years equivalent full-time relevant work experience

If you are unable to demonstrate meeting the entry requirements, the enrolment cannot proceed and completing this form is not necessary.

How do you demonstrate that you meet the entry requirements?

If you have completed the required units, you can provide evidence of the required completed units in the form of a Statement of Attainment, Transcripts of Results, or a full USI extract.

If you have completed the two years equivalent full-time relevant work experience, you can complete 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. You must also provide:

- An updated resume/curriculum vitae (CV) outlining your roles and responsibilities
- Job description outlining all responsibilities
- Work references and their contact details

Addressing the entry requirements

Tick which applies and provide the required details and evidence:

☐ Option 1: You have completed ALL of the following units and can provide evidence of in the form of a Statement of Attainment, Transcripts of Results, or a full USI extract

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

☐ Option 2: You have two years equivalent full-time relevant work experience, and can complete a work statement to demonstrate / confirm routine use of each of the required units for 2 years equivalent full-time in the last 4-5 years and can provide:

- An updated resume/curriculum vitae (CV) outlining your roles and responsibilities
- Job description outlining all responsibilities
- Work references and their contact details

Entry requirements and Pre-Training Review

BSB50320 Diploma of Human Resource Management



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.

What is a Pre-Training Review (PTR)?

A Pre-Training review ensures that the Training and Assessment Strategy and Training Plan delivered by Victorian Chamber is designed to meet your individual needs, and to determine the most suitable and appropriate training for you.

The information you provide will enable Victorian Chamber to understand your training needs, your current competencies that relate to the qualification, opportunity for Recognition of Prior Learning (RPL) and Credit Transfer (CT) and to ensure that your current Language, Literacy and Numeracy (LLN) skills are at the level required of your chosen qualification. Where we assess your responses as needing assistance to complete the qualification we can develop and or implement strategies to assist you while you complete the qualification.

Completing a Pre-Training Review ensures that Victorian Chamber:

- Understands your reasons for undertaking this qualification.
- Explores your current competencies and provides opportunities for these to be assessed through Recognition of Prior Learning (RPL) and Credit Transfer (CT).
- Ascertains the most suitable qualification(s) for you to enrol in based on your current educational attainment, capabilities including language, literacy and numeracy, aspirations and interests.
- Determines your training and assessment needs.

Victorian Chamber will use this Pre-Training Review to provide you with the support you require in areas such as language, literacy, learning and assessment, while ensuring you will get the maximum outcomes and benefits from the qualification you are enrolling in, according to your learning objectives, career aspirations and skill level.

Refer to the qualification information, eligibility requirements and qualification fees associated for the qualification you are intending to undertake and review this in light of your expectations and your previous experience.

Part 1 – Recognition of Prior Learning (RPL) and Credit Transfer (CT).

RPL is an assessment process that recognizes the skills and knowledge you have gained through:

- formal training or study, including courses at school, college, adult education and training programs at work
- work experience, including paid and volunteer work
- life experience, including skills attained through leisure pursuits or hobbies

Do you wish to apply for Recognition of Prior Learning (RPL)?

- ☐ Yes
☐ No

CT is a process that provides a credit for an equivalent unit of competency that you have previously achieved.

Do you wish to apply for Credit Transfer (CT)?

- ☐ Yes
☐ No

If you have ticked 'Yes' for RPL and/or CT, the RTO training team will be in contact with next steps prior to confirming your enrolment.

Part 2 – Your learning experience

What is your preferred learning style? (may be more than one)

- ☐ Attending face-to-face classes
- ☐ Attending online classes
- ☐ Group work and discussions with other students
- ☐ Doing work in class by myself
- ☐ Self-directed learning and activities
- ☐ Researching and reading to find the information I need
- ☐ Hands-on tasks, role plays and activities

Do you consider yourself to have any specific learning needs or difficulties?

Please tick the relevant box and complete the table below in relation to any specific learning needs or difficulties which you may have.

- ☐ I do not consider myself to have any specific learning needs or difficulties
- ☐ I do have specific learning needs or difficulties (complete below table)

Learning need or difficulty	
Assistance required	

Do you have any medical conditions which may affect your participation in training?

Where necessary, reasonable adjustment can be made to accommodate any illnesses, injuries or disabilities which may affect your ability to participate fully in practical activities. Where reasonable adjustment is applied, assessments are still required to collect evidence or performance to the same standard as all other learners to confirm that learners have the necessary skills and knowledge to perform job roles effectively.

Please note that if you have any medical conditions which may pose a risk to your health and safety throughout the duration of the qualification, you will be required to provide a doctor certificate or other form of medical clearance prior to commencement of the qualification.

Please tick the relevant box and complete the table below in relation to any medical or physical needs.

- ☐ I do not have any medical conditions which may affect my participation in training
- ☐ I do have medical conditions which may affect my participation in training (complete below table)

Medical Condition	
Assistance or adjustments required	

Part 3 – Your learning expectations

What do you know about this area of study and working in this industry?

What do you hope to gain from undertaking this qualification?

What benefits do you think this course will provide you personally and professionally?

Part 4 – Digital literacy and capability

It is an expectation that you have the ability to access digital learning resources and navigate the online learning portal to complete the requirements of your course. Please complete the questions below to assess your digital literacy and capability.

Which devices and operating systems do you have access to and can use efficiently? (may be more than one)

- ☐ Computer/laptop
- ☐ Tablet/iPad
- ☐ Microsoft Windows
- ☐ Apple macOS
- ☐ PDF Reader
- ☐ None of the above

How do you plan to access the internet to complete the required course work? (may be more than one)

- ☐ Home
- ☐ Work
- ☐ Public library
- ☐ Family/Friends
- ☐ Unable to access online resources

Do you need any assistance with your digital literacy and/or capabilities?

- ☐ No
- ☐ Yes (complete below table)

Assistance required	
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Part 5 – Numeracy

Some of the units in your course may require you to perform different math calculations or other numerical tasks. The following numeracy skills form part of the foundation skills incorporated in some of the units you will study and are required for competent performance.

1. A surf shop has surfboards for hire at \$15 per hour (or part of an hour) up to a maximum of \$60 per day. What is the cost of hiring a surfboard from 9:30 am to midday on the same day?

2. If an asset depreciates in value by 10% of its purchase value every year, what would the value be at the following points in time for an asset that was purchased for \$8,000

- a. One year after purchase

- b. Two years after purchase

- c. Three years after purchase

3. If an asset depreciates in value by 10% of its actual/current value every year, what would the value be at the following points in time for an asset that was purchased for \$12,000

- a. One year after purchase

- b. Two years after purchase

- c. Three years after purchase

4. Incidents of theft are estimated to cost the company \$11,672 per year. What is the total cost to the company of theft over three years?

5. Superannuation payments must be made to all employees at a rate of 11% of their income. What are the yearly superannuation payments to be made for the following employee incomes?

a. \$54,360

b. \$47,214

c. \$84,582

6. A 3000-metre running course has three drink stations. The distances between the start and station 1, between the stations themselves, and between station 3 and the finish, are all equal. What is the distance between each drink station?

Participant declaration

- ☐ I agree that the qualification I have chosen is the most suitable for me based on my educational attainment levels, capabilities, aspirations and interests.
- ☐ I declare that the information provided in this document is true and correct, and that I personally completed the document without assistance
- ☐ I accept that if these declarations are untrue my course application and/or course enrolment may be cancelled by Victorian Chamber of Commerce and Industry.

Signature	
Date	

Entry requirements and Pre-Training Review

BSB50320 Diploma of Human Resource Management



Evaluation - Trainer/assessor to complete

Trainers/assessors will use this section to evaluate the completed Entry requirements and Pre-Training Review document to determine if the applicant meets the entry requirements and that their Language, Literacy and Numeracy (LLN) skills are appropriate and sufficient for the course that they are enrolling in and recommend support arrangements, if needed, or to inform the decision that this course is not suitable for the student.

When evaluating the completed document, Trainers/assessors will use their knowledge of the course requirements, Training and Assessment Strategy and training resources, as well as their knowledge of addressing learners' LLN and employability skills in line with the Australian Core Skills Framework and the Core Skills for Work guidelines, and according to the Pre-Training Review Policy.

Entry requirements and Pre-Training Evaluation Checklist	Yes	No
<i>Based on the applicant's entry requirements and responses within the pre-training review:</i>		
Does the applicant meet the entry requirements?	<input type="checkbox"/>	<input type="checkbox"/>
Does enrolling into this qualification align with the applicant's work or career plans and desired outcomes?	<input type="checkbox"/>	<input type="checkbox"/>
Does the applicant have the appropriate Language, Literacy and Numeracy to meet the requirements for the course? <i>If no, an Individual Learner Support Plan must be developed.</i>	<input type="checkbox"/>	<input type="checkbox"/>
Does the applicant require other types of support strategies to undertake their chosen qualification successfully such medical, allergies or learning support? <i>If no, an Individual Learner Support Plan must be developed.</i>	<input type="checkbox"/>	<input type="checkbox"/>
Does the applicant have the digital capability to undertake their chosen qualification successfully?	<input type="checkbox"/>	<input type="checkbox"/>
Based on the 'Skills First Program' objects, tick which statement would support the applicant's enrolment:		
<input type="checkbox"/> enable them to obtain the required skills to make them job-ready <input type="checkbox"/> assist them to undertake further education <input type="checkbox"/> promote/enable participation in training for disadvantaged learners		
Is this qualification the most suitable and appropriate for the applicant? <i>If no, provide comments and/or recommendations below:</i>	<input type="checkbox"/>	<input type="checkbox"/>
Trainer/assessor recommendations		
<input type="checkbox"/> Enrolment to proceed <input type="checkbox"/> Enrolment to proceed with adjustments <input type="checkbox"/> Enrolment in this qualification should not proceed		
Trainer/assessor name		
Signature		
Date		



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