



# BSB50320 Diploma of Human Resource Management



## Course Overview

This qualification reflects the role of individuals working in a variety of roles within the human resources sector. The job roles that relate to this qualification may include Human Resources Consultant, Human Resources Advisor and Human Resources Business Partner.

Responsibilities are likely to be determined at a workplace level. Some smaller organisations may require employees to work across all aspects of human resources. In larger organisations, individuals may coordinate a single human resources function.

**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.

It is targeted for domestic, corporate and industries for students wishing to obtain higher degree qualifications. The development of the program was with a consultation with industry advisors to respond to a need that has developed for additional educational vacancies for specialist Business industry positions that will benefit from Nationally Recognised Training.

Several units of competency require the use of a computer. **You are expected to supply your own device such as a laptop, notebook or Ipad** that is capable of Wi-Fi connectivity and loaded with the Microsoft suite of programs. As a candidate, you will be required to show evidence of the ability to complete tasks outlined in elements and performance criteria of this unit, manage tasks and manage contingencies in the context of the job role.

The course is a pack of 12 units of competence with 7 core units and 5 elective units. This course has been designed to suit the needs of those who wish to complete or learn to be supervisors and work within the business sector.

## Units of Competency

Course Units		
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
BSBHRM525	Manage recruitment and onboarding	Elective
BSBHRM531	Coordinate health and wellness programs	Elective
BSBLDR523	Lead and manage effective workplace relationships	Elective
BSBTWK501	Lead diversity and inclusion	Elective
BSBPEF501	Manage personal and professional development	Elective

## Duration

- The training program will be a period of 65 weeks.
- A student will be offered the entire 12 UOC prior to exit or a component of a qualification dependent on their enrolment requests

This course is accredited by the Australian Skills Quality Authority (ASQA) and is compliant with the Australian Qualification Framework.



## Total Course Fee

**Full Cost : \$5,250.00**

**RPL Cost : \$1,800.00**

**RPL Assessment Fee : \$150.00**

(Assessment fee for initial review)

## Certification

All assessments must be completed successfully for the issue of a certificate for BSB50320 Diploma of Human Resource Management with a stream of either management, human resources or marketing. Completion of less than all UOC will see a Statement of Attainment issued. All financial payments must be completed before any certification is issued.

## Enrolment Fee Payment

Career Development and Training collects student fees in advance and therefore it will comply with the following options for initial and continuing fee collection and registration:

- Students, or the person responsible for paying the tuition fees, can pay via instalments;
- A payment plan for any outstanding fees can be negotiated and will be detailed on a separate document.

### Policies and Procedures

#### Assessment

CDT will use a combination of assessment methods and approaches which will involve collecting a range of evidence for ensuring consistency of competency. Assessment may include a combination of various styles of assessments to be completed in-class or online via moodle. You can study by distance.

**Recognition of Prior Learning (RPL)** – is offered for more information – refer to website [www.cd.edu.au](http://www.cd.edu.au)

#### Re-Assessment

Where a student fails one (1) or more assessment methods within a single Unit of Competency (UOC), they are to be re-assessed once, free of charge, and this must be completed within the immediate operational study period or as soon as possible following that study period, as per Career Development and Training's re-assessment policy. If the student does not pass one (1) or more assessment methods following the free re-assessment period they are to be offered two (2) more opportunities for reassessment, with the provision, that they must be charged a fee for each opportunity within the immediately following study period or as soon as possible following that study period. Refer to policies and procedures in Student Information Handbook on website: [www.cd.edu.au](http://www.cd.edu.au)

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