BSB60320
Advanced Diploma of Human Resource Management

Course Overview

This qualification reflects the role of individuals who provide leadership and support strategic direction in the human resources activities of an organisation. Their knowledge base may be highly specialised or broad within the human resources field. The job roles that relate to this qualification may include Human Resources Manager and Senior 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 manage a single human resources function.

Entry to this qualification is limited to those who:

Have completed one of the following qualifications: BSB50320 Diploma of Human Resource Management; or BSB50618 Diploma of Human Resources Management (or a superseded equivalent version) OR

Have four years equivalent full-time relevant work experience.

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 10 units of competence consisting of 6 core units and 4 elective units. This course has been designed to suit the needs of those who wish to complete Business and work within the various Business sectors in various management and human resource roles.
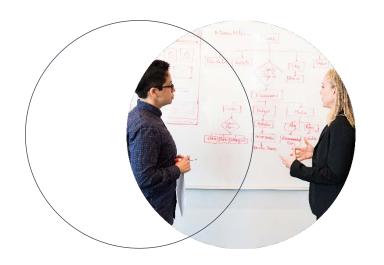
Units of Competency

Course Units		
BSBCRT611	Apply critical thinking for complex problem solving	Core
BSBFIN601	Manage organisational finances	Core
BSBHRM611	Contribute to organisational performance development	Core
BSBHRM612	Contribute to the development of employee and industrial relations strategies	Core
BSBHRM614	Contribute to strategic workforce planning	Core
BSBLDR601	Lead and manage organisational change	Core
BSBHRM613	Contribute to the development of learning and development strategies	Elective
BSBLDR602	Provide leadership across the organisation	Elective
BSBOPS601	Develop and implement business plans	Elective
BSBSTR601	Manage innovation and continuous improvement	Elective

Duration

- The training program will be a period of 104 weeks.
- A student will be offered the entire 10 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: $5,750.00
RPL Cost: $2,500.00
RPL Assessment Fee: $150.00
(Assessment fee for initial review)

Certification

All assessments must be completed successfully for the issue of a certificate for BSB60320 Advanced Diploma of Human Resource Management. 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

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

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