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recognised course

BSB50320

Diploma of Human Resource Management

Course Information

BSB50320

Diploma of Human Resource Management

This course is nationally accredited by the Australian Government under the Australian Qualifications Framework (AQF).

Why Study with LET Training







**NATIONALLY RECOGNISED
TRAINING**

RTO No. 41179

Contact LET Training

Email: enquire@lettraining.com.au

Phone: 02 9633 3929

	Affordable Competitive Course Price
	Adaptable Study Anywhere at Any Time
	Approachable Unlimited Trainer Support
	Acheivable Fast Assessment Response

Course Overview

BSB50320 **Diploma of Human** **Resource** **Management**

Delivery mode:
Online (Self-paced)

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 requirements

This qualification is nationally recognised under the Australian Qualifications Framework (AQF).

Consistent with qualification rules and prerequisite requirements, the qualification offered by LET Training comprises the following units of competency.

Stage 1: Prerequisite units or equivalent work experience

To satisfy the entry requirements for Diploma of Human Resource Management, you are required to complete the following four (4) prerequisite units (training pathway to Diploma):

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

Alternatively, if you have worked in a HR related role, you can provide evidence to demonstrate the two years' equivalent full-time relevant work experience to satisfy the qualification entry requirements.

The following are examples of evidence for LET Training to evaluate and assess the qualification entry requirements:

- Certification/s or transcript/s outline the prerequisite units achieved through Registered Training Organisation/s; or
- A statement from your employer states your role and responsibilities in relation to the above specified HR areas demonstrate two years' equivalent full-time work experience ; and/or
- Performance review reports that specify your role and responsibilities in relation to the above specified HR areas demonstrate two years' equivalent full-time work experience; and/or
- A signed job description confirms your role and responsibilities in relation to the above specified HR areas demonstrate two years' equivalent full-time work experience.

CONTACT US

Speak to LET Training Course Advisor if you:

- Wish to discuss the prerequisite requirements further; or
- Have worked in an operational or leadership role with four years' equivalent full-time experience but unsure how to provide the evidence required; or
- Unsure if this is the right program for your career development.

Contact us at:

Ph: 02 9633 3929

Email: enquire@lettraining.com.au

Units of Study

Stage 2: Complete Diploma of HRM (Satisfied with qualification entry requirements)

You are required to complete **12 units of competency** in order to be awarded the qualification of Diploma of Human Resource Management. LET Training offers the following units:

Core units (7):

- BSBHRM521 Facilitate performance development processes
- BSBHRM522 Manage employee and industrial relations
- BSBHRM523 Coordinate the learning and development of teams and individuals
- BSBHRM524 Coordinate workforce plan implementation
- BSBHRM527 Coordinate human resource functions and processes
- BSBOPS504 Manage business risk
- BSBWHS411 Implement and monitor WHS policies, procedures and programs

Elective units (5):

- BSBHRM525 Manage recruitment and onboarding
- BSBHRM526 Manage payroll
- BSBHRM529 Coordinate separation and termination processes
- BSBLDR523 Lead and manage effective workplace relationships
- BSBPEF501 Manage personal and professional development

To find out more about the individual course units, check out the **Appendix – Course Unit Information** at the end of this document. If you wish to change any elective unit/s, please speak to one of our friendly course advisors.

Study requirements

You can enrol and start at any time!

We are committed to seeing you through your course. To ensure you have the best chance of successfully completing your course, the following entry and study requirements apply.

- Satisfy the qualification **Entry Requirements**;
- Have access to a fully-functional computer loaded with a web browser, web camera and appropriate software applications to read PDF files and produce documents (using Microsoft Suite); and
- Have reliable internet access; and
- Have a valid email account and a telephone with a valid telephone number for learning and assessment communication, support session; and
- Participating in interactive assessment activities and interviews as required.

Skills needed for studying:

- **Language and literacy skills** at a level that enables you to read, interpret, communicate and apply a range of information and data, to write reports and other business documents for a variety of audiences, and to present and address issues.
- **Numeracy skills** at a level that enables you to plan and manage time, resources and budgets; to read and review workplace figures, statistics and measurements; and to solve complex workplace and operational problems.
- **Technology skills** to conduct online research using a web browser and to use a variety of software applications to send emails with attachments, participate in web-based communications, read PDF files, produce documents, analyse information and data.
- **Research skills** to be able to research information and data from a variety of sources.
- **Attention to details** to successfully complete all assessment tasks to the required published standard.

How to study with LET Training?

Online & Self-paced

- You can study at any time, any place, with maximum flexibility.

Enrol at any time and start straight after enrolment!

From the date of enrolment registration, you have:

- **Up to 12 months** to complete Diploma HRM qualification.
- **Note:** if you have not achieved the prerequisite units and cannot demonstrate or don't have the two years' equivalent full-time relevant work experience to satisfy Diploma of HRM qualification entry requirements, you should enrol in LET Training's Certificate IV in Human Resource Management and Diploma of Human Resource Management course package.

Payment Plans

- Weekly, Fortnightly, Monthly or pay the full course upfront, simply tick one that suits you the best.

No minimum or structured timeframe but effective time management!

- You can complete the course as quickly as you choose.
- We find students that are genuinely motivated to progress through the course, can complete the full course in less than the offered term.
- On average it may take you 50-60 hours to complete a unit of competency.
- However this will be influenced by your experience, life situation, time availability and work rate.

Assessments

Upon enrolment, you will be provided with detailed assessment task specifications and activities specific to the relevant unit of competency (via the Learning Management System). For example, you may be required to:

- Complete projects and/or portfolios of evidence;
- Answer a series of knowledge-based short answer questions;
- Participate in interviews and/or interactive activities in a simulated business environment.

You will be required to submit your evidence for evaluation to the assessor, who will continue to maintain contact with you during the assessment decision-making process. You will also be provided with opportunities to adjust and resubmit your assessments based on the assessor's feedback.

Learning Support

You are well supported throughout your course, so you won't feel alone!

LET Training strives in many ways to support you in your learning. This includes:

Providing resources and services accessible to our online and recorded webinars and support resources published on LET Training website Learning Support page; and

Unlimited opportunities to discuss your course work on a one-on-one basis with a specialist trainer between **Monday to Friday, 9am to 5pm (NSW Business Days and Time)** via:

- Telephone
- Email
- Webbased applications (e.g. Skype, Zoom, Microsoft Teams)

Career Opportunities

Successful completion of Diploma of Human Resource Management can qualify you for a range of roles and positions, including:

- | | |
|-----------------------------------|-----------------------------|
| ▪ Human Resource Manager | ▪ Human Resource Generalist |
| ▪ Human Resource Business Partner | ▪ Human Resource Advisor |
| ▪ People and Culture Manager | ▪ Human Resource Consultant |

Recognition of prior learning (RPL)

For those currently working in an administrative and office management position, with over 5 years of working experience, ask our friendly course consultants about Recognition of Prior Learning (RPL) eligibility. One of our expert trainers will develop a tailored training plan based on your existing role and experience.

Study pathways

Will previous study and experience count?

LET Training recognises Recognition of Prior Learning (RPL) which considers the knowledge and skills you have already gained through your previous education and work history, attributing this to your enrolled qualification course. This may be through formal or informal training and can result in credits towards your qualification. More information can be found in the LET Training Student Handbook.

Future education pathways

After successfully completing the Diploma of Human Resource Management, you may like to enrol in LET Training's Advanced Diploma of Human Resource Management or Advanced Diploma of Business for further potential career opportunities.

Enrol with LET Training

LET Training offers a range of Business, Leadership and Management, Human Resources, WHS and administration qualification courses.

For further information or to enrol, contact us via:



www.lettraining.com.au



(02) 9633 3929



enquire@lettraining.com.au

Appendix – Course Unit Information

Diploma of Human Resource Management Qualification Entry Prerequisite Units

Unit of competency	Applications
BSBHRM411 Administer performance development processes	<p>This unit describes the skills and knowledge required to assist in implementing a performance development system and facilitating employee performance.</p> <p>The unit applies to human resource officers, or people in similar roles, who work under a human resource manager's direction.</p>
BSBHRM412 Support employee and industrial relations	<p>This unit describes the skills and knowledge required to communicate and implement employee relations (ER) and industrial relations (IR) policies and procedures to effectively represent organisations and employers.</p> <p>The unit applies to individuals who work in support positions, assisting others in dealing with ER and IR conflicts and issues.</p>
BSBHRM415 Coordinate recruitment and onboarding	<p>This unit describes the skills and knowledge required to develop and implement strategies to source candidates and to assess their suitability for available positions.</p> <p>The unit applies to individuals working in a human resources job role and those for whom recruitment and onboarding are part of their broader duties.</p>
BSBHRM417 Support human resources functions and processes	<p>This unit describes the skills and knowledge required to support work across a range of human resource functional areas.</p> <p>The unit applies to individuals who require a broad understanding of human resource functions, associated policy frameworks and the administrative requirements to support these functions and policies.</p>

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Unit of competency	Applications
BSBHRM521 Facilitate performance development processes	<p>This unit describes the skills and knowledge required to develop and facilitate implementation of performance development processes and to coordinate individual or group learning and development to encourage effective employee performance.</p> <p>This unit applies to individuals who are authorised to establish effective performance development processes for an organisation and who may have staff reporting to them.</p>
BSBHRM522 Manage employee and industrial relations	<p>This unit describes the skills and knowledge required to manage employee relations (ER) and industrial relations (IR) matters in an organisation. It involves developing and implementing ER and IR policies and plans and managing conflict resolution negotiations.</p> <p>The unit applies to those who are authorised to oversee IR and manage conflict and grievances in an organisation. They will have a sound theoretical knowledge base in human resources management and IR as well as current knowledge of ER and IR trends and legislation.</p>
BSBHRM523 Coordinate the learning and development of teams and individuals	<p>This unit describes the skills and knowledge required to coordinate the learning and development of teams and individuals. Particular emphasis is on the coordination of strategies to facilitate and promote learning and to monitor and improve learning performance.</p> <p>The unit applies to individuals who have a role in coordinating the development of a learning environment in which work and learning come together. At this level work will normally be carried out within complex and diverse methods and procedures, which require the exercise of considerable discretion and judgement, using a range of problem solving and decision-making strategies.</p>
BSBHRM524 Coordinate workforce plan implementation	<p>This unit describes the skills and knowledge required to coordinate the implementation of a workforce plan, including researching requirements, coordination of planning and implementing initiatives and monitoring trends.</p> <p>The unit applies to individuals who are human resource practitioners or staff members with a role in a policy or planning unit that focuses on workforce planning.</p>
BSBHRM527 Coordinate human resource functions and processes	<p>This unit describes the skills and knowledge required to coordinate human resource functions and processes, integrating business ethics.</p> <p>The unit applies to individuals with responsibility for coordinating a range of human resource functions and processes across an organisation. They may have staff reporting to them.</p>
BSBOPS504 Manage business risk	<p>This unit describes skills and knowledge required to manage business risks in a range of contexts across an organisation or for a specific business unit or area in any industry setting.</p> <p>The unit applies to individuals who are working in positions of authority and who are approved to implement change across the organisation, business unit, program or project area. They may or may not have responsibility for directly supervising others.</p>

Unit of competency	Applications
BSBWHS411 Implement and monitor WHS policies, procedures and programs	<p>This unit describes the skills and knowledge required to implement and monitor an organisation's work health and safety (WHS) policies, procedures and programs in the relevant work area in order to meet legislative requirements.</p> <p>The unit applies to those with supervisory responsibilities in a work area who have a broad knowledge of WHS policies and contribute well-developed skills in creating solutions to problems through analysis and evaluation of information from a variety of sources. They provide supervision and guidance to others and have limited responsibility for the output of others.</p>
BSBHRM525 Manage recruitment and onboarding	<p>This unit describes the skills and knowledge required to manage all aspects of recruitment and onboarding processes according to organisational policies and procedures.</p> <p>The unit applies to individuals who take responsibility for managing aspects of recruiting, selecting new staff and orientating those staff in their new positions. The individual may be directly involved in the recruitment processes themselves or coordinating the process.</p>
BSBHRM526 Manage payroll	<p>This unit describes the skills and knowledge required to establish and monitor security procedures for managing organisational payroll services and to calculate and process salary payments, group taxation and related payments.</p> <p>The unit applies to individuals, employed in a range of work environments, who are required to establish and work with payroll systems and may have responsibility for managing payroll systems and calculations</p>
BSBHRM529 Coordinate separation and termination processes	<p>This unit describes the skills and knowledge required to coordinate redeployment, resignation, retirement, dismissal and redundancy, including the conduct of exit interviews.</p> <p>The unit applies to individuals who take responsibility for overseeing aspects of managing the voluntary and involuntary termination of employment.</p> <p>No licensing, legislative or certification requirements apply to this unit at the time of publication.</p>
BSBLDR523 Lead and manage effective workplace relationships	<p>This unit describes the skills and knowledge required to lead and manage effective workplace relationships.</p> <p>The unit applies to individuals in leadership or management positions who have a prominent role in establishing and managing processes and procedures to support workplace relationships. These individuals apply the values, goals and cultural diversity policies of the organisation. They use complex and diverse methods and procedures as well as a range of problem solving and decision making strategies, which require the exercise of considerable discretion and judgement.</p>
BSBPEF501 Manage personal and professional development	<p>This unit describes the skills and knowledge required to implement systems and process that support the personal and professional development of self and others.</p> <p>The unit applies to individuals working in a range of managerial positions who are accountable for the development and performance of others.</p>