



## START LEARNING

Kickstart your career with a nationally  
recognised course

# BSB60320

## Advanced Diploma of Human Resource Management

### Course Information

# BSB60320

## Advanced 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



**RTO No. 41179**

**Contact LET Training**

**Email: [enquire@lettraining.com.au](mailto:enquire@lettraining.com.au)**

**Phone: 02 9633 3929**



#### **Affordable**

**Competitive Course Price**



#### **Adaptable**

**Study Anywhere at Any Time**



#### **Approachable**

**Extensive Trainer Support**



#### **Achievable**

**Fast Assessment Response**

### Course Overview

#### **BSB60320**

#### **Advanced Diploma of Human Resource Management**

**Delivery mode:**  
**Online (Self-paced)**

This qualification reflects the role of individuals who provide leadership and support the strategic direction in an organisation's human resources activities. Their knowledge base may be highly specialised or broad within the human resources field. The job roles related 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 Requirements

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

To successfully enrol in this course, you must 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- BSB50618 Diploma of Human Resources Management (or a superseded equivalent version)

**Alternatively:** you have worked in an HR management role and **can provide evidence** to demonstrate the **four (4) 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:

- **Certifications or transcripts** outlining the Diploma of Human Resource Management achieved through a Registered Training Organisation; or
- **An official statement** from your employer/s outlines your role and responsibilities carried out in human resource management at the diploma level and demonstrated four years' equivalent full-time work experience; and/or
- **Performance review reports** that specify your role and responsibilities carried out in human resource management at the diploma level and demonstrate four years' equivalent full-time work experience; and/or
- **A signed job description/s** confirms your role and responsibilities in human resources management at the diploma level and demonstrate four years' equivalent full-time work experience;
- **Service agreement/s** confirms your service and responsibilities in human resource management at the diploma level and demonstrates four years' equivalent full-time work experience.



**CONTACT US**

**Speak to LET Training's Course Advisors if you:**

- Wish to discuss the prerequisite requirements further
- Have worked in a HR role with four years' equivalent full-time experience but unsure how to provide the evidence required
- Are unsure if this is the right course for your career development.

**Contact us at:**

**Ph: 02 9633 3929**

**Email: [enquire@lettraining.com.au](mailto:enquire@lettraining.com.au)**

## Units of Study

Consistent with qualification rules and the entry requirements, you are required to complete **10 units of competency** in order to be awarded the qualification of Advanced Diploma of Human Resource Management. LET Training offers the following units:

### Core units (6):

- BSBCRT611 Apply critical thinking for complex problem solving
- BSBFIN601 Manage organisational finances
- BSBHRM611 Contribute to organisational performance development
- BSBHRM612 Contribute to the development of employee and industrial relations strategies
- BSBHRM614 Contribute to strategic workforce planning
- BSBLDR601 Lead and manage organisational change

### Elective units (4):

- BSBLDR602 Provide leadership across the organisation
- BSBOPS504 Manage business risk
- BSBSTR601 Manage innovation and continuous improvement
- BSBWHS521 Ensure a safe workplace for a work area

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 units, 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 sessions; and
- Participate 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 review a range of information and data; to produce 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, review and produce 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 detail** 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, you have **up to 12 months** to complete the course.
- **Note:** if you have not achieved the prerequisite qualification and cannot demonstrate or don't have the **four (4) years** equivalent full-time relevant work experience to satisfy Advanced Diploma of HRM qualification entry requirements, you should enrol in LET Training's **Diploma of Human Resource Management and Advanced Diploma of Human Resource Management** course package.

### Payment Plans

- Weekly, Fortnightly, Monthly or pay the full amount upfront, simply select the plan 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 **65-75 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 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.

We provide a series of online webinars that can be participated in live or viewed later to suit your personal schedule.

You also have the opportunity 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
- Web-based applications (e.g. Skype, Zoom, Microsoft Teams).

## Career Opportunities

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

- Human Resource Manager
- Senior Human Resource Advisor
- Senior Human Resource Business Partner
- Senior Human Resource Consultant
- People and Culture Manager

## Recognition of Prior Learning (RPL)

For those currently working in an administrative and office management position, with over 5 years 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 for you 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 Advanced Diploma of Human Resource Management, you may like to enrol in LET Training's Advanced Diploma of Business for further potential career opportunities.

Alternatively, you may like to study a university degree to further your education.

## 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](http://www.lettraining.com.au)



(02) 9633 3929



[enquire@lettraining.com.au](mailto:enquire@lettraining.com.au)



## Appendix – Course Unit Information

### BSB60320 Advanced Diploma of Human Resource Management

Unit of competency	Applications
<b>BSBCRT611 Apply critical thinking for complex problem solving</b>	<p>This unit describes the skills and knowledge required to apply critical thinking in order to develop solutions to complex issues arising in the workplace.</p> <p>The unit applies to individuals who are required to think critically in order to develop structured and innovative solutions to overcome complex organisational issues. Individuals in these roles operate with a high degree of autonomy and may undertake non-standard work tasks involving escalated risks. These individuals are often responsible for a team or work area.</p>
<b>BSBFIN601 Manage organisational finances</b>	<p>This unit describes the skills and knowledge required to undertake budgeting, financial forecasting and reporting. This unit also describes the skills and knowledge required to allocate and manage resources to achieve the required outputs for the business unit. It includes contributing to reviewing financial information, analysing financial risks, preparing a budget and reporting on financial activity.</p> <p>The unit applies to individuals who have managerial responsibilities which include overseeing the management of financial and other resources across a business unit, a series of business units or teams, or an organisation. It covers all areas of broad financial management. In a larger organisation this work would be supported by specialists in financial management.</p>
<b>BSBHRM611 Contribute to organisational performance development</b>	<p>This unit describes the skills and knowledge required to contribute to organisational performance development, through contribution to planning, development and coordination of performance development programs.</p> <p>The unit applies to individuals who contribute to planning, developing, coordinating, monitoring and evaluating organisational performance development. The program should develop and use tools that enhance learning. The program should be monitored and evaluated to ensure it explores and meets relevant stakeholder's learning needs.</p>
<b>BSBHRM612 Contribute to the development of employee and industrial relations strategies</b>	<p>This unit describes the skills and knowledge to contribute to the development and maintenance of a positive and productive workplace environment. It covers aspects of employee relations (ER) and industrial relations (IR) impacting on managers at the strategic level.</p> <p>The unit applies to individuals who are non-specialist human resource managers and covers a broad range of ER and IR activities.</p>
<b>BSBHRM614 Contribute to strategic workforce planning</b>	<p>This unit describes the skills and knowledge required to contribute to development, implementation and maintenance of a strategic approach to workforce planning in an organisation ensuring that there is the structure and staff in place to meet current and foreseeable organisational objectives.</p> <p>The unit applies to individuals employed as human resource practitioners with knowledge of human resources and organisational objectives.</p>



Unit of competency	Applications
<b>BSBLDR601 Lead and manage organisational change</b>	<p>This unit describes the skills and knowledge required to lead and manage organisational change.</p> <p>The unit applies to managers with responsibilities that extend across the organisation or across significant parts of a large organisation. They may have a dedicated role in human resources management, workforce development, or work in a strategic policy or planning area.</p>
<b>BSBLDR602 Provide leadership across the organisation</b>	<p>This unit describes the skills and knowledge required to demonstrate senior leadership behaviour and personal and professional competence. Business ethics are also addressed in this unit.</p> <p>The unit applies to individuals who have a role in modelling professionalism in their organisation and industry and inspiring and motivating others to achieve organisational goals. Leadership is seen in the context of the organisational mission.</p>
<b>BSBOPS504 Manage business risk</b>	<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>
<b>BSBST601 Manage innovation and continuous improvement</b>	<p>This unit describes the skills and knowledge required to sustain and develop an environment in which continuous improvement, innovation and learning are promoted and rewarded.</p> <p>The unit applies to individuals with managerial responsibilities who aim to build a better and more effective work environment. Continuous improvement and innovation have links with the model of the learning organisation and people working at this level play an important role in building the culture, values and attitudes of the organisation.</p>
<b>BSBWHS521 Ensure a safe workplace for a work area</b>	<p>This unit describes the skills and knowledge required to establish, maintain and evaluate an organisation's work health and safety (WHS) policies, procedures and programs in a work area to ensure a safe workplace, according to WHS legislative requirements. It takes a systems approach and addresses compliance with relevant legislative requirements.</p> <p>The unit applies to those working in a range of contexts who have, or are likely to have, responsibility for WHS as part of their broader management role. It is relevant for people with obligations under WHS laws, for example, persons conducting a business or undertaking (PCBUs) or officers, as defined by WHS laws.</p>