LET TRAINING

START LEARNING

Kickstart your career with a nationally recognised course

BSB50618

Diploma of Human Resources Management

Course Information

RTO No. 41179

BSB50618
Diploma of Human Resources Management

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

BSB50618 Diploma of Human Resources Management will give you the skills and knowledge in workforce planning strategies, HR and compliance systems, performance managements systems, work health and safety and industrial relations regulations – becoming a lynchpin in the management team.

The qualification is recognised by industry as the preferred qualification for human resources managers, senior human resources officers, human resources consultants or human resources and change managers.

Why Study with LET Training?

- Affordable Qualification Courses
- Flexible & Accessible Learning
- Knowledgeable Trainers
- Friendly & Helpful Support
- Fast Assessment Response

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 this qualification, but you may complete it in less time.

  We find our students complete this qualification with varying timeframes. It just depends on your life situation and time availability.

- **Payment Plans** - simply tick one that suits you the best; or pay the full course fee upfront.

- **No minimum course timeframe** - you can complete the course as quickly as you choose.

The average course completion time-frame

We find students that are genuinely motivated to progress through the course can complete the full course in less than 12 months.

On average it may take you 60 - 70 hours to complete a unit of competency.

However, this will be influenced by your experience, time availability and work rate.

The Learning supports

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

You'll have access and discuss your course work on a one-on-one basis with a specialist trainer via:
- Telephone
- Email;
- Skype

Available between Monday to Friday 9am to 5pm (Sydney time).

Accreditation

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

To be awarded this qualification, you are required to complete **9 units of competency**. LET Training offers the following units:

Core units (6):

- BSBHRM501 Manage human resources services
- BSBHRM506 Manage recruitment selection and induction processes
- BSBHRM512 Develop and manage performance-management processes
- BSBHRM513 Manage workforce planning
- BSBWRK520 Manage employee relations
- BSBWHS401 Implement and monitor WHS policies, procedures and programs to meet legislative requirements

Elective units (3):

- BSBMGT502 Manage people performance
- BSBLED501 Develop workplace learning environment
- BSBLDR502 Lead and manage effective workplace relationships

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.

Entry and 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.

- Current Year 12: Successful completion of Australian Year 12 or equivalent or the Australian Senior VCAL Certificate; or
- Non-Year 12: Completion of post-secondary studies or at least 6 months' work experience; and
- Have access to a fully-functional computer/smart device loaded with a web browser and appropriate software applications to read PDF files and produce documents
- Have reliable internet access
- Have a valid email account for learning and assessment communication
- Have a telephone valid telephone number for learning and assessment communication, support and interviews
- Successfully completed all assessment tasks to the required published standard.

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 understand workplace figures, statistics and measurements, and to solve routine workplace and operational problems.
- **Technology skills** to conduct online research using a web browser and to use a variety of software applications to send e-mails with attachments, read PDF files, produce documents, analyse information and data.
- The ability to research information and data from a variety of sources.

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 with your assessor.

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.

Career opportunities

Successful completion of BSB50618 Diploma of Human Resources Management can qualify you for a range of roles and positions, including:

- Administration Supervisor
- Executive Personal Assistant
- Office Administrator
- Project Administrator

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 our Recognition of Prior Learning (RPL) solution 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 BSB50618 Diploma of Human Resources Management, you may like to enrol in LET Training's BSB60915 Advanced Diploma of Management (Human Resources).

Contact LET Training

LET Training offers a range of business, management, WHS and administration qualification courses.
For further information or to enrol, contact us via:

- www.lettraining.com.au
- (02) 9633 3929 or (02) 9633 4582
- enquire@lettraining.com.au
- Suite 3, Level 1, 154 Marsden Street, Parramatta NSW 2150

Appendix – Course Unit Information

BSB50618 Diploma of Human Resources Management

Unit of competency	Applications
BSBHRM501 **Manage human resources services**	This unit describes the skills and knowledge required to plan, manage and evaluate delivery of human resource services, integrating business ethics. It applies to individuals with responsibility for coordinating a range of human resource services across an organisation. They may have staff reporting to them.
BSBHRM506 **Manage recruitment selection and induction processes**	This unit describes the skills and knowledge required to manage all aspects of recruitment selection and induction processes in accordance with organisational policies and procedures. It applies to individuals or human resource personnel who take responsibility for managing aspects of selecting new staff and orientating those staff in their new positions. It is not assumed that the individual will be directly involved in the selection processes themselves, although this may well be the case.
BSBHRM512 **Develop and manage performance-management processes**	This unit describes the skills and knowledge required to develop and facilitate implementation of performance management processes and to coordinate individual or group learning and development to encourage effective employee performance. This unit applies to individuals who are authorised to establish effective performance management processes for an organisation and who may have staff reporting to them.
BSBHRM513 **Manage workforce planning**	This unit describes the skills and knowledge required to manage planning in relation to an organisation's workforce including researching requirements, developing objectives and strategies, implementing initiatives and monitoring and evaluating trends. It applies to individuals who are human resource managers or staff members with a role in a policy or planning unit that focuses on workforce planning.
BSBWRK520 **Manage employee relations**	This unit describes the skills and knowledge required to manage employee and industrial relations matters in an organisation. It involves developing and implementing employee and industrial relations policies and plans and managing conflict resolution negotiations. It applies to those who are authorised to oversee industrial relations and manage conflict and grievances in an organisation. They will have a sound theoretical knowledge base in human resources management and industrial relations as well as current knowledge of industrial relations trends and legislation.
BSBWHS401 **Implement and monitor WHS policies, procedures and programs to meet legislative requirements**	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. It applies to individuals with supervisory responsibilities for implementing and monitoring the organisation's WHS policies, procedures and programs in a work area. These individuals have a broad knowledge of WHS policies and contribute well developed skills in creating solutions to unpredictable 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.

BSBMGT502 **Manage people performance**	This unit describes the skills and knowledge required to manage the performance of staff who report to them directly. Development of key result areas and key performance indicators and standards, coupled with regular and timely coaching and feedback, provide the basis for performance management. It applies to individuals who manage people. It covers work allocation and the methods to review performance, reward excellence and provide feedback where there is a need for improvement. The unit makes the link between performance management and performance development and reinforces both functions as a key requirement for effective managers.
BSBLED501 **Develop workplace learning environment**	This unit describes the skills and knowledge required to encourage and support the development of a learning environment in which work and learning come together. Particular emphasis is on the development of strategies to facilitate and promote learning and to monitor and improve learning performance. It applies to individuals who have a prominent role in encouraging, supporting and facilitating 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.
BSBLDR502 **Lead and manage effective workplace relationships**	This unit describes the skills and knowledge required to lead and manage effective workplace relationships. It applies to individuals in leadership or management who have a prominent role in establishing and managing processes and procedures to support workplace relationships taking into account the organisation's values, goals and cultural diversity. 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.