Course Information Handbook 2016

BSB50615 Diploma of Human Resources Management
Description of Qualification

This qualification reflects the role of individuals working in a variety of roles within the human resources sector who have a sound theoretical knowledge base in human resources management. Individuals also demonstrate a range of managerial skills to ensure that human resources functions are effectively conducted in an organisation or business area. Typically they would have responsibility for the work of other staff.

Job roles may include:
- Human resources advisor
- Human resources and change manager
- Human resources consultant
- Human resources manager
- Senior human resources officer

Participants may come from a wide range of industries and work environments including those working in vocational roles that include: administrative duties, technical or trade roles, and/or general business. Candidates may be wishing to up-skill, or be unemployed and seeking employment in a human resources management role.

Entry Requirements

There are no entry or pre-requisite requirements for this qualification.

Duration of training

Course duration for this Diploma of Human Resources Management is up to 1 year.

Competencies required to obtain Qualification

To receive this Diploma of Human Resources Management, learners must complete nine (9) units of competency as outlined in the training package (below). This qualification has six (6) core units and three (3) electives.

Pathways from this qualification

This program is at Level 5 on the Australian Qualification Framework (AQF) and, hence, is a nationally recognised vocational qualification.

After achieving the BSB50615 Diploma of Human Resources Management, students may undertake the BSB60215 Advanced Diploma of Business, or a range of other Advanced Diploma qualifications or seek credit towards a tertiary undergraduate program.

Credit Transfer (CT) / Recognition of Prior Learning (RPL)

If you have completed past studies in areas related to the Diploma of Human Resources Management, you may be eligible for a credit transfer. You will need to complete an application form and provide a JP certified copy of your past qualification(s).

Recognition of Prior Learning (RPL) is a form of assessment that involves evaluating the skills and knowledge acquired by a person (including formal, informal and non-formal learning) to determine credit outcomes. It exists for people who are confident they already have developed knowledge for some, or all of their units of competency, either through previous experience or study. To assess
eligibility for RPL, applicants will need to apply for RPL. For further information about credit transfers or RPL contact headoffice@ccc.edu.au or phone 1300 907 050.

**Client needs assessment**

Client needs are established during an individual Pre-Training Assessment. This includes Reading & Writing tasks, a Numeracy assessment and an interview which assesses Learning & Oral Communication Skills and any cultural or ethnic considerations. Customisation of resources and assessment, or assistance is available, for participants with special needs.

**Delivery Mode**

This course will be delivered through a structured workshop/classroom program and/or online. All students access the online Learning Management Systems (LMS), which provides resources, readings, slides, case studies and assessment tasks. The trainer/assessor presents information, facilitates interactive discussions, group work and/or reflective practice. Ongoing support is provided through regular tutorial sessions and assessment support workshops. Course assessments relate to ‘real work’ expectations and outcomes.

**Course Structure**

<table>
<thead>
<tr>
<th>Program Area</th>
<th>Unit Code</th>
<th>Unit Name</th>
<th>Core Unit / Elective Unit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Human Resources Management</td>
<td>BSBHRM501</td>
<td>Manage human resources services</td>
<td>Core</td>
</tr>
<tr>
<td></td>
<td>BSBHRM506</td>
<td>Manage recruitment, selection and induction processes</td>
<td>Core</td>
</tr>
<tr>
<td></td>
<td>BSBHRM512</td>
<td>Develop and manage performance management processes</td>
<td>Core</td>
</tr>
<tr>
<td></td>
<td>BSBHRM513</td>
<td>Manage workforce planning</td>
<td>Core</td>
</tr>
<tr>
<td>Workforce Relations</td>
<td>BSBWRK510</td>
<td>Manage employee relations</td>
<td>Core</td>
</tr>
<tr>
<td>Work Health &amp; Safety</td>
<td>BSBWHS401</td>
<td>Implement and monitor WHS policies, procedures and programs to meet legislative requirements</td>
<td>Core</td>
</tr>
<tr>
<td>Risk</td>
<td>BSBRSK501</td>
<td>Manage Risk</td>
<td>Elective</td>
</tr>
<tr>
<td>Sustainability</td>
<td>BSBSUS501</td>
<td>Develop workplace policy and procedures for sustainability</td>
<td>Elective</td>
</tr>
<tr>
<td>Workplace Effectiveness</td>
<td>BSBWOR501</td>
<td>Manage personal work priorities and professional development</td>
<td>Elective</td>
</tr>
</tbody>
</table>

**Outline of Units**

**BSBHRM501 - Manage human resources services**

**Unit Descriptor:**

...
This unit addresses the range of human resources services across an organisation. It applies to individuals with experience in planning, managing and evaluating the delivery of human resources services and integrated business ethics.

**Elements:**
1. Determine strategies for delivery of human resource services
2. Manage the delivery of human resource services
3. Evaluate human resource service delivery

**Pre requisites:** Nil

**BSBHRM506 - Manage recruitment selection and induction processes**

**Unit Descriptor:**

This unit describes the skills and knowledge required to manage all aspects of the recruitment selection and induction processes in accordance with organizational policies and procedures. It applies to individuals that are responsible for selecting new staff and orientating those staff in their new positions.

**Elements:**
1. Develop recruitment, selection and induction policies and procedures
2. Recruit and select staff
3. Manage staff induction.

**Pre requisites:** Nil

**BSBHRM512 - Develop and manage performance management processes**

**Unit Descriptor:**

This unit describes the development and facilitation of performance management processes in an organisation. It also applies to individuals that coordinate individual or group development to encourage effective employee performance.

**Elements:**
1. Develop integrated performance-management processes
2. Facilitate the implementation of performance-management processes
3. Coordinate individual or group learning and development.

**Pre requisites:** Nil

**BSBHRM513 - Manage workforce planning**

**Unit Descriptor:**

This unit describes the skills required to manage planning in relation to an organization’s workforce including researching requirements, developing objectives and strategies, implementing initiatives and monitoring and evaluating trends.
Elements:
1. Research workforce requirements
2. Develop workforce objectives and strategies
3. Implement initiatives to support workforce planning objectives

Pre requisites: Nil

BSBWRK510 - Manage employee relations

Unit Descriptor:

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.

Elements:
1. Develop employee and industrial policies and plans
2. Implement employee relations policies and plans
3. Manage negotiations to resolve conflict.

Pre requisites: Nil

BSBWHS401 - Implement and monitor WHS policies, procedures and programs to meet legislative requirements

Unit Descriptor:

This unit describes the skills 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, that contribute well developed skills in creating solutions to unpredictable problems through analysis and evaluation of information from a variety of sources.

Elements:
1. Provide information to the work team about WHS policies and procedures
2. Implement and monitor participation arrangements for managing WHS
3. Implement and monitor organisational procedures for providing WHS training
4. Implement and monitor organisational procedures and legal requirements for identifying hazards and assessing and controlling risks
5. Implement and monitor organisational procedures for maintaining WHS records for the team.

Pre requisites: Nil

BSBRSK501 - Manage risk

Unit Descriptor:

This unit describes the management of risks in a range of contexts. It applies to individuals responsible for implementing change across an organisation, business unit, program or project area.

Elements:
1. Establish risk context
2. Identify risks
3. Analyse risks
4. Select and implement treatments

**Pre requisites:** Nil

**BSBSUS501 - Develop workplace policies and procedures for sustainability**

**Unit Descriptor:**

This unit addresses the development and implementation of sustainability policy and procedures in the workplace. It applies to managerial staff that create, monitor and improve strategies and policies, while engaging with a range of stakeholders and specialists.

**Elements:**
1. Establish personal work goals
2. Set and meet own work priorities
3. Develop and maintain professional competence

**Pre requisites:** Nil

**BSBWOR501 - Manage personal work priorities and professional development**

**Unit Descriptor:**

This unit describes the capabilities required to create systems and processes to organise information and prioritise tasks.

**Elements:**
1. Establish personal work goals
2. Set and meet own work priorities
3. Develop and maintain professional competence

**Pre requisites:** Nil

---

**Captain Cook College trusts that you will enjoy your learning experience with us and we wish you all the very best in successfully completing your qualification.**

For further information call 1300 907 050 or email applications@ccc.edu.au.