Diploma of Human Resource Management
BSB50613

Qualification

Diploma of Human Resource Management (BSB50613)
This qualification reflects the role of individuals who have a sound theoretical knowledge base in human resources management and 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.

Qualification Objectives

The Diploma of Human Resource Management provides Participants with a sound theoretical knowledge base and managerial competencies to undertake human resource functions within the organisation.

Participants will be provided with the skills to:
- Manage the human resource management functions within the organisation strategically to meet efficiency of resources;
- Manage safety and risk within the organisation;
- Plan workforce strategies to achieve organisational goals and objectives of the work area; and
- Manage recruitment, selection and induction processes within the work environment.

Who is the Qualification Intended For?

The Diploma of Human Resource Management is ideal for:
- Personnel with responsibility for a range of managerial skills to ensure that human resources functions are effectively conducted in an organisation or business area;
- Human Resources Advisor/Officers;
- Human Resources and Change Manager; and
- Human Resources Consultant.

Preferred Entry Requirements

Preferred pathways for candidates considering this qualification include:
- BSB41013 Certificate IV in Human Resources or other relevant qualifications OR
- With vocational experience in human resources management, but without formal qualifications.

Award

Diploma of Human Resource Management (BSB50613)

Further Learning Pathways

After achieving the Diploma of Human Resource Management (BSB50613), participants could consider further study within the following qualifications:
- Diploma of Project Management (BSB51413).
- Diploma of Management (BSB51107).
- Diploma of Quality Auditing (BSB51607).
- Diploma of Work Health and Safety (BSB51312).


Professional Recognition

Graduates and participants are eligible to apply for applicable membership of the Australian Human Resource Institute (AHRI) www.ahri.com.au.

Delivery Methods and Duration

- General Public Courses – 5 Days;
- Enterprise (We can deliver at your site). Learning and assessment material tailored specific to organisational needs. Please email training@safetynet-solutions.com.au for a corporate proposal);
- Distance Delivery (course undertaken at your own pace remotely with tutorial support via Skype, telephone and email.); and
- Recognition of Prior Learning (Refer to Recognition of Prior Learning Brochure).

Qualification Unit Requirements

The Diploma of Human Resource Management (BSB50613) requires 9 units to course complete (6 core units and 3 elective units). The units below reflect the requirements to achieve the qualification.

BSBRSK501B Manage Risk
This unit provides the skills and knowledge required to manage risks in a range of contexts across the organisation or for a specific business unit or area.

BSBHRM501B Manage Human Resources Services
This unit describes the performance outcomes, skills and knowledge required to plan, oversee and deliver human resources services.

BSBHRM512A Develop and Manage Performance-Management Processes
This unit describes the performance outcomes, skills and knowledge required to design, implement and oversee performance-management processes.

BSBWRK510A Manage Employee Relations
This unit describes the performance outcomes, skills and knowledge required to manage employee and industrial relations matters in an organisation.

BSBWRT401A Write Complex Documents
This unit describes the performance outcomes, skills and knowledge required to plan documents, draft text, prepare final text and produce documents of some complexity.

BSBWH5401A Implement and monitor WHS Policies, Procedures and Programs to Meet Legislative Requirements
This unit describes the performance outcomes, skills and knowledge required to implement and monitor the organisation’s work health and safety management system.

BSBHRM506A Manage Recruitment, Selection and Induction Processes
This unit describes the performance outcomes, skills and knowledge required to manage all aspects of the recruitment selection and induction processes within the organisation.

BSBHRM513A Manage Workforce Planning
This unit describes the performance outcomes, skills and knowledge required to plan workforce strategies to achieve organisational goals and objectives.

BSBMGT516C Facilitate Continuous Improvement
This unit provides the skills and knowledge required to lead and manage continuous improvement systems and processes.

Course Timetable (Corporate and General Public Courses – 5 Days*)

<table>
<thead>
<tr>
<th>Day</th>
<th>Unit Number</th>
<th>Unit Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>BSBWH5401A, BSBRSK501B, BSBWRT401A</td>
<td>Implement and monitor WHS Policies, Procedures and Programs to Meet Legislative Requirements, Manage Risk, Write Complex Documents</td>
</tr>
<tr>
<td>2</td>
<td>BSBHRM501B, BSBMGT516C</td>
<td>Manage Human Resources Services, Facilitate Continuous Improvement</td>
</tr>
<tr>
<td>3</td>
<td>BSBHRM513A, BSBHRM506A</td>
<td>Manage Workforce Planning, Manage Recruitment, Selection and Induction Processes</td>
</tr>
<tr>
<td>4</td>
<td>BSBHRM512A</td>
<td>Develop and Manage Performance-Management Processes</td>
</tr>
<tr>
<td>5</td>
<td>BSBWRK510A</td>
<td>Manage Employee Relations</td>
</tr>
</tbody>
</table>

* Post course assessments are required to be completed after the attendance on the 5 day course.

For information on course dates and fees refer to www.safetynet-solutions.com.au home page. Contact training@safetynet-solutions.com.au for corporate proposal or call 1300 728 715.