

BSB50615 Diploma of Human Resources Management

Course Overview:

The Diploma of Human Resources Management 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 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.

Face-to-Face Schedule:

- 8 x one day workshops.
- For scheduled course dates, please contact Alana Kaye on 1300 25 26 25 or email training@alanakaye.edu.au

Relevant Job Roles:

- Human Resources Adviser
- Human Resources and Change Manager
- Human Resources Consultant
- Human Resources Manager
- Senior Human Resources Officer

Distance Learning:

Distance learning students can choose their electives and timeframe for completion of training. Once these have been determined students will sign a My Qualification Plan.

Entry Requirements:

There are no entry requirements for this qualification. However, it is expected that students will have appropriate language, literacy and numeracy skills to complete the training and assessment requirements.

Recognition of Prior Learning (RPL):

You can apply for RPL if you have the knowledge and skills gained through work, formal study, volunteering, informal or formal training, social activities or general life experiences. If you feel that you may qualify for RPL, please contact our office for further information about the process to demonstrate your experience and knowledge.

Resources Required:

Students are required to have access to a computer (or use Alana Kaye's computer lab) to complete assessment tasks. Alana Kaye are conscious of the environment and where possible, provide resources and assessments in an electronic format. If possible, please bring a laptop to workshops.

Distance learning students must have access to a computer, internet and skype.

Flexible Delivery Modes:

Alana Kaye provides a number of options for flexible delivery of qualifications. These include a variety of different methods of training such as face-to-face workshops, distance learning, Recognition of Prior Learning (RPL) or mixed delivery. Selection of elective units can also be tailored to individual requirements following discussions with the Alana Kaye team.

Investment:

Enrolment Fee	\$300.00
Face-to Face Delivery	\$3,000.00
Distance Learning	\$2,300.00
Recognition of Prior Learning	\$1,400.00

Students are responsible for the purchase of text book/s relevant to this qualification. Payment plans available.

Inclusions:

- Course learning and assessment material (excluding text book/s)
- Coffee and tea
- Certification upon successful completion.

Pathways:

Students may enter directly into the Diploma of Human Resources Management without prior qualifications. Students may choose to enter after completing the Certificate IV in Human Resources. Graduates may progress to other Diploma of Advanced Diploma qualifications such as the Advanced Diploma of Management (Human Resources).

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Course Outline:

This qualification comprises of 9 units of competency (subjects).

Units of competency can be:

- Core units – units you must complete as part of the qualification and
- Elective units –elective units are the units that you choose to be most suitable for your learning needs.

For our face-to-face workshops, we have chosen the elective units that we know are most beneficial and relevant to the majority of our students. These are the ones ticked below. If you would like to study different elective units, please contact Alana Kaye to discuss the options available for flexible delivery.

The BSB50615 Diploma of Human Resources has 6 core units and 3 elective units of which:

- 6 core units must be selected from the Core Units listed below
- at least 2 units must be selected from the Elective Units listed below
- if not listed below, 1 unit may be selected from any endorsed Training Package or accredited course at Certificate IV level or above.

Elective units must be relevant to the work environment and the qualification, maintain the integrity of the AQF alignment and contribute to a valid, industry-supported vocational outcome.

Unit Code	Core Units	Face-to-face	RPL	Distance
BSBHRM501	Manage human resources services	✓	✓	✓
BSBHRM506	Manage recruitment selection and induction processes	✓	✓	✓
BSBHRM512	Develop and manage performance-management processes	✓	✓	✓
BSBHRM513	Manage workforce planning	✓	✓	✓
BSBWKR510	Manage employee relations	✓	✓	✓
BSBWHS401	Implement and monitor WHS policies, procedures and programs to meet legislative requirements	✓	✓	✓

BSB50615 Diploma of Human Resources Management

Unit Code	Elective Units	Face-to-face	RPL	Distance
BSBLED501	Develop a workplace learning environment	✓	✓	✓
BSBMGT502	Manage people performance	✓	✓	✓
BSBDIV501	Manage diversity in the workplace	✓	✓	✓
BSBPMG522	Undertake project work		✓	✓
BSBFIM501	Manage budgets and financial plans		✓	✓
BSBFIM502	Manage payroll		✓	✓
BSBHRM505	Manage remuneration and employee benefits		✓	✓
BSBHRM507	Manage separation or termination		✓	✓
BSBINN601	Lead and manage organisational change		✓	✓
BSBITU402	Develop and use complex spreadsheets		✓	✓
BSBLED502	Manage programs that promote personal effectiveness		✓	✓
BSBMGT516	Facilitate continuous improvement		✓	✓
BSBRISK501	Manage risk		✓	✓
BSBSUS501	Develop workplace policy and procedures for sustainability		✓	✓
BSBWHS501	Ensure a safe workplace		✓	✓
BSBWHS506	Contribute to developing, implementing and maintaining WHS management systems		✓	✓

Enrol now

Click on the enquire now button on our website to download an enrolment form. Please contact our office for further information about this course.