Australian Government

Department of Education, Employment and Workplace Relations

BSB50607 Diploma of Human Resources Management

Revision Number: 1

ISC INDUSTRY SKILLS COUNCILS
Creating Australia's Future

BSB50607 Diploma of Human Resources Management

Modification History

Not applicable.

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Description

Descriptor
This qualification reflects the role of individuals who possess 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.

Job roles
Job roles and titles vary across different industry sectors. Possible job titles relevant to this qualification include:

- human resources adviser
- human resources and change manager
- human resources consultant
- human resources manager
- senior human resources officer.
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Pathways Information

Qualification pathways
Entry requirements
There are no entry requirements for this qualification.

Pathways into the qualification
Preferred pathways for candidates considering this qualification include:

- BSB41007 Certificate IV in Human Resources or other relevant qualification

or

- with vocational experience in human resources management, but without formal qualifications.

Pathways from the qualification

- BSB60407 Advanced Diploma of Management or other Advanced Diploma qualifications
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Licensing/Regulatory Information

Licensing, **legislative**, **regulatory or certification considerations**
There is no direct link between this qualification and licensing, legislative and/or regulatory requirements. However, where required, a unit of competency will specify relevant licensing, legislative and/or regulatory requirements that impact on the unit.

Entry Requirements

Not applicable.

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Employability Skills Summary

EMPLOYABILITY SKILLS QUALIFICATION SUMMARY	
BSB50607 Diploma of Human Resources Management The following table contains a summary of the employability skills required by industry for this qualification. The employability skills facets described here are broad industry requirements that may vary depending on qualification packaging options.	
Employability skill	**Industry or enterprise requirements for this qualification include**:
Communication	• consulting with internal and external stakeholders • interviewing, counselling, negotiating and acting as an advocate for the organisation • questioning to clarify and evaluate information • writing in a range of styles to suit different audiences
Teamwork	• treating team members with integrity, respect and empathy • working with others and clearly identifying the roles and responsibilities of the human resources team, line managers and external contractors
Problem-solving	• conducting cost-benefit analyses, determining salary packaging, and assessing and managing risk • generating a range of options to resolve human resources issues • identifying appropriate data-gathering techniques for training needs analyses • managing organisational change and diversity
Initiative and enterprise	• being responsive to change and translating ideas into innovative solutions • promoting flexible work practices and encouraging diversity
Planning and organising	• analysing strategic and operational plans in order to plan, deliver and evaluate the human resources service delivery or agreement • collecting, collating and analysing information using appropriate workplace business systems
Self-management	• complying with all legislative and statutory requirements • planning own work, predicting consequences and identifying improvements • presenting a professional image when representing the organisation
Learning	• designing training programs to meet staff or external client

EMPLOYABILITY SKILLS QUALIFICATION SUMMARY	
	requirements
	• identifying and providing training support
	• mentoring and coaching others
Technology	• selecting and using technology to record, track and retrieve information
	• selecting appropriate human resources systems
	• using electronic communication devices and processes, such as internet, intranet and email to produce written correspondence and reports
	• using technology to facilitate change, to assist the management of information and to assist the planning process

Packaging Rules

Packaging Rules

Total number of units = **8**

3 core units *plus*

5 elective units

3 of the elective units must be selected from the elective units listed below.

2 elective units may be selected from elective units listed below, from this Training Package or from any current accredited course or endorsed Training Package at this qualification level. **1 elective unit** may be selected from either a Certificate IV or Advanced Diploma qualification.

Elective units must be relevant to the work outcome, local industry requirements and the qualification level.

Core units

BSBHRM501A   Manage human resources services

BSBHRM503B   Manage performance management systems

BSBHRM504A	Manage workforce planning

Elective units

Diversity

BSBDIV501A	Manage diversity in the workplace

Human resource management

BSBHRM502A	Manage human resources management information systems
BSBHRM505B	Manage remuneration and employee benefits
BSBHRM506A	Manage recruitment, selection and induction processes
BSBHRM507A	Manage separation or termination
BSBHRM509A	Manage rehabilitation or return-to-work programs
BSBHRM510A	Manage mediation processes

Learning and development

BSBLED502A	Manage programs that promote personal effectiveness

Management

BSBHRM511A	Manage expatriate staff

Sustainability

BSBSUS501A	Develop workplace policy and procedures for sustainability

Workplace relations

BSBWRK509A	Manage industrial relations

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