



Australian Government

BSB50613 Diploma of Human Resources Management

Release: 1

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Modification History

Release	Comments
Release 1	This version first released with <i>BSB07 Business Services Training Package Version 8.0</i> .

Description

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.

Job roles

- Human resources adviser
- Human resources and change manager
- Human resources consultant
- Human resources manager
- Senior human resources officer.

Pathways Information

Pathways into the qualification

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.

Examples of indicative job roles for candidates seeking entry based on their vocational experience include:

- Human resources assistant
- Human resources coordinator
- Human resources administrator
- Human resources officer
- Payroll officer.

Pathways from the qualification

- BSB60407 Advanced Diploma of Management
- BSB60907 Advanced Diploma of Management (Human Resources)
- other Advanced Diploma qualifications.

Licensing/Regulatory Information

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

There are no entry requirements for this qualification.

Employability Skills Summary

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/enterprise requirements for this qualification include:
Communication	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> being responsive to change and translating ideas into innovative solutions promoting flexible work practices and encouraging diversity
Planning and organising	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> complying with legislative and statutory requirements planning own work, predicting consequences and identifying improvements presenting a professional image when representing the organisation
Learning	<ul style="list-style-type: none"> supporting the implementation of learning and development initiatives as identified by performance review processes identifying and providing training support mentoring and coaching others
Technology	<ul style="list-style-type: none"> selecting and using technology to record, track and retrieve information selecting appropriate human resources systems using electronic communication devices and processes, such as

	<p>internet, intranet and email to produce written correspondence and reports</p> <ul style="list-style-type: none">• using technology to facilitate change, assist the management of information, and assist the planning process
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Packaging Rules

Total number of units = 9

6 core units *plus*

3 elective units, of which:

- at least 2 units must be from the elective units listed below
- 1 unit may be from an accredited course or any endorsed Training Package at Certificate IV level or above.

Elective units chosen must be relevant to the work outcome and industry context for human resources.

Core units

BSBHRM501B Manage human resources services

BSBHRM506A Manage recruitment selection and induction processes

BSBHRM512A Develop and manage performance-management processes

BSBHRM513A Manage workforce planning

BSBWRK510A Manage employee relations

BSBWHS401A Implement and monitor WHS policies, procedures and programs to meet legislative requirements

Elective units

BSBDIV501A Manage diversity in the workplace

BSBFIM501A Manage budgets and financial plans

BSBFIM502A Manage payroll

BSBHRM502A Manage human resources management information systems

BSBHRM505B Manage remuneration and employee benefits

BSBHRM507A Manage separation or termination

BSBHRM509A Manage rehabilitation or return to work programs

BSBHRM510A Manage mediation processes

BSBHRM511A Manage expatriate staff

BSBINM501A Manage an information or knowledge management system

BSBINN601B Manage organisational change

BSBITU402A Develop and use complex spreadsheets

BSBLED501A Develop a workplace learning environment

BSBLED502A Manage programs that promote personal effectiveness

BSBMGT502B Manage people performance

BSBMGT516C Facilitate continuous improvement

BSBPMG522A Undertake project work

BSBRKG502B Manage and monitor business or records system

BSBRSK501B Manage risk

BSBSUS501A Develop workplace policy and procedures for sustainability

BSBWHS501A Ensure a safe workplace

BSBWHS506A Contribute to developing, implementing and maintaining WHS management systems

