BSB50613 Diploma of Human Resources Management

Release: 1
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Modification History

<table>
<thead>
<tr>
<th>Release</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Release 1</td>
<td>This version first released with <em>BSB07 Business Services Training Package Version 8.0.</em></td>
</tr>
</tbody>
</table>

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.*

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<thead>
<tr>
<th>Employability skill</th>
<th>Industry/enterprise requirements for this qualification include:</th>
</tr>
</thead>
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| 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 legislative and statutory requirements  
                           • planning own work, predicting consequences and identifying improvements  
                           • presenting a professional image when representing the organisation                                                                     |
| Learning                | • supporting the implementation of learning and development initiatives as identified by performance review processes  
                           • 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, assist the management of information, and assist the planning process|
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