



Australian Government

BSB60907 Advanced Diploma of Management (Human Resources)

Release: 3

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Modification History

Release	Comments
Release 3	<p>New release of this Qualification with <i>BSB07 Business Services Training Package version 7.0</i>.</p> <p>BSBOHS elective unit updated with the BSBWHS unit and imported elective units updated with the most current equivalent.</p>
Release 2	<p>New release of this Qualification with <i>BSB07 Business Services Training Package version 6.0</i>.</p> <p>Outdated advice removed.</p> <p>Unit codes updated.</p>
Release 1	Initial release of this Qualification.

Description

This qualification reflects the role of individuals who provide leadership and strategic direction in the human resources activities of an organisation. They analyse, design and execute judgements using wide-ranging technical, creative, conceptual or managerial competencies. Their knowledge base may be highly specialised or broad within the human resources field. These individuals are often accountable for group outcomes and for the overall performance of the human resources function of an organisation.

Job roles

- Human Resources Director
- Human Resources Strategist
- National, Regional or Global Human Resources Manager.

Pathways Information

Pathways into the qualification

Candidates may enter the qualification through a number of entry points including:

- BSB50607 Diploma of Human Resources Management or other relevant qualification/s
- OR
- with substantial vocational experience in human resources management but without a formal qualification.

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

- Human Resources Advisor
- Human Resources and Change Manager
- Human Resources Consultant
- Human Resources Manager
- Senior Human Resources Officer.

This breadth of expertise would equate to the competencies required to undertake this qualification.

Pathways from the qualification

After achieving this qualification candidates may choose to undertake qualifications at a higher education level.

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, questioning, clarifying and evaluating information • interpreting customer needs • negotiating budgets and plans and then re-developing as required to meet organisational needs • negotiating with internal and external stakeholders • utilising excellent interpersonal skills, and producing a wide range of reports and making presentations as required
Teamwork	<ul style="list-style-type: none"> • briefing various personnel on their roles and responsibilities regarding the implementation of the marketing plan • coordinating resources and developing systems to manage team and individual performance • defining performance measures and working collaboratively with team members • identifying performance gaps and taking remedial action for underperformance
Problem-solving	<ul style="list-style-type: none"> • collecting and analysing data • comparing and contrasting data • conducting situational analyses • developing and managing risk and contingency plans • developing strategies for improvement • performing cost benefit analyses, budgeting, assessing and managing risk
Initiative and enterprise	<ul style="list-style-type: none"> • evaluating and improving market performance • identifying strengths and opportunities within organisation's projected capabilities and resources
Planning and organising	<ul style="list-style-type: none"> • managing human resources strategic planning • collecting, collating and analysing information using appropriate workplace business systems • developing customer acquisition and retention strategies • developing systems that are flexible and responsive to changing circumstances • evaluating processes and making changes as required

	<ul style="list-style-type: none">• planning and managing resource acquisition and deployment within budgetary constraints• planning for contingencies
Self-management	<ul style="list-style-type: none">• applying discretion and judgement within complex environments• managing own time and performance• using judgement in planning and in selecting and allocating resources• working within organisational policies and procedures and legislative requirements
Learning	<ul style="list-style-type: none">• coaching and mentoring others to acquire new knowledge and skills• providing learning and development opportunities
Technology	<ul style="list-style-type: none">• creating presentations using a range of media• using computerised systems, software and telecommunication devices• using technology to assist with the management of information and to assist the planning process• using technology to record and generate ideas

Packaging Rules

Total number of units = 8

6 core units *plus*

2 elective units

The **2 elective units** may be selected from the elective units listed below, or any currently endorsed Training Package or accredited course at the same qualification level. If not listed below, **1 elective unit** may be selected from a Diploma qualification.

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

Core units

BSBDIV601A Develop and implement diversity policy

BSBHRM602B Manage human resources strategic planning

BSBINN601B Manage organisational change

BSBMGT605B Provide leadership across the organisation

BSBMGT615A Contribute to organisation development

BSBMGT616A Develop and implement strategic plans

Elective units

Compliance

BSBCOM603C Plan and establish compliance management systems

Financial Management

BSBFIM601A Manage finances

Information Management

BSBINM601A Manage knowledge and information

Management

BSBMGT608C Manage innovation and continuous improvement

BSBMGT617A Develop and implement a business plan

Marketing

BSBMKG609A Develop a marketing plan

Work Health and Safety

BSBWHS605A Develop, implement and maintain WHS management systems

Recordkeeping

BSBRKG601B Define recordkeeping framework

Risk Management

BSBRSK501B Manage risk

Sustainability

BSBSUS501A Develop workplace policy and procedures for sustainability

Imported Units

PSPGOV602B Establish and maintain strategic networks

PSPPROC607A Manage strategic contracts