



**Australian Government**

# **BSB60907 Advanced Diploma of Management (Human Resources)**

**Release: 5**

## BSB60907 Advanced Diploma of Management (Human Resources)

### Modification History

Release	Comments
Release 5	<p>This version first released with BSB07 Business Training Package Version 8.1</p> <p>Typographical error - Amendment made to Qualification code (from BSB50607 to BSB50613) under Pathways Information.</p>
Release 4	<p>This version first released with <i>BSB07 Business Services Training Package Version 8.0</i>.</p> <p>Amendment made to Qualification code (from BSB50607 to BSB50613) under Pathways Information.</p>
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Outdated advice removed.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:

- BSB50613 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"> <li>consulting, questioning, clarifying and evaluating information</li> <li>interpreting customer needs</li> <li>negotiating budgets and plans and then re-developing as required to meet organisational needs</li> <li>negotiating with internal and external stakeholders</li> <li>utilising excellent interpersonal skills, and producing a wide range of reports and making presentations as required</li> </ul>
Teamwork	<ul style="list-style-type: none"> <li>briefing various personnel on their roles and responsibilities regarding the implementation of the marketing plan</li> <li>coordinating resources and developing systems to manage team and individual performance</li> <li>defining performance measures and working collaboratively with team members</li> <li>identifying performance gaps and taking remedial action for underperformance</li> </ul>
Problem-solving	<ul style="list-style-type: none"> <li>collecting and analysing data</li> <li>comparing and contrasting data</li> <li>conducting situational analyses</li> <li>developing and managing risk and contingency plans</li> <li>developing strategies for improvement</li> <li>performing cost benefit analyses, budgeting, assessing and managing risk</li> </ul>
Initiative and enterprise	<ul style="list-style-type: none"> <li>evaluating and improving market performance</li> <li>identifying strengths and opportunities within organisation's projected capabilities and resources</li> </ul>
Planning and organising	<ul style="list-style-type: none"> <li>managing human resources strategic planning</li> <li>collecting, collating and analysing information using appropriate workplace business systems</li> <li>developing customer acquisition and retention strategies</li> <li>developing systems that are flexible and responsive to changing circumstances</li> <li>evaluating processes and making changes as required</li> <li>planning and managing resource acquisition and deployment within budgetary constraints</li> <li>planning for contingencies</li> </ul>

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

## 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

#### Recordkeeping

BSBRKG601B Define recordkeeping framework

## **Risk Management**

BSBRSK501B Manage risk

## **Sustainability**

BSBSUS501A Develop workplace policy and procedures for sustainability

## **Work Health and Safety**

BSBWHS605A Develop, implement and maintain WHS management systems

## **Imported Units**

PSPGOV602B Establish and maintain strategic networks

PSPPROC607A Manage strategic contracts