



Vocational Institute  
of Australia

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*First Choice for Vocational Education*

## **BSB60907 Advanced Diploma of Human Resources**

### **Descriptor**

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**

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

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

### **Prerequisite requirements**

There are no prerequisite requirements for individual units of competency.

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.

### **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.

#### **Qualification 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, the BSB07 Business Services Training Package or any other currently endorsed national Training Package. If not listed below, 1 unit may be selected from a Diploma qualification.

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

Units selected from other Training Packages must not duplicate units selected from or available within the BSB07 Business Services Training Package.

<b>Core Units</b>	
<b>Diversity</b>	
BSBDIV601A	Develop and implement diversity policy
<b>Human Resource Management</b>	
BSBHRM602A	Manage human resources strategic planning
<b>Innovation</b>	
BSBINN601A	Manage organisational change
<b>Management</b>	
BSBMGT605B	Provide leadership across the organisation
BSBMGT615A	Contribute to organisation development
BSBMGT616A	Develop and implement strategic plans
<b>Elective Units</b>	
<b>Compliance</b>	
BSBCOM603B	Plan and establish compliance management systems
<b>Financial Management</b>	
BSBFIM601A	Manage finances
<b>Information Management</b>	
BSBINM601A	Manage knowledge and information
<b>Management</b>	
BSBMGT608B	Manage innovation and continuous improvement
BSBMGT617A	Develop and implement a business plan
<b>Marketing</b>	
BSBMKG609A	Develop a marketing plan
<b>Occupational Health and Safety</b>	
BSBOHS601B	Develop a systematic approach to managing OHS
<b>Recordkeeping</b>	
BSBRKG601B	Define recordkeeping framework
<b>Risk Management</b>	
BSBRSK501A	Manage risk
<b>Sustainability</b>	
BSBSUS501A	Develop workplace policy and procedures for sustainability
<b>Imported Units</b>	
PSPGOV602B	Establish and maintain strategic networks
PSPPROC602B	Direct the management of contracts

## Selecting Elective Units for Different Outcomes

The context for this qualification varies and this must guide the selection of elective units. An example of appropriate elective units for a particular outcome follows.

### Manager, Human Resources: Strategy

**6 core units** plus  
**2 elective units**

BSBINM601A Manage knowledge and information

BSBSUS501A Develop workplace policy and procedures for sustainability

### 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.

<b>Employability Skill</b>	<b>Industry requirements for this qualification include</b>
<b>Communication:</b>	<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>
<b>Teamwork:</b>	<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>
<b>Problem solving:</b>	<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>
<b>Initiative and enterprise:</b>	<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>

<b>Employability Skill</b>	<b>Industry requirements for this qualification include</b>
<b>Planning and organising:</b>	<p>managing human resources strategic planning</p> <p>collecting, collating and analysing information using appropriate workplace business systems</p> <p>developing customer acquisition and retention strategies</p> <p>developing systems that are flexible and responsive to changing circumstances</p> <p>evaluating processes and making changes as required</p> <p>planning and managing resource acquisition and deployment within budgetary constraints</p> <p>planning for contingencies.</p>
<b>Self-management:</b>	<p>applying discretion and judgement within complex environments</p> <p>managing own time and performance</p> <p>using judgement in planning and in selecting and allocating resources</p> <p>working within organisational policies and procedures and legislative requirements.</p>
<b>Learning:</b>	<p>coaching and mentoring others to acquire new knowledge and skills</p> <p>providing learning and development opportunities.</p>
<b>Technology:</b>	<p>creating presentations using a range of media</p> <p>using computerised systems, software and telecommunication devices</p> <p>using technology to assist with the management of information and to assist the planning process</p> <p>using technology to record and generate ideas.</p>