

BSB50607 Diploma of Human Resources Management

Qualification Overview

This qualification reflects the role of individuals who possess 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

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

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

Qualification Pathways

There are no prerequisite requirements for individual units of competency.

Pathways from the qualification

After achieving the BSB50607 Diploma of Human Resources Management, candidates may undertake the BSB60407 Advanced Diploma of Management or a range of other Advanced Diploma qualifications or make application for credits towards a range of University qualifications.

Qualification Rules

A total number of 8 units are required to complete this qualification. They consist of:

- 3 Core Units
- 5 Elective units

At least **3 elective units** must be selected from the elective units listed below. The other **2 elective units** may be selected from the remaining 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 either a Certificate IV or Advanced 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.

Selecting Elective Units for Different Outcomes

The context for this qualification varies and this must guide the selection of elective units.

Core Units

Human Resource Management

BSBHRM501A Manage human resources services
BSBHRM503A Manage performance management systems
BSBHRM504A Manage workforce planning

Elective Units

Human Resource Management

BSBHRM502A Manage human resources management information systems
BSBHRM505A Manage remuneration and employee benefits
BSBHRM506A Manage recruitment, selection and induction processes
BSBHRM507A Manage separation or termination
BSBHRM509A Manage rehabilitation or return-to-work programs
BSBHRM510A Manage mediation processes

Learning and Development

BSBLED502A Manage programs that promote personal effectiveness

Workplace Relations

BSBWRK509A Manage industrial relations

| Core Units | |
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| Human Resource Management | |
| Element | Unit Descriptor |
| BSBHRM501A Manage human resources services | |
| <ol style="list-style-type: none">1. Determine strategies for delivery of human resources services2. Manage the delivery of human resource services3. Evaluate human resource service delivery4. Manage integration of business ethics in human resources practices | <p>This unit describes the performance outcomes, skills and knowledge required to plan and oversee and deliver human resources services. It is not specific to any given human resources function and deals with the coordination of services and approaches.</p> <p>This unit takes an overview of human resources services and includes business ethics.</p> |
| BSBHRM503A Manage performance management systems | |
| <ol style="list-style-type: none">1. Develop performance management systems2. Implement performance management systems3. Coordinate formal feedback processes4. Coordinate individual/group learning development plans | <p>This unit describes the performance outcomes, skills and knowledge required to design, implement and oversee performance management systems.</p> <p>It includes ongoing performance feedback strategies as well as formal performance feedback meetings. Specific intervention associated with underperformance and/or misconduct is also included.</p> |

| Element | Unit Descriptor |
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| BSBHRM504A Manage workforce planning | |
| <ol style="list-style-type: none"> 1. Assess supply and demand 2. Develop workforce objectives and strategies 3. Implement initiatives to support workforce planning objectives 4. Monitor and evaluate workforce trends | <p>This unit describes the performance outcomes, skills and knowledge required to plan workforce strategies to achieve organisational goals and objectives. It includes aligning workforce objectives with business plans, analysing labour market trends and predictions, and designing strategies and succession plans to ensure a competent and appropriately diverse workforce is available to meet anticipated changes.</p> |
| Elective Units | |
| Human Resources Management | |
| Element | Unit Descriptor |
| BSBHRM502A Manage human resources management information systems | |
| <ol style="list-style-type: none"> 1. Identify human resources information requirements 2. Select human resources information management system 3. Implement human resources information management system 4. Monitor and evaluate performance of human resources information system | <p>This unit describes the performance outcomes, skills and knowledge required to manage human resources information systems from the research and planning stages, through selection of appropriate systems, to implementation, ongoing review and system upgrades.</p> |
| BSBHRM505A Manage remuneration and employee benefits | |
| <ol style="list-style-type: none"> 1. Develop organisations remuneration strategy 2. Implement remuneration strategy 3. Review and update remuneration strategy | <p>This unit describes the performance outcomes, skills and knowledge required to implement an organisation's remuneration and benefit plans. It incorporates all functions associated with remuneration including packaging, salary benchmarking, market rates reviews, bonuses and the legislative aspects of remuneration and employee benefits.</p> |
| BSBHRM506A Manage recruit, selection and induction processes | |
| <ol style="list-style-type: none"> 1. Develop recruitment, selection and induction policies and procedures 2. Recruit and select staff 3. Manage staff induction | <p>This unit describes the performance outcomes, skills and knowledge required to manage all aspects of the recruitment selection and induction processes in accordance with organisational policies and procedures</p> |
| BSBHRM507A Manage separation or termination | |
| <ol style="list-style-type: none"> 1. Develop policies and or procedures for separation/termination of employment 2. Manage separation/termination on processes 3. Manage exit interview process | <p>This unit describes the performance outcomes, skills and knowledge required to deal with redeployment, resignation, retirement, dismissal and redundancy, including the conduct of exit interviews.</p> |

| Element | Unit Descriptor |
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| BSBHRM509A Manage rehabilitation or return to work programs | |
| <ol style="list-style-type: none"> 1. Analyse claims 2. Establish rehabilitation/return to work program 3. Monitor evaluate rehabilitation/return to work program | <p>This unit describes the performance outcomes, skills and knowledge required to process and analyse both workers compensation and sick leave claims. It also covers the establishment of rehabilitation needs and return to work programs, and their monitoring, ongoing review and evaluation.</p> |
| BSBHRM510A Manage mediation processes | |
| <ol style="list-style-type: none"> 1. Develop mediation guidelines 2. Prepare for mediation 3. Settle disputes through mediation 4. Finalise and review mediation | <p>This unit describes the performance outcomes, skills and knowledge required to develop, implement and review guidelines and procedures for mediation within an organisation, or on behalf of an organisation.</p> |
| Learning and Development | |
| BSBLED502A Manage programs that promote personal effectiveness | |
| <ol style="list-style-type: none"> 1. Research and analyse employee health issues 2. Plan health and wellbeing program/s 3. Implement administer and monitor program/s 4. Evaluate program/s | <p>This unit describes the performance outcomes, skills and knowledge required to manage programs within a health and wellbeing focus. The unit addresses the management of the range of programs that would typically be associated with health and wellbeing such as stress management, smoking cessation, exercise, Employee Assistance Programs (EAPs).</p> |
| Workplace Relations | |
| BSBWRK509A Manage industrial relations | |
| <ol style="list-style-type: none"> 1. Develop industrial relations strategies/policies 2. Implement industrial relations strategies/policies and plans 3. Manage negotiations, conflict and disputes | <p>This unit describes the performance outcomes, skills and knowledge required to manage industrial relations matters within an organisation, with day to day involvement. It includes strategic planning and policy development for industrial relations as well as negotiation, conflict management and dispute resolution.</p> |