



Diploma of Human Resource Management

(5 Day Fast Track Course)

1 of 2

BSB50607

Course Objective: The Diploma of Human Resource Management is suitable for personnel whose role it is to manage the human resource function strategically within an organisation or work environment. Participants will be provided with a knowledge base in human resources management and will be able to demonstrate a range of managerial skills to ensure that human resources functions are strategically conducted in an organisation or business area.

Participants will be provided with the skills to:

- Manage the human resource management functions within the organisation strategically to meet efficiency of resources;
- Manage employee welfare and wellbeing requirements;
- Manage safety and risk within the organisation;
- Design, implement and oversee the performance management systems;
- Plan workforce strategies to achieve organisational goals and objectives of the work area; and
- Manage recruitment, selection and induction processes within the work environment.

Who Is The Course Intended For?

The Diploma of Human Resource Management is suitable for:

- Personnel with responsibility for a range of managerial skills to ensure that human resources functions are effectively conducted in an organisation or business area.
- Human Resources Advisor/Officers
- Human Resources and Change Manager
- Human Resources Consultant

Pathways into the Qualification

Preferred pathways for participants considering this qualification include:

- After achieving the BSB41007 Certificate IV in Human Resources or other relevant qualification/s; or
- Providing evidence of competency in the majority of units required for the BSB41007 Certificate IV in Human Resources or other relevant qualification/s; or
- With vocational experience in human resource management, but without formal qualifications.

Further Learning Pathways

After achieving the BSB50607 Diploma of Human Resources Management, participants may undertake the BSB60407 Advanced Diploma of Management.

Professional Recognition

Graduates and participants are eligible to apply for applicable membership of the Australian Human Resource Institute (AIHRI) www.ahri.com.au.

Delivery Methods

- General Public – Institution (Refer to website for current fees and dates);
- Enterprise (We can deliver at your site (minimum of 8 participants required). Learning and assessment material tailored specific to organisational needs. Please email training@safnet.com.au for corporate proposal);
- Distance Delivery (course undertaken remotely with tutorial support) (Refer to website for current fees); and
- Recognition of Prior Learning (Refer to Recognition of Prior Learning Brochure).

Award

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Course Outline

There are eight units in total to course complete the Diploma of Human Resource Management (for further information on qualification rules and employability skills please refer to www.ntis.gov.au):

BSBLED502A Manage programs that promote personal effectiveness

This unit provides the skills and knowledge required to manage programs within a health and wellbeing focus.

BSBOHS509A Ensure a safe workplace

This unit provides the skills and knowledge required to establish, maintain and evaluate the organisation's occupational health and safety (OHS) policies, procedures and programs in the relevant work area in accordance with OHS legal requirements.



BSBR501A Manage risk

This unit provides the skills and knowledge required to manage risks in a range of contexts across the organisation or for a specific business unit or area.

BSBHRM501A Manage Human Resources

This unit provides the skills and knowledge required to plan, oversee and deliver human resources services.

BSBHRM502A Manage human resources management information systems

This unit provides the 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.

BSBHRM503A Manage performance management systems

This unit provides the skills and knowledge required to design, implement and oversee performance management systems. It includes ongoing performance feedback strategies as well as formal performance feedback meetings.

BSBHRM504A Manage workforce planning

This unit provides the 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.

BSBHRM506A Manage recruitment, selection and induction processes

This unit provides the skills and knowledge required to manage all aspects of the recruitment selection and induction processes in accordance with organisational policies and procedures.

Course Administration

For information relating to:

- Course resource material;
- Assessment methods; and
- Booking and refund process.

Please refer to Participant Information found at www.safnet.com.au

Course Timetable

Day	Unit Code	Unit Title
1	BSBHRM501A BSBHRM502A	Manage human resources Manage human resources management information systems
2	BSBHRM504A BSBHRM506A	Manage workforce planning Manage recruitment, selection and induction processes
3	BSBHRM503A BSBLED502A	Manage performance management systems Manage programs that promote personal effectiveness
4	BSBOHS509A BSBR501A	Ensure a safe workplace Manage risk
5	Management Practical	Management hands on project (Assessed Practical).

Please note further workplace specific assessments are completed external to the 5 course days. Safetynet uses holistic assessment methods where recommended through the qualification rules.