

BSB50320 Diploma of Human Resource Management

DESCRIPTION

This qualification reflects the role of individuals working in a variety of roles within the human resources sector. The job roles that relate to this qualification may include Human Resources Consultant, Human Resources Advisor and Human Resources Business Partner.

Responsibilities are likely to be determined at a workplace level. Some smaller organisations may require employees to work across all aspects of human resources. In larger organisations, individuals may coordinate a single human resources function.

ELIGIBILITY/ENTRY REQUIREMENTS

Entry to this qualification is limited to those who:

Have completed the following units (or equivalent competencies):

- BSBHRM411 Administer performance development processes;
- BSBHRM412 Support employee and industrial relations;
- BSBHRM415 Coordinate recruitment and onboarding; and
- BSBHRM417 Support human resource functions and processes.

Equivalent competencies are predecessors to these units, which have been mapped as equivalent.
or

Have two years equivalent full-time relevant work experience.

A pre-enrolment interview will be conducted, and your lecturer will determine whether a Language, Literacy and Numeracy (LLN) assessment is necessary to establish support requirements, or to meet eligibility requirements for VET Student Loans.

DELIVERY DETAILS

Location(s)	Duration*	Study mode
Darwin Waterfront	Typically, students complete their Diploma studies within an 18-month timeframe. Units of study are delivered sequentially.	Off-campus (external) study with scheduled online tutorials. Optional study sessions are available for further support.

* Duration will vary depending on how long a student takes to reach the required competency level.

Students have access to all resources on LearnLine, CDU 24/7 online learning system.

FEES

Fee Type	2024 Course Fees
NT Government Supported*	\$2,840.00 - \$2,920.00
Full Fee	\$7,100.00 - \$7,300.00



This course is supported by the NT Government for domestic eligible students who are NT residents. *For Regional and Remote only supported courses, the delivery location of the course needs to be listed on the NTG's Delivery allowance for VET Funded Programs with regional or remote as the location category to be eligible. A limited number of NT Government Supported places are available, so secure your place now.

Fees shown are indicative and subject to change annually. Actual course fees may vary depending on the units chosen. International non-student visa-holders; study eligibility needs to be verified before enrolment. Fees may vary depending on the visa type.

For further clarification and information on fees, fee exemptions, payment options, instalment plans, and refunds, contact CDU on 1800 061 963 or refer to TAFE Fees and Payments

VET STUDENT LOANS

Eligible students may access a VET Student Loan to pay for their course fees (up to capped amounts). Determine your eligibility using the VET Student Loan Eligibility Tool on the myskills website.

ASSESSMENT

Assessments vary with each unit. You will be provided with an assessment guide.

RECOGNITION OF PRIOR LEARNING (RPL)

RPL is a process that determines whether the skills, knowledge and experience you've gained through your previous study, work or life experience can count towards a vocational training qualification at CDU. For more information, VET RPL.

RESOURCES

Students are required to purchase a prescribed text. Details will be provided upon enrolment. Lecturer-provided learning materials are also issued and may include learner guides, current topical information and links to other information sources through CDU's online learning platform, Learnline. Computer and internet access is required to source information and complete assessments.

STUDY AND CAREER PATHWAYS

Further training pathways from this qualification include but are not limited to a VET Advanced Diploma qualification. On completion of this qualification, credit(s) may be available into Higher Education courses.

Possible occupations relevant to this qualification include:

- HR Manager
- HR Consultant
- Senior HR Officer
- HR Advisor

QUALIFICATION CONTENT

To achieve a BSB50320 Diploma of Human Resource Management a total of twelve (12) units of competency must be completed comprising Seven (7) core and five (5) elective units as detailed in the packaging rules and listed below. The electives offered may vary between campuses.

CORE UNITS

BSBHRM521	Facilitate performance development processes
BSBHRM522	Manage employee and industrial relations
BSBHRM523	Coordinate the learning and development of teams and individuals
BSBHRM524	Coordinate workforce plan implementation
BSBHRM527	Coordinate human resource functions and processes
BSBOPS504	Manage business risk
BSBWHS411	Implement and monitor WHS policies, procedures and programs

ELECTIVE UNITS

Group A – Human Resources (<i>Select 2</i>)	
BSBHRM528	Coordinate remuneration and employee benefits
BSBHRM529	Coordinate separation and termination processes
BSBHRM530	Coordinate rehabilitation and return to work programs
Group B – Transferable Skills (<i>Select 3 from Group B and unnamed electives</i>)	
BSBPMPG430	Undertake project work
BSBSTR503	Develop organisational policy
BSBLDR523	Lead and manage effective workplace relationships
BSBTWK501	Lead diversity and inclusion
Unnamed	
BSBPEF502	Lead diversity and inclusion

WITHDRAWING FROM A QUALIFICATION

You may withdraw from this qualification and receive, where relevant, a Statement of Attainment for all units of competency you have successfully completed.

SUPPORT SERVICES

The University supplies support for students in many areas, including Accommodation, Careers and Employability, Counselling, Disability Services, Student Advocacy, Indigenous Tutorial Support Services, International Student Support Services, Library Services, and VET Learner Support Services.

More information is available at [Student Support](#).

CONTACT DETAILS

Commerce and Information Technology

E. vet.business@cdu.edu.au
 T. 08 8946 8877
 W. <https://www.cdu.edu.au/study/essentials>

For further information regarding student life at CDU, please refer to <https://www.cdu.edu.au/study/student-life>.