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, Numeracy and Digital Literacy (LLND) assessment is necessary to establish support requirements, or to meet eligibility requirements for VET Student Loans.

A Language, Literacy, Numeracy and Digital Literacy (LLND) evaluation helps identify any areas where you may need additional support to help you achieve your goals.

DELIVERY DETAILS

Location(s)	Danala - Education Community Precinct; Online
Duration*	12 full time; 18 months part-time
Study mode ^^	Blended

CRICOS Provider No. 00300K (NT/VIC) | 03286A (NSW) | RTO Provider No. 0373 | ABN 54 093 513 649

Start Date/s ^	1 February 2027 Students can enrol at any time after the identified start date and will commence at the start of the next available unit. A specific commencement date will be determined in consultation with the delivery team.
Attendance	**Online:** Tuesdays and/or Wednesdays 5.00 pm - 7.00 pm **Face-to-face:** Tuesdays 8.30 – 3.30 pm

** Duration may vary depending on how long a student takes to reach the required competency level.*
^ Course timetable will be provided on application for the course.
^^Information relating to study modes can be found in the 2027 TAFE Student Guide

FEES

Fee Type	2027 Course Fees
NT Government Supported*	$2,804.50 - $2,883.50
Full Fee	$8,576.80 - $8,818.40

*This course is supported by the NT Government for domestic eligible students who are NT residents. 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. For International non-student visa-holders; study eligibility needs to be verified before enrolment. Fees may vary depending on the visa type. The course fee rates will vary for commercial contract arrangements.

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 Diploma course fees (up to capped the amount). Determine your eligibility using the VET Student Loan Eligibility Tool on the Your Career website.

For more information visit VET Students Loans (VSL)

ASSESSMENT

Skills and knowledge assessments are an essential step in progressing through your course. You may be assessed in a number of ways including written assessment, questioning , portfolios, work samples, direct observation, practical assessments and third-party feedback.

Throughout your course you will receive information about assessments including how, when and where assessments will be conducted.

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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.

CREDIT TRANSFER (CT)

Charles Darwin University as a Registered Training Organisation recognises the Australian Qualifications Framework qualifications and Statement of Attainments issued by any other Australian Registered Training Organisation (RTO).

Students are encouraged to submit any requests for credit from previous studies at the time of enrolment, to ensure they are not enrolling in units they may not need to undertake.

RESOURCES

Students will have 24/7 access to assessments and learning resources on Learnline, CDU's online learning platform. Before you can start using Learnline, you'll need to make sure that your computer has the correct setup. For more details: https://www.cdu.edu.au/current-students/services/learnline

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

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ELECTIVE UNITS

Group A – Human Resources (Select at least 2)	
BSBHRM528	Coordinate remuneration and employee benefits
BSBHRM529	Coordinate separation and termination processes
BSBHRM530	Coordinate rehabilitation and return to work programs
Group B – Transferable Skills (Select at least 2)	
BSBLDR523	Lead and manage effective workplace relationships
BSBPMG430	Undertake project work
BSBSTR503	Develop organisational policy
BSBTWK501	Lead diversity and inclusion
Unnamed Elective	
BSBPEF502	Develop and use emotional intelligence

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 provides support for students in many areas, including Accommodation, Careers and Employability, Counselling, Disability Services, Financial Support 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 - Life, Health and Wellbeing

CONTACT DETAILS

Business and Workforce Management

E. TAFE@cdu.edu.au
T. 08 8946 7517 (ECP) 08 8959 5461 (ASP)
W. https://www.cdu.edu.au/tafe

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

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