

BSB50615

Diploma of Human Resources Management



This course equips students to work in a variety of roles within the human resources sector to ensure that human resources functions are effectively conducted within an organisation.

Entry Requirements / Pathways into the qualification

- Australian Year 12 or equivalent; OR
- a Certificate IV; OR
- demonstrated skills acquired through work experience; OR
- employed in relevant position with opportunity to acquire skills ; OR
- demonstrate through an Admissions Interview, that they have the skills and capability to succeed in the course.

Course Duration: 14 months (minimum of 12 months, maximum of 24 months)

Course delivery: Blended Distance or Blended Online, including structured self-paced learning, provision of course materials and textbook, induction and tutorial videos and email and phone support .

Recommended course structure

Code	Title	Core/ Elective
BSBHRM506	Manage recruitment, selection and induction processes	Core
BSBHRM501	Manage human resource services	Core
BSBRSK501	Manage Risk	Elective
BSBWHS401	Implement and monitor WHS policies, procedures and programs to meet legislative requirements	Core
BSBHRM513	Manage workforce planning	Core
BSBWRK510	Manage employee relations	Core
BSBHRM510	Manage mediation processes	Elective
BSBHRM512	Develop and manage performance management processes	Core
BSBHRM505	Manage remuneration and employee benefits	Elective

Pathways

Business Services Training Package qualification pathways and possible job roles:

Qualification:	Certificate IV in Business	Diploma of Business	Advanced Diploma of Business
Possible Job Roles:	Snr Office Administrator, Supervisor, Leading Hand, Team Coordinator	Office Manager, Business Manager, Team Manager, Human Resources Manager	Executive Manager or Director, Manager, Human Resources Senior Executive



Job Roles

Possible job roles in this qualification are;

- Human resources assistant
- Human resources coordinator
- Human resources administrator
- Human resources officer

Further details on Qualifications and Job Pathways are available from www.myskills.gov.au

Call Access Group Training today

Phone: 1300 784 408
Fax: 02 6884 4478
Email: admin@agt.edu.au
RTO Code: 90867

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