



Australian Government

BSB50320 Diploma of Human Resource Management

Release: 1

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Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 7.0.

Qualification 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.

Licensing/Regulatory Information

No licensing, legislative or certification requirements apply to this qualification at the time of publication.

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.

Packaging Rules

Total number of units = 12

7 core units plus

5 elective units, of which:

- 2 elective units must be selected from Group A
- 2 elective units must be selected from Group B
- for the remaining 1 elective unit:

- up to 1 unit may be selected from Groups A and B
- if not listed, 1 unit may be selected from a Certificate IV, Diploma or Advanced Diploma from this or any other currently endorsed Training Package qualification or accredited course.

Elective units must be relevant to the work environment and the qualification, maintain the integrity of the AQF alignment and contribute to a valid, industry-supported vocational outcome.

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

BSBHRM414 Use human resources information systems

BSBHRM525 Manage recruitment and onboarding

BSBHRM526 Manage payroll

BSBHRM528 Coordinate remuneration and employee benefits

BSBHRM529 Coordinate separation and termination processes

BSBHRM530 Coordinate rehabilitation and return to work programs

BSBHRM531 Coordinate health and wellness programs

BSBWHS521 Ensure a safe workplace for a work area

BSBXDB401 Develop and implement recruitment processes that are inclusive of people with disability

Group B – Transferable Skills

BSBCMM511 Communicate with influence

BSBCRT511 Develop critical thinking in others

BSBDAT501 Analyse data

BSBFIN501 Manage budgets and financial plans

BSBLDR523 Lead and manage effective workplace relationships

BSBPEF501 Manage personal and professional development

BSBPMG430 Undertake project work

BSBSTR503 Develop organisational policy

BSBTWK501 Lead diversity and inclusion

Qualification Mapping Information

No equivalent qualification. Supersedes but is not equivalent to BSB50618 Diploma of Human Resources Management.

Links

Companion Volume Implementation Guides are available from VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10>

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