

# Course Outline – Distance

## BSB50607 Diploma of Human Resources Management

This qualification reflects the role of individuals who possess a sound theoretical knowledge base in human resources management and demonstrate a range of managerial skills to ensure that human resources functions are effectively conducted in an organisation or business area. Typically they would have responsibility for the work of other staff.

### Job Roles

Job roles and titles vary across different industry sectors. Possible job titles relevant to this qualification include:

- Human Resources Advisor
- Human Resources Consultant
- Senior Human Resources Officer.
- Human Resources and Change Manager
- Human Resources Manager

There are no specific pre-requisites for this qualification, however some language, literacy and numeracy skills will be required; if this poses any difficulty at all, discuss with your Work Plus Development + Training contact person, with your workplace supervisor or take advantage of the programs offered by Work Plus Development + Training (refer participants guide).

Distance education gives the individual the flexibility to design a program that suits their needs. Whether looking to launch a career or up skill in an existing role, the Work Plus Development & Training model allows the flexibility to make it work.

Work Plus Development & Training view distance education and workplace education equally, with both achieving the same quality service delivery and nationally recognised qualifications.

In order to ensure that the business and the individuals gain the most out of this qualification, a **flexible** approach is taken by Work Plus Development + Training, which includes:

- Undertaking a Training Needs Analysis with the business and the individuals...
- ...Negotiating the “Planned Outcomes” with the business and the individuals...
- ...Provision of quality learning and assessment resources...

... and as distance education participants, there is still plenty of opportunity to access Work Plus Development & Training’s qualified consultants, using a range of methods including...

- ...Telephone & Facsimile (both business & after hours)
- ...Email & other web based communications
- ...Online Forums & Blogs

Please ask your Work Plus Development + Training representative to provide you with any further information that you require – qualification rules on following page.

**Enrol now online at [www.workplus.com.au](http://www.workplus.com.au)**  
**or call 03 6344 3747 to talk to a**  
**Work Plus Development + Training representative today**

## Diploma of Human Resources Management – the qualification rules

**Requiring 8 units for the qualification.**

### Three Core Units

- BSBHRM501A Manage human resources services
- BSBHRM503A Manage performance management systems
- BSBHRM504A Manage workforce planning

### Five elective units

At least **3** of the **elective units** must be selected from the elective units listed below.

The other **2 elective units** may be selected from the remaining elective units listed below, the BSB07 Business Services Training Package or any other currently endorsed national Training Package. If not listed below, 1 unit may be selected from either a Certificate IV or Advanced Diploma qualification.

### Human Resource Management

- BSBHRM502A Manage human resources management information systems
- BSBHRM505A Manage remuneration and employee benefits
- BSBHRM506A Manage recruitment, selection and induction processes
- BSBHRM507A Manage separation or termination
- BSBHRM509A Manage rehabilitation or return-to-work programs
- BSBHRM510A Manage mediation processes

### Learning and Development

- BSBLED502A Manage programs that promote personal effectiveness

### Workplace Relations

- BSBWRK509A Manage industrial relations

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