AUSTRALIAN COLLEGE
EXPANDING YOUR HORIZONS

Course Brochure

BSB50320 Diploma of Human Resource Management

www.australiancollege.edu.au

Why should you choose to study with Australian College?

Flexible Learning

- Self paced
- Access your training wherever and whenever suits your lifestyle

Unparallelled Support

- Full access to your virtual campus 24/7
- Unlimited trainer, assessor and student services support throughout your studies

Payment Plans To Suit You

- Flexible, cost-effective, interest free, payment options
- Price-match opportunity available

More Opportunities For You

- Thousands of our students have already graduated with nationally recognised qualifications
- Begin an exciting career with some of the best-known companies in Australia or Internationally
- Own and operate your own business
- Up skill and climb the corporate ladder
- Learn something different and take your hobby to the next level

Join our graduates enjoying successful, exciting careers across many industries.

Our Courses

Use our key to help you identify where you're at and which course would be suitable for you.

Certificate level	Description
Certificate II	First job or entry into the workforce.
Certificate III	VET education for high school students.
Certificate IV	Already employed in an entry level job and looking to expand your knowledge, move up the corporate ladder.
Diploma	Already working and looking to move into a frontline management role, more senior position, or area of specialisation.

Accredited Courses

BSB50320 Diploma of Human Resource Management

COURSE SUMMARY

Course Code:	BSB50320	Flexible duration:	Up to 14 months
Qualification gained:	Diploma of Human Resource Management	Study load:	Self-paced
Training Package:	BSB Business Services Training Package	Start date:	Start anytime
Nationally recognised:			

Weekly Duration: A minimum of 20hrs/week of structured learning and 8-10 hrs of assessment preparation is recommended for each unit of competency

Delivery Methods: Self-paced completed online in your own time, at your own pace, using an asynchronous study methodology, utilising mainly online delivery (eLearning) of learning materials.

We provide our students with ongoing support throughout the course duration via telephone, emails and/or virtual online meetings, on request.

Assessment method: Knowledge/theory-based short answer questions, case-studies, roleplays, projects, practical activities and observations and third-party reports.
Please note that practical demonstrations and roleplays will have to be video recorded and submitted via Australian College LMS.

Course units:

BSBHRM521 Facilitate performance development processes	Core
BSBHRM522 Manage employee and industrial relations	Core
BSBHRM523 Coordinate the learning and development of teams and individuals	Core
BSBHRM524 Coordinate workforce plan implementation	Core
BSBHRM527 Coordinate human resource functions and processes	Core
BSBOPS504 Manage business risk	Core
BSBWHS411 Implement and monitor WHS policies, procedures and programs	Core
BSBHRM530 Coordinate rehabilitation and return to work programs	Elective
BSBHRM525 Manage recruitment and onboarding	Elective
BSBCMM511 Communicate with influence	Elective
BSBLDR523 Lead and manage effective workplace relationships	Elective
BSBPMG424 Apply project human resources management approaches	Elective

*Note: This qualification has pre-requisites, completion of the units listed under entry requirements or two years equivalent full-time relevant work experience is required

Course Completion: This qualification consists of 12 units (7 core units and 5 elective units).

Students obtaining a 'Competent' result for all units of competency will achieve the **BSB50320 Diploma of Human Resource Management** certificate. A Statement of Attainment will be issued to students who complete less than the required units for the full qualification.

*Note: Australian College does not guarantee successful completion of the course nor guarantees a particular employment outcome on completion of the qualification

Career opportunities: Human Resources Consultant, Human Resources Advisor and Human Resources Business Partner.

COURSE DESCRIPTION/SUMMARY

This qualification reflects the role of individuals who work in a range of human resources roles. The job roles that relate to this qualification may include Human Resources Officer, Human Resources Coordinator and Payroll Officer.

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 support a single human resources function

WORK PLACEMENT (Experience)

This qualification does not require mandatory work placement. However, Australian College recommends students to have access to a real office work environment for them to practice and complete assessment tasks using specific software and equipment.

While Australian College will support this by providing the student with a 'Work Experience Agreement' including a logbook of all hours performed in the workplace as well as the tasks to be completed, it is the student's responsibility to find a workplace where they can experience practical applications and complete assessment tasks.

ENTRY REQUIREMENTS

The BSB50320 Diploma of Human Resource Management has entry requirements completion of following units prior to enrolling to study this qualification:

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

OR have two years equivalent full-time relevant work experience.

More information on these requirements can be found here: https://training.gov.au/Training/Details/BSB50320
In addition, Australian College has certain admission criteria for this course. Prospective students must:

- be a minimum of 17 years old to be able to work and practice in a business environment;
- provide parent/legal guardian consent, if students are under the age of 18 years at the time of enrolment;
- obtain and provide their Unique Student Identifier (USI) and provide it to Australian College;
- complete the pre-enrolment process including the pre-enrolment Language, Literacy and Numeracy test;
- agree to comply with Australian College policies and procedures as published on the website and outlined in the Student Handbook;

Students must have access to and be able to operate:

- An internet-enabled PC/Laptop or similar running a current operating system (E.g Windows 10 or Mac OSX)
- An audio/video recording device (such as a mobile phone) for the purpose of preparing audio/video assessment recordings
- Microsoft Office (or compatible software)
- Current web browser (e.g., Chrome)
- Adobe Acrobat Reader or another PDF document viewer
- Valid email address
- Access to a work environment relevant to human resources.

QUALIFICATION PATHWAYS

On successful completion of this qualification, students may choose to undertake further studies in a qualifications of their choice building further on a potential career for the future. Below are listed some Certificate IV and Diploma level qualifications that students may choose to continue their studies:

- BSB50120 Diploma of Business
- BSB50420 Diploma if Leadership and Management
- BSB50820 Diploma of Project Management

TARGET GROUP

Prospective students would see this course as a stepping-stone in their career development, regardless of their current role. It may be a job requirement or a request from and supported by their employer. For some prospective students, undertaking this course may also be at their own initiative, aligning with their personal or professional career objectives.

Prospective students may be:

- Potential students who want to develop skills and knowledge to gain employment within a business environment in a human resources management role
- Employees who have previously worked in this area but don't have formal recognised qualifications
- Mature aged workers who want to upskill and improve their employment opportunities
- Students who studied previously with Australian College

RECOGNITION OF PRIOR LEARNING (RPL) AND CREDIT TRANSFER

RPL and Credit Transfer is available for all students to consider. Students will be provided with information about RPL and Credit Transfer prior to enrolment. Australian College will recognise the AQF qualifications and statements of attainment issued by other RTO's, upon verification with the issuing organisation.

For more information on RPL and Credit Transfer email us at admin@australiancollege.edu.au.

NSW GOVERNMENT FUNDING

This course is subsidised by the NSW government under the Smart and Skilled program. For more information and if you qualify for funding, please visit our website at: https://www.australiancollege.edu.au/smart-and-skilled-funding/.

WHERE CAN I FIND MORE INFORMATION

It is important to us that prospective students have all the information needed to ensure this is the right course for them and we are the right training provider for them.

Please, visit our website at www.australiancollege.edu.au/ and read our Student Handbook, our policies and procedures for more information needed to make that all-important decision.

Overseas Students Policy

This course is not available to students on an Overseas Student Visa. As defined in the ESOS Act 2000, 'Overseas students' are not eligible to apply to enrol in this nationally recognised course, nor are they eligible for certification. Please refer to the Enrolment Terms and Conditions.

Document Review: November 2024

AUSTRALIAN COLLEGE

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If you have any questions about the College, our courses, or need help with enrolment, please contact us.

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