

## BSB50607

# Diploma of Human Resources Management

Quality training in career and industry focused courses

### What is a Human Resource Manager?

Human Resource Managers need to understand people and be able to respond to the nature of work, external market forces and the changing face of organisational development. HR Managers need to embrace innovation and new technologies - to lead be skilled professionals who can work with operational management to engage the workforce, increase productivity and encourage innovation.

### Career opportunities

The Diploma of Human Resource Management is designed to engage those who manage the policies and process associated with human resource practice or to add value to or review human resource management practices.

### Study Mode

Online

### Entry requirements

Our part-time program is available to domestic, as well as interstate students and Australian citizens living overseas.

The ability to operate a computer, use a web browser and manage a self-paced learning environment is essential.

Additionally applicants must have completed the majority of units required for Certificate IV in Human Resources or other relevant qualification/s; or vocational experience in management, but without formal qualifications.

### Fees

TAFE tuition fees are set by the Victorian Government. For full details on TAFE fees, eligibility for Government subsidised places\* and concessions visit:

<http://www.swinburne.edu.au/studentoperations/fees/tafe.html>

\* Government subsidised places are dependent on you being a Victorian resident, your age as at 1 January, citizenship and prior qualification criteria.

### Application procedure

Applicants who wish to study this course online should obtain an application form at:

<http://www.future.swinburne.edu.au/apply/tafe/#direct>

Alternatively contact the Business Online Administrator directly at [tafebussinessonline@swin.edu.au](mailto:tafebussinessonline@swin.edu.au) to request the appropriate enrolment form.

### Skills Recognition

Skills Recognition, Recognition of Prior Learning (RPL) is a process where a student may be granted credit or partial credit towards a qualification in recognition of skills and knowledge gained through work experience, life experience and/or formal training. To complete a self assessment visit:

<http://www.future.swinburne.edu.au/pathways/rpl/>

### Credit Transfer

A Credit Transfer may be granted for relevant accredited or formal training at another training organisation. The units must be current, identical or equivalent to those in the course you enrol in.

### Qualification Pathway

The qualification provides a guaranteed place in a Swinburne degree program with the equivalent of one year credit. Visit

<http://www.future.swinburne.edu.au/pathways/ges/Qualification>

### Qualification

This qualification was developed in close consultation with industry and training providers to keep inline with changing standards.

The Diploma of Human Resources Management requires the successful completion of **eight** selected elective units totalling between 480 and 520 hours.

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## Unit Descriptors

### **BSBHRM501A Manage human resource services (60)**

Manage HR services takes an overview of human resources services and includes business ethics. The unit describes the performance outcomes, skills and knowledge required to plan, oversee and deliver human resources services. It is not specific to any given human resources function and deals with the coordination of services and approaches.

This unit applies to human resources managers with broad experience who have responsibility for coordinating a range of human resources practices across an organisation. They may have other human resources staff reporting to them

### **BSBHRM504A Manage workforce planning (60)**

Manage workforce planning describes the performance outcomes, skills and knowledge required to plan workforce strategies to achieve organisational goals and objectives. It includes aligning workforce objectives with business plans, analysing labour market trends and predictions, and designing strategies and succession plans to ensure a competent and appropriately diverse workforce is available to meet anticipated changes.

The unit covers the research associated with labour markets and the requirement to match organisational needs with employee skill and commitment.

### **BSBHRM509A Manage industrial relations (80)**

This unit applies to individuals who have a well established, sound theoretical knowledge base in human resources management and industrial relations,

The unit addresses staff that have responsibility for working across the organisation to ensure that there is a policy infrastructure which ensures legislative compliance and clarifies issues related to industrial relations. It also addresses the requirement for responding to industrial conflict and grievances.

### **BSBHRM503B Manage performance management systems (60)**

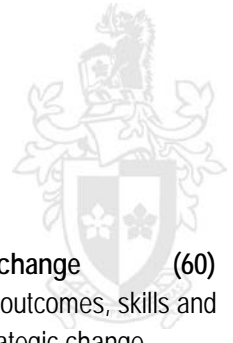
Manage performance management systems addresses the performance outcomes, skills and knowledge required to design, implement and oversee performance management systems. It includes developing and managing ongoing performance feedback strategies and conducting formal performance feedback meetings. The unit also includes specific intervention associated with under-performance or misconduct.

This unit applies to individuals with a well-established theoretical knowledge of human resources management and performance management who are proficient in using a range of specialised technical and managerial techniques to plan, carry out and evaluate their own work and the work of a team. They may or may not have staff who report to them, but they are authorised to establish an effective performance management system for an organisation.

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### **BSBHRM505B Manage remuneration and employee benefits (60)**

This unit describes the performance outcomes, skills and knowledge required to implement an organisation's remuneration and benefit plans. It incorporates all functions associated with remuneration, including packaging, salary benchmarking, market rate reviews, bonuses and the legislative aspects of remuneration and employee benefits.

This unit applies to human resources managers responsible for overseeing an organisation's remuneration process.

### **BSBHRM510A Manage mediation processes (60)**

Mediation is a process in which the parties to a dispute, with the assistance of a neutral third party (the mediator), identify the disputed issues, develop options, consider alternatives and endeavour to reach an agreement.

The mediator has no advisory or determinative role in regard to the content of the dispute or the outcome of its resolution, but may advise on or determine the process of mediation whereby resolution is attempted.

### **BSBPMG510A Manage projects (60)**

Manage projects focuses on the application of project management skills and the requirement to meet timelines, quality standards, budgetary limits and other requirements set for a project.

The unit does not apply to specialist project managers. For specialist project managers, the units of competency in the Certificate IV or Diploma of Project Management are more applicable.

At this level, work will normally be carried out using complex and diverse methods and procedures which require the exercise of considerable discretion and judgement, using a range of problem-solving and decision-making strategies.

### **BSBINN601B Manage organisational change (60)**

This unit describes the performance outcomes, skills and knowledge required to determine strategic change requirements and opportunities; and to develop, implement and evaluate change management strategies.

This unit applies to managers with responsibilities that extend across the organisation or across significant parts of a large organisation. They may have a dedicated role in human resources management, human resources development, or work in a strategic policy or planning area. The unit takes a structured approach to change management and applies to people with considerable work experience and organisational knowledge.

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## 2012 Online Program Selection

Qualification requirements are:

## Eight selected elective units



	Unit Code	Unit Name	Hrs	Available study sessions
Core	BSBHRM501A	Manage HR services	60	AC+; B4
Elective	BSBPMG510A	Manage projects	60	AC+; B4

	Unit Code	Unit Name	Hrs	Available study sessions
Core	BSBHRM504A	Manage workforce planning	60	B1, ST
Core	BSBHRM503B	Manage performance management systems	60	B1, ST

	Unit Code	Unit Name	Hrs	Available study sessions
Elective	BSBHRM510A	Manage mediation processes	60	B2,
Elective	BSBINN601B	Manage organisational change	60	B2

	Unit Code	Unit Name	Hrs	Available study sessions
Elective	BSBHRM509A	Manage industrial relations	80	B3
Elective	BSBHRM505B	Manage remuneration and employee benefits	60	B3

## 2012 Teaching Periods

	Teaching Period	*Start Date	End Date	*No Wks	Break Inclusive		
AC+	Accelerated	07 Nov	17 Feb	15	23 Dec	3 Jan	
ST	0 Summer Term	03 Jan	17 Feb	8			
T1	1 Term 1	27 Feb	06 Apr	6			
B1	Block 1	27 Feb	13 May	9	6 Apr	13 Apr	
S1	2 Semester 1	27 Feb	13 Jul	18	9 Apr	22 Apr	
T2	3 Term 2	23 Apr	01 Jun	6			
B2	Block 2	14 May	22 Jul	9			
WT	4 Winter Term	18 Jun	27 Jul	6			
T3	5 Term 3	06 Aug	14 Sep	6			
B3	Block 3	06 Aug	14 Oct	9			
S2	6 Semester 2	06 Aug	14 Dec	15	17 Sep	23 Sep	
T4	7 Term 4	24 Sep	02 Nov	6			
B4	Block 4	15 Oct	16 Dec	9			
SP	8 Spring Term	05 Nov	14 Dec	6			
ST	9 Summer Term 2013	7 Jan	25 Feb	8	-	-	

Census Dates: <http://www.swinburne.edu.au/studentoperations/fees/census-dates.html>

## IMPORTANT NOTES

Enrolments close 10 days before the start of each period  
Recommended study load 10 - 15 hours per week

For further information about this course contact the TAFE School of Business

Telephone (03) 9210 1993

Email [tafebussinesonline@swin.edu.au](mailto:tafebusinessonline@swin.edu.au)

Web Site [www.tafe.swinburne.edu.au/online](http://www.tafe.swinburne.edu.au/online)