BSB50615 Diploma of Human Resources Management

Release Number 2

Online Flexible Delivery
Course Guide

Course
BSB50615 Diploma of Human Resources Management

Release Number & Currency
2 – Current.

Course Description
This course is designed to for individuals working in a variety of roles within the human resources sector who have 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.

Target Students
Ascet Tech key student target groups for this course include:

• Individuals who are currently working in supervisory/team management/coordinator roles in HR and functional work areas;
• HR Managers;
• Employed persons who are seeking to upgrade their existing skills;
• Experienced HR Managers seeking formal recognition of their existing skills; and
• Individuals wishing to build their skills and knowledge in preparing for a career in human resources management.

Location
Flexible delivery via Ascet Tech:
Level 1, 161 Victoria Parade
Collingwood Victoria 3066

Course Duration & Timelines
The course can be delivered over a range of course durations, depending on the needs and characteristics of the student and their employer where relevant.

The standard course duration is:

• 6 months full time.

Students may complete the program earlier than these timelines through achievement of RPL or credit transfer.

Specific Industry / Stakeholder Needs
Industry requires individuals with the ability to lead a team of people through change, using effective communication. A leader and manager should encourage innovation and coach and performance manage the team to ensure that KPIs are achieved.

Course Organisation & Delivery Modes
In each student context, Ascet Tech personnel recommend a study pathway in consultation with the student providing a logical program structure for students undertaking learning and assessment tasks.

The delivery model with Ascet Tech personnel mentor facilitates the opportunity to negotiate program structures with students, utilising Ascet Tech Course Schedule. This negotiated pathway allows students to align the learning program to their individual and organisational needs.

Students should expect to undertake approximately 60 hours study per unit (24 hours per week), for the duration of the session schedule.

It is recommended that students have access to a workplace to provide opportunities to put their learning into practice.

Students may also be engaged with Ascet Tech personnel for webinars; approximately 1 hour per month (on-the-job) in individual coaching sessions (up to 6 hours over the duration of the program). These mentoring sessions are available at times and locations negotiated.
Pathways for Students

Pathways into the qualification:
Preferred pathways for candidates considering this qualification include Certificate IV or other relevant qualifications or with vocational experience but without formal qualification.

Pathways from the qualification
Advanced Diploma of Leadership & Management or other Advanced Diploma and degree level qualifications.
*These qualifications represent a logical pathway regardless of whether Ascet Tech offers the qualifications.*

Employment Pathways
- Human Resources Manager;
- Human Resources Coordinator; and
- Executive Officer.

Course Requirements - Core and Elective Units
Total number of units = 9 units – 6 core and 3 elective units:
- 4 elective units must be selected from Group A.
- Up to 4 may be additional units from Group A or Group B.

Elective units have been selected to 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.

Units of Competency

Core Units
- BSBHRM501 Manage human resources services
- BSBHRM506 Manage recruitment selection and induction processes
- BSBHRM512 Develop and manage performance-management processes
- BSBHRM513 Manage workforce planning
- BSBWHS401 Implement and monitor WHS policies, procedures and programs to meet legislative requirements
- BSBWRK510 Manage employee relations

Elective Units
- BSBLED501 Develop a workplace learning environment
- BSBMGT516 Facilitate continuous improvement
- BSBRSK501 Manage risk

The elective unit options listed above represents the only approved elective unit options offered. This is a reduced list from the qualification packaging rules specified electives list.

Course Nominal Hours
Total course nominal hours equate to 550 hours according to national jurisdiction.

Nominal hours are an allocation to describe how long a student who does not hold any of the competencies identified in the relevant units of competency would take to develop all the required skills and knowledge. This nominal duration includes all teaching and learning activities such as guided learning (classes, lectures, tutorials, online or self-paced study), individual study, research, learning activities in the workplace and assessment activities.

The amount of training provided by Ascet Tech is part of the overall volume of learning and relates primarily to formal activities including course resources and other activities, assessment projects as well as workplace learning.

Course Entry Requirements
There are no formal entry requirements for this qualification.
Ascet Tech Course Admission Requirements

Students must:

- Be at least 17 years of age;
- Have completed year 10 or equivalent;
- Have language, literacy and numeracy skills equivalent to ASCF Level 3; and
- Have sufficient computer skills to undertake online study.

Computer access:

Students must also have access to a computer, laptop or tablet device with an internet connection.

Student Identification Requirements

This training product has the following specific Student identification requirements for an application for enrolment to be accepted.

- Unique Student Identifier (USI).

Licensing Requirements

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

Student Resources, Texts, Materials, Equipment Requirements

The following shows the technical requirements for using the Ascet Tech online learning system:

Computer

Any relatively current computer is fine.

For students, minimum screen resolution recommended is **1200 x 800**. You also need audio support in your computer to listen to the voiceover and sounds in the learning courses.

Browser

Support is available for all major browser versions released in the past 3 - 4 years, including Microsoft Internet Explorer 8 and 9+, Mozilla Firefox 6+, and Google Chrome 30+.

The system is optimised for and we recommend the latest and previous versions of Internet Explorer / Firefox / Chrome.

In your browser setup, please enable JavaScript and accept cookies from our site, as they are required by the system.

Plug-ins

Adobe Flash Player 9 is recommended.

Network connection

Minimum 512 kbps connection is required.

Third Party Arrangements

Ascet Tech may access the services of Third party agents or partners from time to time in delivery of high quality course services. Wherever third parties support services delivery, Ascet Tech remains responsible for the quality of training and assessment provided and for the issuing of all qualifications and statements of attainment.

Work Placement Arrangements

It is recommended that students have access to a workplace to provide opportunities to put their learning into practice.

Fees

Total Course Tuition Fees are $22,000 GST exempt.
Educational & Support Services

Ascet Tech’s Course Schedule is completed with all clients prior to enrolment to identify any individual need, resource requirements, and delivery unit schedule and support options for clients.

Students are asked to identify their individual needs, but are sometimes reluctant to do so. Ascet Tech personnel monitor the progress of all students and their readiness for assessment as they progress through their course.

Delivery materials and methods may be adapted for the special needs of clients. Some examples may include enlarging print materials for vision requirements, provision of ICT equipment and support, accessing interpreter services or using individual delivery methods. A range of support services, including LL&N training, may be accessed as required for student needs.

Assessment Arrangements

A range of assessment environments are involved in the assessment of student’s competency. Workplace and case study projects are employed for summative assessment, where workplace application of all competencies can be observed by the Ascet Tech Assessor. For on-the-job assessment observations, the Assessor organises to visit the student on-site at a mutually convenient time.

For particular pathways where relevant, such as ‘assessment only’ pathways, outline the assessment methods, timing and resources. Information should also cover how issues will be addressed (for example, what options are available if a student does not achieve the competency requirements).

Recognition documentation and applications is available for all units of competency for those students who have extensive experience in the unit areas. RPL applications will be offered and processed as per Ascet Tech’s Student Advice and Selection Policy.

Reasonable Adjustment

There may be times and situations in which a student may require ‘reasonable adjustment’ of the training and assessment methods implemented by Ascet Tech to meet their specific individual needs. These individual student needs may include (but not limited to):

- Disability;
- Temporary or permanent injury (i.e. back injury, broken leg/arm); or
- Sight or hearing impairments.

Reasonable adjustments to the way in which evidence of performance is gathered (e.g. in terms of the information to be provided to the candidate and the type of evidence to be collected from the candidate) can only occur where the adjustments do not alter the expected performance standards for learning and assessment.

The reasonable adjustments to the training and assessment process may include a variety of modifications to the methods of delivery and assessments to assist the student undertake the course. The adjustments may include actions such as:

- Assistance in the form of the training location to allow easier access
- Accessing relevant equipment or aids to assist the student adjustments to the assessment methods to cater for any special needs (without effecting the integrity of the outcome)

Where a student requests or is identified as requiring reasonable adjustment to the training and assessment process a detailed training and assessment plan including timetables, notes regarding the required adjustments, and any related communications regarding the adjustments are maintained in the student file.

Course Specific Withdrawal Information

Ascet Tech’s standard withdrawal process applies to this qualification. Please refer to the Student Handbook.

Unit Outlines

BSBHRM501 Manage human resources services (Release 1)

This unit describes the skills and knowledge required to plan, manage and evaluate delivery of human resource services, integrating business ethics.

It applies to individuals with responsibility for coordinating a range of human resource services across an organisation. They may have staff reporting to them.
BSBHRM506 Manage recruitment selection and induction processes (Release 1)

This unit describes the skills and knowledge required to manage all aspects of recruitment selection and induction processes in accordance with organisational policies and procedures. It applies to individuals or human resource personnel who take responsibility for managing aspects of selecting new staff and orientating those staff in their new positions. It is not assumed that the individual will be directly involved in the selection processes themselves, although this may well be the case.

BSBHRM512 Develop and manage performance-management processes (Release 1)

This unit describes the skills and knowledge required to develop and facilitate implementation of performance management processes and to coordinate individual or group learning and development to encourage effective employee performance. This unit applies to individuals who are authorised to establish effective performance management processes for an organisation and who may have staff reporting to them.

BSBHRM513 Manage workforce planning (Release 1)

This unit describes the skills and knowledge required to manage planning in relation to an organisation's workforce including researching requirements, developing objectives and strategies, implementing initiatives and monitoring and evaluating trends. It applies to individuals who are human resource managers or staff members with a role in a policy or planning unit that focuses on workforce planning.

BSBWH510 Implement and monitor WHS policies, procedures and programs to meet legislative requirements (Release 1)

This unit describes the skills and knowledge required to implement and monitor an organisation's work health and safety (WHS) policies, procedures and programs in the relevant work area in order to meet legislative requirements. It applies to individuals with supervisory responsibilities for implementing and monitoring the organisation’s WHS policies, procedures and programs in a work area. These individuals have a broad knowledge of WHS policies and contribute well developed skills in creating solutions to unpredictable problems through analysis and evaluation of information from a variety of sources. They provide supervision and guidance to others and have limited responsibility for the output of others.

NOTE: The terms 'occupational health and safety' (OHS) and 'work health and safety' (WHS) are equivalent and generally either can be used in the workplace. In jurisdictions where the Model WHS Legislation has not been implemented RTOs are advised to contextualise the unit of competency by referring to the existing State/Territory OHS legislative requirements.

BSBWRK510 Manage employee relations (Release 1)

This unit describes the skills and knowledge required to manage employee and industrial relations matters in an organisation. It involves developing and implementing employee and industrial relations policies and plans and managing conflict resolution negotiations. It applies to those who are authorised to oversee industrial relations and manage conflict and grievances in an organisation. They will have a sound theoretical knowledge base in human resources management and industrial relations as well as current knowledge of industrial relations trends and legislation.

BSBLED501 - Develop a workplace learning environment (Release 1)

This unit describes the skills and knowledge required to encourage and support the development of a learning environment in which work and learning come together. Particular emphasis is on the development of strategies to facilitate and promote learning and to monitor and improve learning performance. It applies to individuals who have a prominent role in encouraging, supporting and facilitating the development of a learning environment in which work and learning come together.

At this level work will normally be carried out within 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.

BSBMGT516 - Facilitate continuous improvement (Release 1)

This unit describes the skills and knowledge required to lead and manage continuous improvement systems and processes. Particular emphasis is on the development of systems and the analysis of information to monitor and adjust performance strategies, and to manage opportunities for further improvements. It applies to individuals who take an active role in managing a continuous improvement process in order to achieve an organisation's objectives.
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.

**BSBR501 - Manage risk (Release 1)**

This unit describes skills and knowledge required to manage risks in a range of contexts across an organisation or for a specific business unit or area in any industry setting.

It applies to individuals who are working in positions of authority and are approved to implement change across the organisation, business unit and program or project area. They may or may not have responsibility for directly supervising others.
# Online Course Schedule

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<tr>
<th>Week</th>
<th>Units of Competency &amp; Recommended Study Pathway</th>
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<tbody>
<tr>
<td></td>
<td>BSBHRM501 Manage human resources services</td>
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<tr>
<td>1</td>
<td>Review Learning Content</td>
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<td>Review Assessment Plan</td>
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<td></td>
<td>Topic 1: Determine strategies for delivery of human resource services</td>
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<td>2</td>
<td>Topic 2: Manage the delivery of human resource services</td>
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<td>Topic 3: Evaluate human resource service delivery</td>
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<td>3</td>
<td>Topic 4: Manage integration of business ethics in human resource practices</td>
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<td></td>
<td>Final Assessment Due</td>
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<td></td>
<td>BSBWH501 Implement and monitor WHS policies, procedures and programs to meet legislative requirements</td>
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<td>4</td>
<td>Review Learning Content</td>
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<td>Review Assessment Plan</td>
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<tr>
<td></td>
<td>Topic 1: Provide information to the work team about WHS policies and procedures</td>
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<td>Topic 2: Implement and monitor participation arrangements for managing WHS</td>
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<td>Topic 3: Implement and monitor organizational procedures for providing WHS training</td>
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<td>Topic 4: Implement and monitor organisational procedures and legal requirements for identifying hazards and assessing and controlling risks</td>
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<td>Topic 5: Implement and monitor organisational procedures for maintaining WHS records for the team</td>
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<td>Final Assessment Due</td>
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<td>BSBHRM513 Manage workforce planning</td>
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<td>7</td>
<td>Review Learning Content</td>
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<td>Review Assessment Plan</td>
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<td>Topic 1: Research workforce requirements</td>
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<td>Topic 2: Develop workforce objectives and strategies</td>
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<td>Topic 3: Implement initiatives to support workforce planning objectives</td>
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<td>Topic 4: Monitor and evaluate workforce trends</td>
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<td>Final Assessment Due</td>
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<td>Week</td>
<td>Units of Competency &amp; Recommended Study Pathway</td>
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<td>9</td>
<td><strong>BSBWRK510 Manage employee relations</strong></td>
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<td>Review Learning Content</td>
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<td>Review Assessment Plan</td>
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<td>Topic 1: Develop employee and industrial relations policies and plans</td>
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<td>Topic 2: Implement employee relations policies and plans</td>
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<td>Topic 3: Manage negotiations to resolve conflict</td>
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<td>11</td>
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<td>12</td>
<td><strong>BSBHRM512 Develop and manage performance-management processes</strong></td>
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<td>Review Learning Content</td>
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<td>Review Assessment Plan</td>
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<td>Topic 1: Develop integrated performance-management processes</td>
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<td>13</td>
<td>Topic 2: Facilitate the implementation of performance-management processes</td>
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<td>Topic 3: Coordinate individual or group learning and development</td>
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<td>14</td>
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<td><strong>ONE WEEK BREAK</strong></td>
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<td>15</td>
<td><strong>BSBHRM506 Manage recruitment selection and induction processes</strong></td>
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<td>Review Learning Content</td>
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<td>Review Assessment Plan</td>
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<tr>
<td></td>
<td>Topic 1: Develop recruitment, selection and induction policies and procedures</td>
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<td>16</td>
<td>Topic 2: Recruit and select staff</td>
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<td></td>
<td>Topic 3: Manage staff induction</td>
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<tr>
<td>17</td>
<td>Final Assessment Due</td>
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### Week 18: BSBLED501 Develop a workplace learning environment
- Review Learning Content
- Review Assessment Plan
- **Topic 1:** Create learning opportunities

### Week 19: Review Learning Content
- **Topic 2:** Facilitate and promote learning
- **Topic 3:** Monitor and improve learning effectiveness

### Week 20: Final Assessment Due

### Week 21: BSBMGT516 Facilitate continuous improvement
- Review Learning Content
- Review Assessment Plan
- **Topic 1:** Lead continuous improvement systems and processes

### Week 22: Review Learning Content
- **Topic 2:** Monitor and adjust performance strategies
- **Topic 3:** Manage opportunities for further improvement

### Week 23: Final Assessment Due

### Week 24: BSBRSK501 Manage risk
- Review Learning Content
- Review Assessment Plan
- **Topic 1:** Establish risk context

### Week 25: Review Learning Content
- **Topic 2:** Identify risks
- **Topic 3:** Analyse risks

### Week 26: Final Assessment Due
- **Topic 4:** Select and implement treatments