HUMAN RESOURCES & TRAINING

DIPLOMA OF
HUMAN RESOURCES MANAGEMENT
(BSB50613)

Primarily intended for individuals who are already engaged in a substantive HR role – or who have attained an AQF4 level qualification in HR or an allied field – the Diploma of Human Resources Management enhances existing technical skills and develops awareness of the latest approaches and practices within the HR & Training discipline. The diploma’s particular focus is to enhance participants’ understanding of the strategic possibilities of the HR function within a contemporary business context, allowing them to facilitate cultural change and implement executive policy.

Who Should Attend
This qualification is designed for HR managers, advisors, or officers; administration staff responsible for HR procedures on a regular basis; and other line managers wishing to develop a comprehensive understanding of current best practice across Human Resources Management.

Course Structure
The Diploma of Human Resources Management is delivered by expert trainers in 8 x full day workshops scheduled across 9 months of this 12 month program. This approach allows students sufficient time between and after workshop completion to undertake self-directed learning, assignments and out-of-class assessment. Workshops engage participants in active discussion, problem-solving exercises, networking opportunities, and presentations related to the effective undertaking of advanced HRM practices.

Participants have the option of undertaking this course online, using Upskilled’s customised Learning Management System, ‘MyUpskilled.’ The online program is conducted over a 12 month period and employs an approach that blends distance and online education in the management and delivery of learning resources.

Prerequisites
There are no formal prerequisites for this qualification.

Recognition of Prior Learning (RPL)
RPL is available for each Unit of Competency based on relevant workplace experience, formal training, or other expertise. To apply for RPL, please submit documentation in portfolio form for evaluation by Upskilled assessors.

Inclusions
Upskilled courses include detailed learning materials, assessments, and certification upon successful completion. Lunch and refreshments are included for classroom workshops, while online trainer support is included for online delivery.

“I have found all aspects of dealing with Upskilled for my Certificate IV Human Resources to be extremely professional and helpful. From my initial enquiries about the course, booking, establishing a traineeship with my employer and course attendance details, Upskilled have offered a prompt, friendly and efficient service.”

Sharon Lamb, Administration Officer
GOSFORD CITY COUNCIL
Course Outline
The 8 workshops will address the following Units of Competency as identified in the National Business Services Training Package. All competencies must be successfully completed to attain the Diploma of Human Resources Management.

<table>
<thead>
<tr>
<th>UNIT CODE</th>
<th>UNIT DESCRIPTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSBHRM501B</td>
<td>Manage Human Resources Services</td>
</tr>
<tr>
<td>BSBHRM506A</td>
<td>Manage recruitment selection and induction processes</td>
</tr>
<tr>
<td>BSBHRM512A</td>
<td>Develop and manage performance-management processes</td>
</tr>
<tr>
<td>BSBHRM513A</td>
<td>Manage workforce planning</td>
</tr>
<tr>
<td>BSBWRK510A</td>
<td>Manage employee relations</td>
</tr>
<tr>
<td>BSBWHS401A</td>
<td>Implement and monitor WHS policies, procedures and programs to meet legislative requirements</td>
</tr>
<tr>
<td>BSBHRM507A</td>
<td>Manage separation or termination</td>
</tr>
<tr>
<td>BSBLED501A</td>
<td>Develop a workplace learning environment</td>
</tr>
<tr>
<td>BSBPMG522A</td>
<td>Undertake project work</td>
</tr>
</tbody>
</table>

Course Fees and Payment Options
The diploma has a total course fee of $9,000 under VET FEE-HELP. For further details on VET FEE-HELP and for the full fee schedule please visit www.upskilled.edu.au/vet-fee-help

How to Apply
Whether you’re inquiring as an individual, or as a manager acting on behalf of one or more employees, the easiest way to apply is to contact Upskilled:
- Select from more than 50 nationally accredited certificate and diploma courses
- Complete an application form at www.upskilled.edu.au
- Submit the form and an Upskilled Education Manager will contact you.

This qualification is delivered via an auspicing agreement with TrainSmart, RTO: 51771