

# Your Next Steps in Your Career

**BSB50320**

**Diploma of Human Resource Management**

## Course Details

**Course Code:**  
BSB50320

**Duration:**  
6-12 months  
(depending on  
experience)

**Delivery:**  
Online + Unlimited  
Phone Sessions

**Nationally  
Recognised:**  
Yes

### Suitable Roles:

- Office Managers
- Human Resource Administrators
- Business Owners
- Recruitment Coordinators
- Training Officers
- HR Managers



## Who is this course for?

If you are already working in HR, then this is your chance to gain practical skills, knowledge and support so that you can develop and implement HR systems in your organisation.

If you are looking for a position in HR, this course will help you stand out and give you the confidence, skills, and tools to apply for these valued professional roles.

## Where can this course take you?

This human Resource course will not only accelerate your career but also lead you into a wide range of industries in which you can gain employment opportunities, working in banks, insurance companies, manufacturing or retail firms, hospitals, government departments... You name it!

This qualification gets your previous experience and HR skills formally recognised and proves to employers you have the knowledge and experience to be a HR professional. For entry requirements please visit our website.

"Before I started this qualification, I knew bits and pieces of HR as I had been in this role for 5 years. Completing this qualification has made me a lot more confident. When I am at work and people question me about the processes I have put in place, I can back myself up as I have all the knowledge behind me now... I recommend anyone in my field working with such a wide range and variety of people reach out to get this course completed."

– Simone Blackmore

\*Accurate as 20/3/2023 For the latest information see our webpage.

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## CONTACT US



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**Live Chat**  
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# How much will it cost?

## NSW Funded

There is lots of funding available at the moment: subsidies, payment plans, government grants that may make your course 100% FEE-FREE or at least pay \$0 upfront to start....

You are welcome to have a browse of our funding options page by [Clicking Here](#) but you'll probably find more than one that will fit you.

To see what you are eligible for, either complete the free funding quiz below quick or just give us a call on 1800 998 500 and we will work out the best option for you.

### NSW Smart and Skilled Subsidy

You may be eligible for a fully funded **FEE-FREE** qualification with us through the NSW Skilling for Recovery – JobTrainer program.

Take advantage while the government helps pay for your course. Don't miss out on this opportunity to stand out from the crowd on your next job application.

'Training under JobTrainer is fee-free and fully funded by the NSW and Commonwealth governments'



[CLICK HERE FOR MORE INFO](#)

Click the **FREE FUNDING QUIZ** icon on the right and complete a few questions to find out which funding option suits you best.

[FUNDING QUIZ](#)

### Confused which options may suit you?

Our friendly staff are here to help you out. Give us a call and we will work out the best options for you. Click the button to book a call, or chat to us online.

[CONTACT US](#)

## Units

There are **12 units** in this qualification.

Your units may differ depending if you have credits, if you are completing another qualification also at the same time or if you have chosen different electives. The order of units may vary depending on your trainer as well.

#### BSBLDR523

Lead and manage effective workplace relationships

#### BSBCRT511

Develop critical thinking in others

#### BSBOPS504

Manage business risk

#### BSBWHS411

Implement and monitor WHS policies, procedures and programs

#### BSBWHS521

Ensure a safe workplace for a work area

#### BSBHRM524

Coordinate workforce plan implementation

#### BSBHRM527

Coordinate human resource functions and processes

#### BSBHRM525

Manage recruitment and onboarding

#### BSBHRM521

Facilitate performance development processes

#### BSBHRM522

Manage employee and industrial relations

#### BSBHRM523

Coordinate the learning and development of teams and individuals

#### BSBHRM531

Coordinate health and wellness programs

## NEXT STEPS

1

### Choose Funding

Complete our **Funding Quiz** OR **Call Us on 1800 998 500** to find out what funding you are eligible for.

2

### Enrol!

Meet your Completion Coach and Trainer and get started on your course.