

BSB50320

Diploma of Human Resources Management

STUDY ONLINE

Human Resources Managers, HR Administrators, Recruitment Officer, Training Officers...

Course Details

Course Code:
BSB50320

Duration:
6-12 months
(depending on
experience)

Delivery:
Online + Unlimited
Phone Sessions

**Nationally
Recognised:**
Yes

Entry Requirements:
Please click the link
below to view entry
requirements for this
course

[Click Here](#)



Who is this course for?

If you have either :

- 2 years of full time experience in a Human Resources role, or;
- A Certificate IV in Human Resources.

During this course, you will discover and implement practical strategies that will make a REAL difference to developing and implementing performance management processes, managing people performance, developing job descriptions, advertising staff vacancies, assessing applications and interviewing applicants, and providing recommendations to management.

Here's what one of our students thinks...

"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. I can back myself up as I have all the knowledge behind me now. I recommend it to anyone in my field."

Simone Blackmore

Where can this course take you?

This human resources 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.

Eligibility for a membership with Professional Associations, such as The Australian HR Institute, Australian Institute of Office Professionals.



Phone

1800 998 500



Website

globaltraining.edu.au



Email

enrol@globaltraining.edu.au



Live Chat

gti.edu.au/contact

How much will it cost?

The South Australian Government is committed to increasing the skilled workforce in South Australia by making funding available for training and skills development.

The options below are dependant on your specific circumstances and usually require a discussion with one of our course advisors to work out the best option for you.

Call us on **1800 998 500** or Email us at enrol@globaltraining.edu.au

'Supported by Government of South Australia'

'Participants Eligibility Criteria Apply'

South Australia Funding

The full price of this course is \$7,680

View the funding options below to find how you can reduce this cost.

Choose Your Funding Option		Covers	Gap Fee
South Australia Govt Funding	<i>Possibility for further subsidy - Contact us!</i>	41%	\$4,514
Skills Checkpoint	<i>If over 40yrs old</i>	26%	\$5,680
VET Student Loans	<i>Government Loan (paid off through tax)</i>	100%	\$0

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.

BSBWHS401

Implement and Monitor WHS Policies, Procedures and Programs to Meet Legislative Requirements

BSBFIM501

Manage Budgets & financial plans

BSBHRM513

Manage Workforce Planning

BSBHRM506

Manage Recruitment Selection and Induction Processes

BSBWRK520

Manage Employee Relations

BSBRSK501

Manage Risk

BSBWHS521

Ensure a safe workplace for a work area

BSBCMM511

Communicate with influence

BSBLDR523

Lead and manage effective workplace relationships

BSBHRM521

Facilitate performance development processes

BSBHRM523

Coordinate the learning and development of teams and individuals

BSBHRM527

Coordinate human resource functions and processes

The remaining gap fee of your course can be paid via:

Study Loans

Study Loans available

Payment Plans

Payment Plans Available To Suit Your Budget

Tax Deductions Available

Click Here for a list of available deductions

Get Your Postnominal Today!

DipHRM

Risk Free Guarantee

Click Here for details.
(gti.edu.au/riskfree)



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.

Call us today on
1800 998 500!

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Entry requirements:

Either completion of these 4 units (or the immediate previous versions of these units):

BSBHRM411 Administer performance development processes

BSBHRM412 Support employee and industrial relations

BSBHRM415 Coordinate recruitment and onboarding

BSBHRM417 Support human resource functions and processes

OR

Demonstration of a minimum of **two years of relevant full time equivalent work experience** in HR.

To demonstrate this please answer the following questions:

In which of the following areas do you have work experience? (note, only tick those where you have done these tasks as part of an HR role not as a minor part of another role such as being a supervisor or an office administrator)

- Performance management
- Industrial relations
- Recruitment and selection
- Onboarding new employees
- Human resources policy and processes
- Learning and development
- Human resources information management systems
- Payroll
- Remuneration and employee benefits
- Separation and termination processes
- Rehabilitation and return to work programs
- Health and wellness programs
- Workplace safety
- Inclusive recruitment processes for people with disability

For up to three of the areas you have ticked above please answer the following questions:

1: Work experience area:

A: What was your role in this task?

B: Who was your employer?

C: How long did you do this role for?

2: Work experience area:

A: What was your role in this task?

B: Who was your employer?

C: How long did you do this role for?

3: Work experience area:

A: What was your role in this task?

B: Who was your employer?

C: How long did you do this role for?



Please nominate a referee who can confirm your experience if required:

Name:

Position:

Phone number or email address:

Please return this information with your enrolment form.

Note: If you don't meet the above requirements we have a Certificate IV in Business (HR focus) you can do which includes the pre-requisite units and gets you entry into the Diploma

**Call us today on
1800 998 500!**

