BSB50320

Diploma of Human Resource Management

BSB50320 Diploma of Human Resource Management

⏱ **6-8 months** 📍 **Blended - Live Online and online, Part-time, Workplace Training   5 intensive clusters, 9 days**

The Diploma of Human Resource Management is specifically designed for professionals working in a human resources (HR) role. This course will teach you how to strategically plan from an HR perspective, including all aspects of the employee relationship including onboarding, recruitment, how to manage risk and the processes required to streamline your planning.

It focuses on increasing practical skills and capabilities required of contemporary managers and people working in HR roles across a variety of contexts.

Using contemporary issues and practical concepts, the course equips students with the latest HR practices and knowledge for the Australian workplace.

92% of participants were satisfied with Swinburne Edge's course content.*
* n = 224 (2018-2019), course-specific statistic.

93% of participants were satisfied with their Swinburne Edge facilitator.*
* n = 224 (2018-2019), course-specific statistic.

Why human resources management skills are critical

Australia's workforce is on the precipice of massive change. Digital technologies like Artificial Intelligence and machine learning are on the rise. The need for constant innovation and high demands for digital literacy is growing. In short, today's workers are facing uncertain times

Skilled HR leadership can harness this disruption into a motivated, skilled, high-performing and innovative workforce.

This qualification develops the skills to:
- create a HR strategy to deliver the right workforce mix for the organisation
- provide solid risk identification, analysis, and resolution
- manage people performance across the board
- lead and manage mediations and resolve workforce conflicts
- manage recruitment, selection, and induction processes.

Course inclusions

- Access to industry experts who facilitate the workshops.
- program materials and manuals used in the workshops, which double as a take-home resource
- Templates, tools, and many other resources are provided.
- Assessment and study support.

Who should attend?

This qualification is suitable for:
- emerging or current human resources advisors
- change managers
- human resources consultants
- human resources managers.

Entry requirements

Entry to this qualification is limited to those who:

Have completed the following units (or equivalent competencies): *BSBHRM411 Administer performance development processes; BSBHRM412 Support employee and industrial relations; BSBHRM415 Coordinate recruitment and onboarding; and BSBHRM417 Support human resource functions and processes.* Equivalent competencies are predecessors to these units, which have been mapped as equivalent.
OR

Have two years equivalent full-time relevant work experience.

Stand out

Great human resources managers can find the balance between daily people management as they generate high levels of performance, innovation, and communication, and the ability to plan their workforce strategically.

This qualification:
- includes relevant, real-world content with global context
- has a practical focus with projects you can integrate into your existing role or organisation
- gives you skills and tools you can use immediately
- encourages you to think differently
- fully aligns to the Future World of Work and Industry 4.0.

Fees

The total fee for the BSB50320 Diploma of Human Resource Management is $8,410.50. Fees are reviewed each year and are subject to change. *VET Student Loans may apply.*

BSB50320 Diploma of Human Resource Management

The Swinburne Edge difference

Swinburne Edge's accelerated qualifications are designed for working professionals to maximise the learning outcomes and minimise time spent out of the office or away from home.

"Our facilitator is clearly experienced in the world of business and draws effectively from her personal experience to enhance the content."

Grant

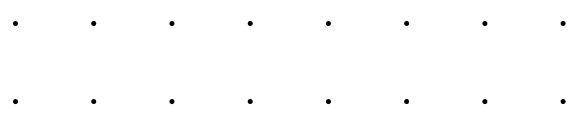Participant, Diploma of Human Resource Management

Benefits for individuals

- You can enrol at any time, choose your workshop days, and get qualified faster with an accelerated course structure
- Our Continuing Professional Education Advisors are on hand to provide advice and answer your questions
- Participants learn alongside professional peers and enjoy a unique shared experience that fosters new ideas, reflection, diversity, and innovation
- Our facilitators each have extensive experience across a range of leadership roles and can impart real-life case studies and relevant industry know-how
- Our facilitators are dynamic and engaging professionals with a true passion for teaching, handpicked by us.

Benefits for organisations

- A strong human resources team within your organisation ensures your most valuable asset, your people, are supported and managed to deliver their best. Effective workforce design, which is led by human resources, ensures agility and growth for the future
- We partner with clients to qualify their human resources managers so they know how to maximise the performance of the workforce
- Our Consultants work hand-in-hand with clients to roll out the Diploma of Human Resource Management to suit you and your team, including customisation to fold in your own projects
- In addition, clients are allocated a Swinburne Edge Project Manager of their own, ensuring participants are supported, outcomes are reported, and training is delivered.

BSB50320 Diploma of Human Resource Management

The **Diploma of Human Resource Management** is delivered in unit clusters. Each vertical block of clusters and units shows the number of workshop days.

UNIT CODE	UNIT TITLE	CLUSTER NAME	DURATION
BSBHRM521	Facilitate performance development processes	Performance Management	2 days
BSBLDR522	Manage people performance		
BSBCMM511	Communicate with influence		
BSBHRM523	Coordinate the learning and sevelopment of teams and individuals	Workforce Learning and Development	2 days
BSBMHR524	Coordinate workforce plan implementation		
BSBWHS411	Implement and monitor WHS policies, procedures and programs	HR Risk Management	2 days
BSBWHS521	Ensure a safe workplace for a work area		
BSBOPS504	Manage business risk		
BSBLDR523	Lead and manage effective workplace relationships	Employee Relationships	2 days
BSBHRM522	Manage employee and industrial relations		
BSBHRM527	Coordinate human resource functions and processes		
BSBHRM525	Manage recruitment and onboarding	Recruitment Selection and Induction	1 Day

NATIONALLY RECOGNISED TRAINING

Schedule details: Workshop times may vary but are usually 9:00am to 5:00pm; details will be confirmed upon enrolment.

For full unit descriptions, visit https://training.gov.au and type the unit code into the search function.

"There's lots of engagement and interaction, so you get to hear other people's experiences, opinions and how things are done in other companies. This approach is great."

Maria
Participant, Diploma of Human Resource Management

BSB50320 Diploma of Human Resource Management

Cluster overview

Performance Management

Duration: 2 days
Location: Online, delivered live

Units:
BSBHRM521 Facilitate performance development processes
BSBLDR522 Manage people performance BSBCMM511 Communicate with influence

Encouraging effective employee performance through the coordination of individual and group learning is an essential aspect of a HR professional's role. This cluster will ensure that you are able to effectively communicate with others in your organisation to inspire innovation and drive KPI's.

These units show how to develop the performance frameworks and processes that create an effective work environment.

Learning objectives
Participants will be able to:

- develop work plans and allocate work and KPIs in an efficient, resource-respectful and outcome-focused manner
- develop integrated performance management processes and frameworks. These allow the HR team to assess performance and provide feedback in a professional and strategically aligned manner
- manage performance follow-up including improvement and development plans, coaching, support services, counseling staff, and handling terminations as necessary
- coordinate individual or group training, learning and development.

Workforce learning and development

Duration: 2 days
Location: Online, delivered live

Units:
BSBHRM523 Coordinate the learning and development of teams and individuals
BSBHRM524 Coordinate workforce plan implementation

Consistent workforce learning and development within an organisation is key to driving success and innovation, and it's critical as HR professionals, to go beyond a basic annual performance review.

Learn how to transition from being a team member to taking responsibility for the work and performance of others.

Your leadership will have a strong influence on the work culture, values, and ethics of your team. As part of this, you will be able to appoint and manage external contractors.

You will be able to operate an end-to-end workforce training program. Your workplace will benefit from your newly available training skills; organising resources and materials, conducting training, and assessing it.

Learning objectives
Participants will be able to:
- coordinate implementation of policies and procedures to encourage team members to assess their own competencies and identify their own learning and development needs.
- identify learning requirements of teams and individuals according to requirements of organisation and available learning opportunities.
- support implementation of agreed objectives for recruitment, training, redeployment and redundancy.
- identify strategies to assist workforce to deal with organisational change, ensuring workers are developed and retained.

HR Risk Management

Duration: 2 days
Location: Online, delivered live

Units:
BSBWHS411 Implement and monitor WHS policies, procedures and programs
BSBWHS521 Ensure a safe workplace for a work area
BSBOPS504 Manage business risk

Risk, in a business context, is anything that threatens an organisation's ability to operate, reach targets, and generate revenue. Risk is broad, can be internal or external, and risk needs to be avoided, reduced or accepted. Participants will learn the scope of risk, how to spot it, how to analyse it, and then - critically - how to treat and resolve it.

At a more elemental level, the HR function is typically responsible for the organisation's WHS policies, procedures, and programs, so it's necessary for participants to develop a broad knowledge of WHS policies and be able to create solutions to sometimes unpredictable problems.

This workshop focuses on these risk elements and how they can be resolved in the workplace.

Learning objectives
Participants will be able to:

- identify and analyse risks
- create strategies and treatments to mitigate known risk factors
- undertake a wide range of WHS tasks, including WHS training, set up procedures, identify hazards, and control risks
- communicate the WHS policies and procedures effectively to the workforce on an ongoing bases.

BSB50320 Diploma of Human Resource Management

Cluster overview

Employee Relationships

Duration: 2 days
Location: Online, delivered live

Units:
BSBLDR523 Lead and manage effective workplace relationships
BSBHRM522 Manage employee and industrial relations
BSBHRM527 Coordinate human resource functions and processes

Managing employee relations is vastly more complex than basic communication. This workshop is for HR professionals who need to oversee industrial relations, manage conflict, listen to grievances and manage mediations.

This workshop is key for participants as they learn to develop solid processes and policies, and have a good understanding of industrial relations legislation.

The HR function sometimes needs to negotiate and manage conflict, and this workshop teaches participants how to undertake this process fairly, and legally.

Learning objectives
Participants will be able to:

- develop employee and industrial relations policies and processes, factoring in legislation, risks and key stakeholders
- manage (sometimes difficult) negotiations and discussions to resolve a range of complex conflicts, including creating appropriate documentation and engaging expert specialists when required
- prepare effectively for mediation, including accurately identifying the relevant parties, obtaining their agreement to participate, conducting interviews and verifying facts
- settle disputes via mediations, and finalising all outcomes, documents and areas for improvement.

Receuitment Selection and Induction

Duration: 1 day
Location: Online, delivered live

Units:
BSBHRM525 Manage recruitment and onboarding

There are many considerations for HR professionals when it comes time to select and recruit new members of the team. Their ability to be a part of the existing work culture and their skill sets are just the starting point when building an intelligently designed workforce.

This workshop focuses on teaching participants how to manage all of the aspects of recruitment, selection, and induction.

The HR service has responsibility for both the selection of new staff, and orientating them in their new positions. Whether participants will be directly involved, or briefing an agency, the tools, and principles remain the same.

Learning objectives
Participants will be able to:

- align the recruitment and selection function to the business's objectives
- create the HR policies, procedures, and supporting documents that support the recruitment process
- manage stakeholders
- employ a range of tools to successfully recruit and select staff that fit the need, budget, culture, and skill set
- manage staff induction, not just when they commence a new role, but as their role progresses and evolves.

"I really enjoyed [the facilitator's] delivery and insight into specific practical examples. I enjoyed the collaboration with my peers and value the perspective gained."

Grant
Participant, Diploma of Human Resource Management

Contact us

📞 1800 633 560

✉ edge@swinburne.edu.au

🌐 swinburne.edu.au/swinburne-edge

Swinburne Edge