

BSB50615 Diploma of Human Resources Management

Packaging Rules: 6 Core Units PLUS 3 Elective Units

(At least 2 units must be from the elective units listed below. If not listed below, 1 unit may be from any endorsed Training Package or accredited course at Certificate IV level or above.)

| Core Unit Codes | Core Unit Title | Task Types | Available |
|-----------------|--|---|-----------|
| BSBHRM501 | Manage human resources services | Task 1 – Theory: Short Answer Task 2 – Practical: Determine Strategies for Delivery of HR Services Task 3 – Practical: Manage the Delivery of Human Resource Services Task 4 – Project: Evaluate Human Resource Services Delivery Task 5 – Theory: Manage the Integration of Business Ethics in Human Resource Practices Task 6 – Evidence Record | ✓ |
| BSBHRM506 | Manage recruitment selection and induction processes | Task 1 – Theory: Short Answer Questions Task 2 – Practical: Analyse and Review Human Resource Task 3 – Practical: Analyse and Review Recruitment and Selection Task 4 – Practical: Induction Process Task 5 – Evidence Record | ✓ |
| BSBHRM512 | Develop and manage performance-management processes | Task 1 – Theory: Short Answer Questions Task 2 – Project: Develop a Performance Management System Task 3 – Project: Implement the Performance Management System Task 4 – Theory: Coordinate Formal Feedback Processes Task 5 – Evidence Record | ✓ |
| BSBHRM513 | Manage workforce planning | Task 1 – Theory: Short Answer Questions Task 2 – Project: Produce a Workforce Plan Task 3 – Evidence Record | ✓ |
| BSBWRK510 | Manage employee relations | Task 1 – Theory: Short Answer Questions Task 2 – Project: Recommend Industrial Concepts for an Organisation Task 3 – Practical: Develop Strategies and Procedures for Dealing with Conflict and Grievance Task 4 – Theory: Develop Employee and Industrial Relations Policies and Procedures Task 5 – Practical: Manage Negotiations to Resolve Conflict Task 6 – Role Play: Manage Negotiations to Resolve Conflict Task 7 – Evidence Record | ✓ |

Qualification Mapping

| Core Unit Codes | Core Unit Title | Task Types | Available |
|---------------------|--|---|-----------|
| BSBWHS401 | Implement and monitor WHS policies, procedures and programs to meet legislative requirements | Task 1 – Theory: Policy and Legislation Task 2 – Theory: Participative Arrangements Task 3 – Practical: Planning Training Task 4 – Practical: Managing Hazards and Risks Task 5 – Presentation: Provision of Information to the Team Task 6 – Evidence Record | ✓ |
| Elective Unit Codes | Elective Unit Title | Task Types | Available |
| BSBDIV501 | Manage diversity in the workplace | Task 1 – Theory: Short Answer Questions Task 2 – Theory: Critically Review a Diversity Policy Task 3 – Case Study: Apply a Diversity Policy Task 4 – Project: Promote Strategies to Encourage Team Understanding of Diversity Task 5 – Skill Practice: Manage Diversity Task 6 – Case Study: Demonstrate Handling Complaints of Bullying or Harassment Task 7 – Evidence Record | ✓ |
| BSBFIM501 | Manage business and financial plans | Task 1 – Theory: Short Answer Questions Task 2 – Project: Research and Application Task 3 – Evidence Record | ✓ |
| BSBHRM502 | Manage human resources management information systems | Task 1 – Theory: Short Answer Questions Task 2 – Project: Draft Information Systems Management Plan Task 3 – Practical: Communication Plan Task 4 – Practical: Recommendation Report to Senior Managers Task 5 – Practical: Implementation Schedule Task 6 – Evidence Record | ✓ |
| BSBHRM505 | Manage remuneration and employee benefits | Task 1 – Theory: Short Answer Questions Task 2 – Practical: Draft an Organisation's Remuneration Strategy Task 3 – Practical: Communication Plan Task 4 – Evidence Record | ✓ |
| BSBHRM507 | Manage separation or termination | Task 1 – Theory: Short Answer Questions Task 2 – Practical: Manage Redundancy Processes Task 3 – Role Play Task 4 – Practical: Review Exit Interviews Task 5 – Evidence Record | ✓ |
| BSBHRM510 | Manage mediation processes | Task 1 – Theory: Short Answer Questions Task 2 – Project: Critical Evaluation of Existing Guidelines Task 3 – Project: Develop Guidelines for Mediation Task 4 – Evidence Record | ✓ |

| Elective Unit Codes | Elective Unit Title | Task Types | Available |
|---------------------|--|---|-----------|
| BSBINM501 | Manage an information or knowledge management system | Task 1 – Theory: Short Answer Questions Task 2 – Practical: Research and Planning Task 3 – Project Task 4 – Theory: Review Task 5 – Evidence Record | ✓ |
| BSBINN601 | Lead and manage organisational change | Task 1 – Theory: Short Answer Questions Task 2 – Practical: Identify Change Requirements Task 3 – Practical: Develop Change Management Strategy Task 4 – Theory: Implement Change Management Strategy Task 5 – Role Play: Consult with Stakeholders Task 6 – Evidence Record | ✓ |
| BSBLED501 | Develop a workplace learning environment | Task 1 – Theory: Short Answer Questions Task 2 – Theory: Create Learning Opportunities Task 3 – Theory: Facilitate and Promote Learning Task 4 – Theory: Monitor and Improve Learning Effectiveness Task 5 – Skills Practice: Create, Facilitate and Promote Learning Task 6 – Evidence Record | ✓ |
| BSBLED502 | Manage programs that promote personal effectiveness | Task 1 – Theory: Short Answer Questions Task 2 – Project: Research Task 3 – Practical: Planning Task 4 – Practical: Policy Development Task 5 – Theory: Evaluation Task 6 – Evidence Record | ✓ |
| BSBMGT502 | Manage people performance | Task 1 – Theory: Short Answer Questions Task 2 – Practical: Planning Task 3 – Theory: Design a Review System Task 4 – Theory: Follow Up Task 5 – Role Play Task 6 – Evidence Record | ✓ |
| BSBMGT516 | Facilitate continuous improvement | Task 1 – Theory: Short Answer Questions Task 2 – Practical: Develop Continuous Improvement Systems and Processes Task 3 – Practical: Develop Strategies to Monitor and Adjust Performance Task 4 – Practical: Develop Opportunities for Further Improvement Task 5 – Coaching Role Play Task 6 – Evidence Record | ✓ |
| BSBPMG522 | Undertake project work | Task 1 – Theory: Short Answer Questions Task 2 – Practical: Project Research Task 3 – Practical: Develop Plan Task 4 – Theory: Administer and Monitor the Project Task 5 – Theory: Finalise the Project Task 6 – Evidence Record | ✓ |

Qualification Mapping

| Elective Unit Codes | Elective Unit Title | Task Types | Available |
|---------------------|--|---|-----------|
| BSBRSK501 | Manage risk | Task 1 – Theory: Short Answer Questions Task 2 – Practical: Risk Management Plan Task 3 – Evidence Record | ✓ |
| BSBSUS501 | Develop workplace policy and procedures for sustainability | Task 1 – Theory: Short Answer Questions Task 2 – Practical: Develop a Sustainability Policy and Procedures Task 3 – Practical: Presentation: Communicate the Workplace Sustainability Policy Task 4 – Practical: Implement the Policy Task 5 – Project: Implement and Review Policy Task 6 – Evidence Record | ✓ |
| BSBWHS501 | Ensure a safe workplace | Task 1 – Short Answer Questions Task 2 – Theory: Establish and Maintain an WHS System Task 3 – Theory: Establish and Maintain Participative Arrangements Task 4 – Theory: Establish and Maintain Procedures for Identifying Hazards Task 5 – Theory: Establish and Maintain a Quality WHS Management System Task 6 – Role Play Task 7 – Evidence Record | ✓ |