



The Canberra Training School Pty Ltd. T/A CANBERRA BUSINESS AND TECHNOLOGY COLLEGE

BSB50618 DIPLOMA OF HUMAN RESOURCE MANAGEMENT COURSE INFORMATION

COURSE INFORMATION	
RTO Name	Canberra Business and Technology College (CBTC)
RTO Code	40882
CRICOS Code	03465J
Training package	BSB Business Services Training Package
Qualification	BSB50618 Diploma of Human Resources Management
CRICOS Course Code	098668A
Units of Competency	Total: 9 units 6 Core and 3 Elective units
Qualification details/ Course overview	This qualification reflects the role of individuals working in a variety of roles within the human resources sector, who have sound theoretical knowledge base in human resources management and demonstrate a range of managerial skills to ensure that human resources functions are effectively conducted in an organisation or business area. Typically they would have responsibility for the work of other staff.
Job roles	<ul style="list-style-type: none"> • Executive officer • Human resource manger • Admin manager • Human resources consultant
Pathways into the qualification	<p>Candidates may enter the qualification through a number of entry points including:</p> <ul style="list-style-type: none"> • BSB41015 Certificate IV in Human Resources or other relevant qualification, OR • with vocational experience in a range of work environments in senior support roles but without a qualification. <p>Please also refer to CBTC Entry Requirements below.</p>



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Pathways from the qualification	After achieving this qualification candidates may choose to undertake BSB60915 - Advanced Diploma of Management (Human Resources) or a range of other Advanced Diploma qualifications.
Entry requirements	<ul style="list-style-type: none">▪ Domestic students<ul style="list-style-type: none">○ Age 18+○ Completed high school, or equivalent▪ International students<ul style="list-style-type: none">○ <u>Age:</u> 18+○ <u>English language requirements:</u> IELTS 5.5 or equivalent; or pass CBTC English test; or successful completion of any other Certificate IV or higher level course in Australia;○ <u>Educational requirements:</u> Completion of Year 12 or equivalent or higher○ <u>Work experience:</u> Not required
Qualification and recognition	Students who successfully complete this qualification will be awarded the nationally recognised BSB50618 Diploma of Human Resources Management



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Program/ Course Content			
This program requires the completion of 9 units of competency			
Total: 3 Elective and 6 Core Units			
	Code	Unit of Competency	
1	BSBWRK520	Manage employee relations	Core
2	BSBHRM501	Manage human resources services	Core
3	BSBADM502	Manage meetings	Elective
4	BSBHRM513	Manage workforce planning	Core
5	BSBWHS401	Implement and monitor WHS policies, procedures and programs to meet legislative requirements	Core
6	BSBHRM512	Develop and manage performance-management processes	Core
7	BSBHRM506	Manage recruitment selection and induction processes	Core
8	BSBWHS521	Ensure a safe workplace for a work area	Elective
9	BSBMGT502	Manage people performance	Elective
Electives may be changed at any stage			
Learning outcomes	<ul style="list-style-type: none"> • Apply theories and concepts of human resources management as they relate to the professional practice of human resources professional. • Demonstrate skills and knowledge in the areas of human resources functions such as strategic human resources planning, job analysis and design, recruitment and selection, learning and development and occupational health and safety. • Consider and implement ethical and moral practices as human resources professional. • Utilize evidence-based research to inform best practices in human resources management. 		
Mode of delivery	<ul style="list-style-type: none"> • Classroom based 20 hours per week 		
Program delivery details	<p>Delivery location: 75 Gozzard St, Gungahlin ACT 2912, Australia</p> <p>Number of study weeks: 36</p> <p>Holiday weeks: Up to 16 weeks</p> <p>Total course duration: 52 weeks</p> <p>Number of hours per week: 20 hours</p> <p>Class timetable: Classes may be held between 8:30am-9pm, Monday- Saturday (excluding public holidays). Students are advised of their class timetables during orientation.</p>		



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	<p>Sample timetable</p> <table border="1"> <thead> <tr> <th>9-week term</th> <th>8:30-11:00am</th> <th>11:05am-1:15pm</th> <th>1:45-3:45pm</th> <th>3:50-pm-5:00pm</th> </tr> </thead> <tbody> <tr> <td>Monday (8 hours)</td> <td>Manage employee relations</td> <td>Manage employee relations</td> <td>Manage employee relations</td> <td>Manage employee relations</td> </tr> <tr> <td>Tuesday (8 hours)</td> <td>Manage meetings</td> <td>Manage meetings</td> <td>Manage meetings</td> <td>Manage meetings</td> </tr> <tr> <td>Online (4 hours)</td> <td>Manage employee relations</td> <td></td> <td>Manage meetings</td> <td></td> </tr> </tbody> </table>	9-week term	8:30-11:00am	11:05am-1:15pm	1:45-3:45pm	3:50-pm-5:00pm	Monday (8 hours)	Manage employee relations	Manage employee relations	Manage employee relations	Manage employee relations	Tuesday (8 hours)	Manage meetings	Manage meetings	Manage meetings	Manage meetings	Online (4 hours)	Manage employee relations		Manage meetings	
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Recognition of Prior Learning (RPL)/ Credit Transfer	Students can apply for RPL/ Credit transfer based on prior work experience and/or education/training. Please note that the course duration may be reduced if RPL/ Credits are granted and the 'Confirmation of Enrolment' will be adjusted accordingly.																				
Teaching/learning resources	<p>Students will have access to the following course materials:</p> <ol style="list-style-type: none"> 1. Study Guides 2. Assessment packs 3. Power-point presentations 4. Online course content 5. Computers 6. Internet access 7. Links to external resources 8. Overhead projectors 9. Library resources 																				
Assessment methods	<p>Assessments/ Evidence-gathering techniques <u>may</u> include:</p> <p>A. Role Play / Video recordings/ Presentation / Discussion Forums B. Oral – Questioning C. Case study D. Written assessments/Report/Essay/Research/Group Project</p> <p>Students may be required to submit video presentations to authenticate some of their practical work. They may also be required to participate in an oral interview at their course end of the course.</p>																				
Nominal training hours	720 hours																				
Term Dates	Please refer to CBTC Term Dates																				
Fees	Please refer to CBTC Fee Schedule																				