

# BSB50615 Diploma of Human Resources Management

Darwin

**Human Resource & Computer Academy**

training for your future

## GENERAL INFORMATION

This Diploma reflects the role of a manager in any business wanting to strengthen their understanding of people management issues. The qualification explores generalist human resource issues as well as the administrative and information systems knowledge that is required for effective human resource management professionals. This course is for students who already have some knowledge in the human resources area or are wanting to move into this role or who have been working in human resources for some time and require a formal qualification in recognition of current knowledge.

### Who should attend:

- Human Resources Advisor or Change Manager
- Human Resources Consultant
- Small Business owners involved in human resources
- Senior Human Resources Officer

### Why should you attend:

- A great opportunity to develop a range of skills required of Human Resource Managers in a human resource environment
- Develop a clear understanding of the role of Human Resource Managers
- Develop an understanding of the strategic role of the Human Resource Manager assisting their organisation
- A great networking opportunity



For bookings contact:

Tel: (08) 8941 2344

Fax: (08) 8941 0141

Training@dhrc.com

www.dhrca.com

RTO # 6893

## CONTENT

### BSBHRM501 Manage human resource services - Core

- \* Determine strategies for delivery of human resource services
- \* Manage the delivery of human resource services
- \* Evaluate human resource service delivery
- \* Manage integration of business ethics in human resource practices

### BSBWHS401 Implement and monitor WHS policies, procedures and programs to meet legislative requirements - Core

- \* Provide information to the work team about WHS policies and procedures
- \* Implement and monitor participation arrangements for managing WHS
- \* Implement and monitor organisational procedures for providing WHS training
- \* Implement and monitor organisational procedures and legal requirements for identifying hazards and assessing and controlling risks
- \* Implement and monitor organisational procedures for maintaining WHS records for the team

### BSBHRM512 Develop and manage performance-management processes Core

- \* Develop integrated performance-management processes
- \* Facilitate the implementation of performance-management processes
  - Coordinate individual or group learning and development

### BSBHRM513 Manage workforce planning - Core

- \* Research workforce requirements
- \* Develop workforce objectives and strategies
- \* Implement initiatives to support workforce planning objectives
- \* Monitor and evaluate workforce trends

### BSBHRM505 Manage remuneration and employee benefits - Elective

- \* Develop organisation's remuneration strategy
- \* Implement remuneration strategy
- \* Review and update remuneration strategy

### BSBHRM506 Manage recruitment selection and induction processes Core

- \* Develop recruitment, selection and induction policies and procedures
- \* Recruit and select staff
- \* Manage staff induction

### BSBHRM507 Manage separation or termination - Elective

- \* Develop policies and procedures for separation/termination of employment
- \* Manage separation/termination processes
- \* Manage exit interview process

### BSBHRM510 Manage mediation processes - Elective

- \* Develop mediation guidelines
- \* Prepare for mediation
- \* Settle dispute through mediation
- \* Finalise and review mediation

### BSBWRK510 Manage employee relations - Core

- \* Develop employee and industrial relations policies and plans
- \* Implement employee relations policies and plans
- \* Manage negotiations to resolve conflict

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COURSE OUTLINE

## Your Investment

Your training day is interactive - encouraging group discussion and sharing of experiences. As a participant, you receive:

- Electronic copy of manuals and workbooks
- Refreshments
- Nationally Accredited and Recognised Diploma
- Facilitator support and access

### Duration:

One-day/unit per month

### Time:

8:30am - 4/4:30pm

### Investment:

\$445 per unit incl. manual

### Full Qualification:

\$3,500 incl. manuals

**Why is this course so good.....a few words from our workshop students**

"Excellent facilitator, you made the experience very enjoyable and informative. Glad I took the leap with DHRCA and glad to have had you as my trainer."

S. Nowland

"Interesting, filled in a lot of gaps in my workplace learning. I have gained a large amount of knowledge."

S. Campbell

"Trainer made it very enjoyable and engaging. Well rounded content in covering relevant HR Subjects."

A. Griggs

**Training Territorians for  
since 1986**



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