

BSB50320

Diploma of Human Resources Management

Professional Development

Great for all Employees!

Is this course for me...

YES! 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.

How will this Course help my Career...

- Discover more about your new place of employment - Policies, Procedures, and how it all works.
- A proactive way to settle into your new role quickly
- Show your commitment to your new job and profession.
- Eligibility for a membership with Professional Associations, such as The Australian HR Institute, Australian Institute of Office Professionals

What Qualification will I Gain...

After completion of the 12 month program, you will gain your: BSB50320 Diploma of Human Resource Management

Gain your qualification NOW while your Employer will pay for them!

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. When I am at work and people question me about the processes I have put in place, I can back myself up as I have all the knowledge behind me now.

I recommend anyone in my field working with such a wide range and variety of people reach out to get this course completed."

Simone Blackmore

Here's what another student thinks...

"Everything about GTI is completed to well above my expectations.

I loved being able to implement my day to day job role into my assessment and learning process, and found that all cross referencing and tasks could be related back to real life job experience.

The support I have received with studying with GTI has been exceptional."

Lisa Conway

Entry Requirements

To undertake this qualification you must already have your Certificate IV in Human Resources, or have at least 2 years full time experience in a Human Resources Role.

How is this program delivered?

A very simple process that most find interesting, and rewarding.

1-1 Training Program:

- Online access 24/7 to everything you need – course materials, assessments, resource libraries...
- No Exams. No Essays. No college or workshop attendance required
- Complete your assessments based on projects in your current role.
- Monthly Phone appointments with your Trainer – to understand the assessment requirements, determine what evidence you already have and what is needed to complete for each unit, discuss the topic...
- Regular Tutorials via Zoom available to get all your questions answered as needed
- Regular phone sessions with your Completion Coach/Tutor – to help you through the units, sort out any issues, keep you on-track...
- Complete all units over the 12 month period

How much time will this course take?

The course runs over 12 months.

Your qualification will be issued after 12 months, when all the units have been completed.

Your assessments may take around 4 hours per week, or perhaps less if you have experience.

As they are work-based projects, you may be able to get some of it done during your work hours. If you have experience, this may be a hunting and gathering exercise for you and then just answer the questions based on your work.

Units

There are **12 units** in this qualification.

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

BSBWKR520
Manage Employee Relations

BSBRK501
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



NATIONALLY RECOGNISED
TRAINING

NEXT STEPS

Let your Employer know that this is the course you wish to do, and complete the **Employee Expression of Interest Form**.