

NEW SOUTH WALES TECHNICAL AND FURTHER EDUCATION COMMISSION

STUDENT ASSESSMENT GUIDE - COURSE

National Course Code: BSB50607

Course qualification and name

Diploma of Human Resources Management

TAFE NSW Course Number: 17842 **Version:** 1

Course Outcomes:

This qualification aims to provide you with the skills and knowledge required to work in human resources as a manager or specialist or as a team leader with human resource management responsibilities. You need to demonstrate a range of management skills to ensure that human resources functions and efficiency conducted in an organisation.

The course provides for training & the development of competencies in the following areas:

- * Workforce Planning Labour markets
- * Human Resource Services management Consultancy
- * Performance Management
- * Human Resource Information Systems
- * IR Policies & Processes and IR dispute management
- * Managing Recruitment & Selection
- * Managing Employee Separation
- * Managing Personal Effectiveness Programs Work life balance
- * Managing Rehabilitation & Return to Work
- * Managing Remuneration
- * Mediation
- * Developing workplace learning environment

Job roles and titles vary across different industry sectors. Possible job title relevant to this qualification include:

- . Human Resources Advisor
- . Human Resources and Change Manager
- . Human Resources Consultant
- . Human Resources Manager
- . Senior Human Resources Officer

Course Grading: This qualification is GRADED.

When you finish this course you will receive a qualification which shows your level of achievement - PASS, CREDIT or DISTINCTION. The level of the qualification depends on your results in certain subjects. These subjects are marked * in the course structure.

What you must do to complete the course:

The course structure below shows what you must do to complete this course. The units/modules are arranged in groups and sometimes also in subgroups.

You must complete each group as specified as well as following the course completion instructions. If a course contains optional groups there will be a statement at the top of the course indicating how many you must do. At the top of any group containing optional subgroups there will be a statement saying

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how many you must do.

This course has been designed to reflect the packaging requirements of the Business Services Training Package BSB07 for BSB50607 Diploma of Human Resources Management (17842).

The Business Services Training Package require the completion of eight units, comprising 3 core units plus 5 elective units.

- At least 3 of the elective units must be selected from the elective units listed in the Training Package for this qualification
- the other 2 elective units may be selected from the Training Package elective list for this qualification, the BSB07 Business Services Package or any other currently endorsed national Training Package.
- if not the Training Package elective list for this qualification, 1 unit may be selected from either a Certificate IV or Advanced Diploma qualification.

Elective units must be relevant to the work outcome, local industry requirements and the qualification level. Units selected from other Training Package must not duplicate units selected from or available within the Business Services Training Package.

To satisfy the Training Package requirements, the TAFE NSW course has been structured as follows:

Group 1 - Compulsory Units

All three (3) units must be completed

Group 2

Group 2 consists of three subgroups. Five(5) elective units must be completed as follows:

- at least three (3) and up to five (5) units from subgroup 1
- up to two (2) units from Subgroup 2
- no more than one (1) unit from Subgroup 3

Further units may be included on demand and in accordance with Training Package rules; these would be located in Group 2, subgroup 2 and/or subgroup 3.

NOTES FOR STUDENTS

1. LEARNER SUPPORT

Tutorial units do not count towards completion.

If you require support to meet your learning goals you need to co-enrol in the Learner Support course (TAFE Course Number 9999). Talk to your teacher if you think you may require learner support.

2. SELECTION OF ELECTIVES

Two elective units may be selected from the BSB07 Business Services Training Package or any other currently endorsed national Training Package. If not included in the Training Package elective list for this qualification, one unit may be selected from either a Certificate IV or Advanced Diploma

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qualification.

You are advised to consult with the teaching section at the college to ensure you select an appropriate combination of units to achieve your chosen vocational outcome.

Course Elective Completion :

At least 5 elective module/units must be completed. These may be chosen from group 2

Group 1 CORE UNITS

All module/units must be completed

* indicates that the module contributes to the grade of the award

NSW Module/Unit Code	National Module Code	Module/Unit Name	Nominal Hours
BSBHRM501A		*Manage human resources services	30
BSBHRM503A		*Manage performance management systems	50
BSBHRM504A		*Manage workforce planning	50

Group 2 ELECTIVE UNITS

Subgroups 1, 3 must be completed

At least 5 module/units must be completed

Subgroup 1 HUMAN RESOURCE MANAGEMENT ELECTIVE UNITS

At least 3 module/units must be completed

* indicates that the module contributes to the grade of the award

NSW Module/Unit Code	National Module Code	Module/Unit Name	Nominal Hours
BSBHRM502A		*Manage human resources management inform	30
BSBHRM505A		*Manage remuneration and employee benefit	50
BSBHRM506A		*Manage recruitment selection and inducti	50
BSBHRM507A		*Manage separation or termination	50
BSBHRM509A		*Manage rehabilitation or returntowork pr	40
BSBHRM510A		*Manage mediation processes	50
BSBLED502A		*Manage programs that promote personal ef	40
BSBWRK509A		*Manage industrial relations	60

Subgroup 2 OTHER ELECTIVE UNITS FROM BSB07 OR OTHER TRAINING PACKAGES

You may choose electives from this group

* indicates that the module contributes to the grade of the award

NSW Module/Unit Code	National Module Code	Module/Unit Name	Nominal Hours
BSBATSIL503B		Manage conflict	30
BSBLED501A		*Develop a workplace learning environment	50
BSBMGT502B		*Manage people performance	50

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NSW Module/Unit Code	National Module Code	Module/Unit Name	Nominal Hours
BSBOHS509A		*Ensure a safe workplace	50
BSBPMG510A		Manage projects	60

Subgroup 3 CERTIFICATE IV AND ADVANCED DIPLOMA UNITS

No more than 1 module/unit may be completed

NSW Module/Unit Code	National Module Code	Module/Unit Name	Nominal Hours
BSBHR401A		Administer human resource systems	50
BSBHRM401A		Review human resources functions	50
BSBHRM602A		Manage human resources strategic plannin	50
BSBWOR401A		Establish effective workplace relationsh	40
BSBWRK410A		Implement industrial relations procedure	50

Group 75 ENRICHMENT

You may choose modules/units from this group but they do not count towards course completion

NSW Module/Unit Code	National Module Code	Module/Unit Name	Nominal Hours
7370F	NOS140	Practical placement	40
BSBSUS201A		Participate in environmentally sustainab	20

Group 998 TUTORIAL

Your teacher will tell you if you need to do any modules/units from this group

NSW Module/Unit Code	National Module Code	Module/Unit Name	Nominal Hours
9781H		Technical tutorial support	40

Requirements to receive the qualification:

To receive the BSB50607 Diploma of Human Resources Management (17842) learners must successfully complete eight (8) units of competency made up of three (3) compulsory units and five (5) elective units.

Recognition:

TAFE NSW recognises the skills and knowledge you have gained through previous studies, work and life experiences. We call this RECOGNITION.

If you are given recognition for a subject/module it means you do not need to do it. In some cases recognition may allow you to complete your course faster.

Recognition can take two forms:

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* results transfer

marks or grades from TAFE NSW subjects/modules studied previously can be transferred to the current subjects/modules. Can be used to calculate the level of qualification

* exemption

no marks or grades. Cannot be used to calculate the level of qualification

To get a graded qualification in this course you must have marks in at least 50% of the subjects/modules which are used to calculate the level of your qualification. These subjects/modules are marked with an *. If you have marks for less than 50% of these subjects/modules your qualification will be ungraded.

IF YOU HAVE BEEN GRANTED A LARGE NUMBER OF EXEMPTIONS YOUR LEVEL OF QUALIFICATION MAY BE AFFECTED.

If you want to claim recognition for any subject/module in your course you should obtain a copy of the Recognition Guide for that subject/module and discuss it with your teacher.

More about Assessment:

For information about assessment in TAFE NSW please see "Every Student's Guide to Assessment in TAFE NSW" which is available on the TAFE NSW website at: http://www.tafensw.edu.au/courses/about/assessment_guide.htm.