



Australian Government

BSB50618 Diploma of Human Resources Management

Release 2

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Modification History

Release	Comments
Release 2	This qualification first released with BSB Business Services Training Package Version 4.0. Version created to update Elective Unit list.
Release 1	This qualification first released with BSB Business Services Training Package Version 3.0.

Qualification Description

This qualification reflects the role of individuals working in a variety of roles within the human resources sector who have a 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.

Licensing/Regulatory Information

No licensing, legislative or certification requirements apply to this qualification at the time of publication.

Entry Requirements

Nil

Packaging Rules

Total number of units = 9

6 core units plus

3 elective units, of which:

- 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.

Elective units must be relevant to the work environment and the qualification, maintain the integrity of the AQF alignment and contribute to a valid, industry-supported vocational outcome.

Core Units

BSBHRM501 Manage human resources services
BSBHRM506 Manage recruitment selection and induction processes
BSBHRM512 Develop and manage performance-management processes
BSBHRM513 Manage workforce planning
BSBWHS401 Implement and monitor WHS policies, procedures and programs to meet legislative requirements
BSBWRK520 Manage employee relations

Elective Units

BSBDIV501 Manage diversity in the workplace
BSBFIM501 Manage budgets and financial plans
BSBFIM502 Manage payroll
BSBHRM502 Manage human resources management information systems
BSBHRM505 Manage remuneration and employee benefits
BSBHRM507 Manage separation or termination
BSBHRM509 Manage rehabilitation or return to work programs
BSBHRM510 Manage mediation processes
BSBHRM511 Manage expatriate staff
BSBINM501 Manage an information or knowledge management system
BSBINN601 Lead and manage organisational change
BSBITU402 Develop and use complex spreadsheets
BSBLED501 Develop a workplace learning environment
BSBLED502 Manage programs that promote personal effectiveness
BSBMGT502 Manage people performance
BSBMGT516 Facilitate continuous improvement
BSBPMG522 Undertake project work
BSBRKG502 Manage and monitor business or records system
BSBRSK501 Manage risk
BSBSUS501 Develop workplace policy and procedures for sustainability
BSBWHS501 Ensure a safe workplace
BSBWHS506 Contribute to developing, implementing and maintaining WHS management systems
BSBXDB501 Support staff members with disability in the workplace
BSBXDB502 Adapt organisations to enhance accessibility for people with disability

Qualification Mapping Information

Supersedes and is equivalent to BSB50615 Diploma of Human Resources Management

Links

Companion Volume Implementation Guide is found on VETNet -

<https://vetnet.education.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10>