BSB50615 Diploma of Human Resources Management
ENROL NOW

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About Conwal

Who we are

Conwal prides itself on delivering excellent training and assessment services. Our experienced team has designed each qualification to deliver an enjoyable student educational experience. Conwal has delivered training across Australia for over eight years.

Conwal specialises in creating and providing dynamic online training courses using the latest technology. Our user friendly learning portal incorporates social media elements, video podcasts, and the Student Toolbox, full of excellent resources to enhance students’ learning experience. The learning platform is supported by a dedicated team of student support officers, technical support staff, and administrative facilitators.

Guiding you through your learning journey is your very own expert trainer and assessor. Our trainers all have extensive relevant industry experience and will provide you with both learning support and up-to-date industry information.

Accreditation

- Conwal and Associates Pty Ltd, trading as Conwal Institute, is registered as a training organisation by the Australian Skills Quality Authority (ASQA) as RTO number 31190.
- Conwal and Associates Pty Ltd, trading as Conwal Institute holds ASTAS insurance that protects student fees taken in advance through the Australian Student Tuition Assurance Scheme (ASTAS). The ASTAS Scheme is approved by the Australian Skills Quality Authority (ASQA) and administered by the Australian Council for Private Education and Training (ACPET).

Age Requirements

All qualifications require applicants who are under 18 years of age to have parental consent, in writing.
About Conwal

What we provide

**Online support**
Help is just a click away. From the comfort of your own home, relax knowing that online support is available. We’re ready to answer your questions and ensure your e-learning experience is both positive and productive.

**Technical support**
Minimise your down time. Don’t let technology issues impact your learning. Count on our team to help you get up to speed and fix any issues that you may encounter.

**Trainer support**
Get help when you need it. We ensure you get the support you need by email or phone.

**Phone support**
Just call our 1300 092 654 free call number and you will be connected to one of our knowledgeable support staff who will be happy to assist you.

**Live chat - tutor support**
Real-life, online, on-demand help for your report writing, structure and referencing, maths, science, and business studies questions.
Course overview

**BSB50615 Diploma of Human Resources Management**

The BSB50615 Diploma of Human Resources Management is a nationally recognised qualification that provides students with comprehensive skills and knowledge in Human Resources Management including: recruitment, selection, management, employee relations matters, and workforce planning. Learn how to support staff and manage an organisation’s workforce by understanding information systems, employee benefits, remuneration systems and performance management.

Our Trainers bring wealth of current industry knowledge and experience and will provide you with personalised support to successfully complete the qualification.

Having the BSB50615 Diploma of Human Resources Management will confirm that you are able to perform a range of skills and functions required of a Human Resources Manager.

**Course delivery**
Online

**Course access**
24 months

**Qualification**
Diploma

**Career prospects**
- Human Resources Manager
- Payroll Officer
- Human Resources Officer
- HR Administrator

**Recognition of Prior Learning**

Recognition of Prior Learning (RPL) if you have studied previously or have work experience that relates directly to your qualification, may be eligible for (RPL).
Course overview

**BSB50615 Diploma of Human Resources Management**

This qualification is delivered online. Upon enrolment students are issued with a log-in and password, student pack, and access to Conwal Institutes student portal. The Work-Task-Based Assessment Approach aims to produce competent graduates who are knowledgeable, skilled and confident in meeting workplace demands upon graduation. It enables the student to partake in a workplace experience and apply the knowledge they have acquired in real workplace situations.

**Duration**

The Volume of Learning includes all activities that are required to be undertaken by the typical student to achieve the learning outcomes.

The duration of your qualification will depend on your work and academic experience and how much time you can allocate to your studies. Generally a diploma is completed in approximately 12 months.

If you are fitting study around work, life and family commitments you might choose a longer time frame.

**Pathways to University**

A Diploma of Human Resources Management will help you prepare you for further education in the field of human resources and you may be eligible for direct entry or credit into related degrees with Australian universities. You will need to contact your preferred university for information about eligibility for direct entry or credit.

**Course duration**

Volume of learning: 1–2 years or 1200–2400 hours

At full time load: 25hrs

At part time load: 12hrs

Maximum access to this course: 24 months
Requirements

Pre-requisites

While there are not specific pre-requisites for this course students undertaking a diploma will need a sufficient level of literacy and numeracy to access the qualification.

Ideally participants will have previously completed a Certificate IV level of studies or other studies that have appropriate levels of language, literacy and numeracy, and relevant vocational experience in the Human Resources Environment.

Conwal Institute is able to provide advise and assist intending applicants to determine the suitability of the program.

All students undertaking nationally recognised qualifications are required to obtain a Unique Student Identifier (USI) from the Commonwealth Government. In order to complete your enrolment you will need to provide your USI number to your career consultant. We are able to assist in obtaining your USI if required.

Please visit the USI website www.usi.gov.au to create your USI.

Entry Requirements

There are no entry requirements for this qualification. However, you will be required to participate in a language literacy and numeracy task to ensure that the level of qualification you have selected is appropriate for your study needs.

If you are applying for VET FEE-HELP assistance there are specific eligibility requirements that you must meet, please review our VET FEE-HELP page on our website for more information. All students must read our entry requirements policy and procedure found on our website and are able to meet the requirements for enrolling in this qualification.

Study Requirements

Your commitment to your qualification will include:

- reading course material
- undertaking learning assessment
- practical skills assessment
- case studies
- completing assessment tasks and projects
- communicating with your trainer/s
- your target is to complete 1 unit per month
Completion details

Online Study

Due to our busy lifestyles, online learning has become one of the most popular forms of learning due to the flexibility it allows. The beauty of an online course is that your classroom can be at your home, local library or a coffee shop - wherever you can access the internet.

It is important you are aware of how online learning differs from traditional face-to-face training. Online learning requires independence, internal motivation, and responsibility. Reading and writing are the main ways you’ll communicate in an online environment. However, your trainer and our friendly support team are always available to help motivate you in your study.

To be successful with online learning:
• You need experience using a computer and the internet
• Good time management skills to plan your study (your trainer can help with this)
• Self-discipline
• High level of motivation to succeed
• Basic word processing skills

Resource Requirements

Prior to enrolment you will require the following:
• Computer
• Audio capability
• Broadband internet connection
• Adobe Acrobat Reader
• Macromedia Flash Player
• Access to a printer
• Access to a scanner
• Internet explorer or a similar web browser
• Word processing software - e.g. Microsoft Word, Pages (for Mac only)
• Adobe reader may be required, free from www.adobe.com
• Access to video and audio recording equipment
• Access to real people to participate in interactive roles
• Ability to email video file in MP4 format
• Photography equipment
• Access to a space that can be used for role play
Our Assessment Model

The Work-Task-Based Assessment Model is designed to allow students who do not have access to a workplace to undertake their assessments using the ‘The Health Hub Wellness Centre (HHWC)’ business scenario.

The HHWC is a simulated business environment to replace real experiences with simulated but realistic ones. The simulated work environment provides information about the business including; a range of business documents, processes and scenarios to provide students with an authentic workplace experience.

Students are presented with realistic problems within HHWC and must respond by completing assessment tasks that reflect the real work environment.

Assessment

The student is employed by the Health Hub Wellness Centre (HHWC) to support their roll out of the ‘Health for Happiness’ community program.

- Develop a pilot
- Develop workforce
- Recruit and assist
- Implement WHS policies
Completion of your qualification

Upon successful completion of this qualification, you will be issued with a nationally recognised certificate for BSB50615 Diploma of Human Resources Management by Conwal and Associates Pty Ltd (RTO 31190), trading as the Conwal Institute. If you complete only part of the qualification you will receive a nationally recognised Statement of Attainment for the units of competency you have completed successfully.
## Course units

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Assessment Types</th>
<th>Tuition Fee</th>
<th>RPL Tuition Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSBHRM501</td>
<td>Manage human resources services</td>
<td>WO, O</td>
<td>$1250</td>
<td>$1250</td>
</tr>
<tr>
<td>BSBHRM513</td>
<td>Manage workforce planning</td>
<td>WO, O</td>
<td>$1250</td>
<td>$1250</td>
</tr>
<tr>
<td>BSBHRM506</td>
<td>Manage recruitment selection and induction processes</td>
<td>WO, O</td>
<td>$1250</td>
<td>$1250</td>
</tr>
<tr>
<td>BSBPMG522</td>
<td>Undertake project work</td>
<td>WO, O</td>
<td>$1250</td>
<td>$1250</td>
</tr>
<tr>
<td>BSBLED501</td>
<td>Develop a workplace learning environment</td>
<td>WO, O</td>
<td>$1250</td>
<td>$1250</td>
</tr>
<tr>
<td>BSBHRM512</td>
<td>Develop and manage performance management processes</td>
<td>WO, O</td>
<td>$1250</td>
<td>$1250</td>
</tr>
<tr>
<td>BSBWRK510</td>
<td>Manage employee relations</td>
<td>WO, O</td>
<td>$1250</td>
<td>$1250</td>
</tr>
<tr>
<td>BSBWHS401</td>
<td>Implement and monitor WHS policies, procedures and programs to meet legislative requirements</td>
<td>WO, O</td>
<td>$1250</td>
<td>$1250</td>
</tr>
<tr>
<td>BSBLDR501</td>
<td>Develop and use emotional intelligence</td>
<td>WO, O</td>
<td>$1250</td>
<td>$1250</td>
</tr>
</tbody>
</table>

**ASSESSMENT KEY**

WO - Work Output, O - Observation, A - Aural, CS - Case Study, PSR - Practical Skills Report, RP - Role Play
Units Overview

**BSBHRM501 Manage human resource services**
This unit will introduce you to the knowledge required to plan, oversee and deliver human resources services. You will cover areas including planning, managing and evaluating the delivery of human resources services. It will also look at the necessity to integrate business ethics with human resource practices.

**BSBHRM513 Manage workforce planning**
This unit will provide you with the tools required to plan workforce strategies that will assist the organisation to achieve its goals and objectives. You will cover areas such as: assessing factors that may affect the supply of workers, aligning workforce objectives with business plans, and designing strategies and succession plans to ensure the availability of a competent and appropriately diverse workforce. You will also cover the research associated with labour markets and the requirements to match organisational needs with employee skills and commitment.

**BSBHRM506 Manage recruitment selection and induction processes**
Business owners and managers know the importance of hiring the right person for the job. Selecting that right person who matches the needs of the company is not as easy as it sometimes seems. This unit will provide you with the skills and knowledge to recruit, select and induct for the organisation, managing all aspects of selecting new staff and orientating those staff to their new positions.
Units Overview

**BSBPMG522 Undertake project work**
This unit is designed to provide you with the underpinning knowledge and tools essential for undertaking successful project work. It focuses on the application of project-management skills and the requirement to meet timelines, quality standards, budgetary limits and other requirements set for the project.

**BSBLED501 Develop a workplace learning environment**
Organisations today look for managers who can create learning opportunities that satisfy the goals of the organisation. This unit will provide you with the ability to encourage and support the development of a learning environment in which work and learning come together. There is a major emphasis on developing strategies to facilitate and promote learning of your employees as well as the skills to monitor and improve their learning performance.

**BSBHRM512 Develop and manage performance-management processes**
For a performance management process to be successful it requires the support of management and employees. This unit will provide you with current skills and knowledge to develop and facilitate implementation of a performance management process as well as the ability to coordinate individual or group learning and development to encourage effective employee performance.
Units Overview

**BSBWRK510 Manage employee relations**
The area of employee relations covers a broad range of topics centered on the behavior and interaction in the workplace. This unit focuses on the skills and knowledge that you will require to manage employee relations in the workplace. Unit content will include: planning and policy development for employee relations as well as negotiation, conflict management, dispute resolution and managing industrial relations.

**BSBWH501 Implement and monitor WHS policies, procedures and programs to meet legislative requirements**
All employees must be aware of WHS legislation and codes of practice relevant to their role in the workplace. This unit will provide you with the skills and knowledge that you will require to implement and monitor a WHS system within an organisation. Included in the unit is the development and/or review of (WHS) policies and procedures that will meet the required legislation.

**BSBLDR501 Develop and use emotional intelligence**
Learn how to use emotional intelligence to increase self-awareness and self-management in the workplace. This unit will assist you with the knowledge of how to use emotional intelligence to increase self-awareness, self-management, social awareness and relationship management in the context of the workplace. You will be a more confident and effective leader by learning how to identify the impact of your own emotions on others in the workplace, recognising and appreciating the emotional strengths and weaknesses of others, promoting the development of emotional intelligence in others and utilising emotional intelligence to maximise team outcomes.
How to enrol

Enrolling with the Conwal Institute is easy!

Enrol online today. **Click here to get the process started.** Before you complete your enrolment you need to read the student handbook and terms and conditions that are located in the checkout process.

OR

Enrol by phone. Just call one of our friendly course and careers advisors on 1300 092 654.

Need more information?

We appreciate that choosing the right course is important. If you would like to discuss your career or course options, please do not hesitate to call or email our course and careers team with your questions.

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