



**Australian
College**
of Commerce & Management
RTO ID: 1441

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Diploma of Human Resource Management

BSB5320

The diploma-level qualification for human resources professionals taking the next step in their career

the
ACCM
difference

ACCM College's online program reflects over 25 years of meeting our employers' needs.

- **No extra fees!** All services included in the enrolment fee.
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- **Suitable for full time or part time employees.**
- **All materials online** - designed to suit a wide range of learning styles. Available 24/7 via computer, tablet or mobile phone.
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- **Real time progress visibility** - check your staff's progress, timetable and results 24/7 via our online Employer Dashboard.

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Foundation Skills

- Effective Communication Strategies
- WHS workplace obligations
- Managing organisational risk
- Building and leading motivated teams

Specialty Skills

- Workforce planning and diversity
- Recruitment and onboarding
- Driving learning and development
- Managing industrial relations
- Leading performance management



To see enrolment fees for your region, please click or scan the QR code

courses@accm.edu.au

DIPLOMA OF HUMAN RESOURCE MANAGEMENT

BSB50320

COURSE DESCRIPTION:

The BSB50320 Diploma of Human Resource Management will expose your staff to an in depth focus on a range of strategic areas, including recruitment, team building and industrial relations.

This diploma has specific entry requirements set by the government. Applicants must have completed four HR-related Units of Competency (BSBHRM411, BSBHRM412, BSBHRM415 and BSBHRM417) or have two years of recent full-time work in an HR role that address work similar to the units listed. Please contact ACCM for more information or visit our website.

SUBJECT	UNIT	CODE	DURATION (weeks)
Deliver Learning and Development Support	<ul style="list-style-type: none"> Coordinate the learning and development of teams and individuals 	BSBHRM523	6
Effective HR and Performance Management Support	<ul style="list-style-type: none"> Facilitate performance development processes 	BSBHRM521	9
	<ul style="list-style-type: none"> Coordinate human resource functions and processes 	BSBHRM527	
Build and Effective and Motivated Team	<ul style="list-style-type: none"> Lead and manage effective workplace relationships 	BSBLDR523	11
	<ul style="list-style-type: none"> Communicate with influence 	BSBCMM511	
	<ul style="list-style-type: none"> Develop and use emotional intelligence 	BSBPEF502	
Implementing Effective Safety Procedures	<ul style="list-style-type: none"> Facilitate performance development processes 	BSBHRM521	8
	<ul style="list-style-type: none"> Coordinate human resource functions and processes 	BSBHRM527	
Determine Workforce Needs	<ul style="list-style-type: none"> Manage business risk 	BSBOPS504	7
	<ul style="list-style-type: none"> Coordinate workforce plan implementation 	BSBHRM524	
	<ul style="list-style-type: none"> Lead diversity and inclusion 	BSBTWK501	
Manage Recruitment and Onboarding	<ul style="list-style-type: none"> Manage recruitment and onboarding 	BSBHRM525	8
Implement an Employee Assistance Program	<ul style="list-style-type: none"> Coordinate health and wellness programs 	BSBHRM531	6
Manage Employee and Industrial Relations	<ul style="list-style-type: none"> Manage employee and industrial relations 	BSBHRM522	9

If you would like to discuss additional electives, please contact us.