Diploma of Human Resource Management

BSB50320

THE LATEST DIPLOMA QUALIFICATION FOR HUMAN RESOURCES PROFESSIONALS TAKING THE NEXT CAREER STEP

July 2025

About This Course

The Diploma of Human Resources will expose you to a broad spectrum of strategic HR areas. Cover in depth the management of recruitment and workforce planning strategies. Learn how to analyse the effectiveness of performance management systems, develop safety management plans, and implement a consultative workplace relations strategy.

Managing various HR functions comes with its challenges. It requires an understanding of business goals and needs to be able to direct the HR focus to best support these. Our long term partnership with large and small organisations hosting strong HR functions has allowed our permanent staff of HR experts to develop a qualification that focuses on applying best practice HR principles at a strategic level. This translates to a modern and practical qualification that is nationally recognised. At Diploma level, the focus is on managing the HR function. Foundation skills as a HR practitioner are therefore required.

Subject Choices

- Deliver Learning and Development Support
- Effective HR and Performance Management Support
- Build an Effective and Motivated Team
- Implementing Effective Safety Procedures
- Mid Course Activity

- Determine Workforce Needs
- Manage Recruitment and Onboarding
- Implement an Employee Assistance Program
- Manage Employee and Industrial Relations

Key Course Facts

Start Date:

Start immediately

Duration:

Complete within 63 weeks

Delivery Options:

On-line/Correspondence

Group Training:

Contact the College for Availability

Course Fees: $$7,500.00 All materials provided at no extra cost

The course fees may vary if you are a trainee or if the state that you reside in has a subsidised training opportunity. Refer to the tables below.

New Entrant Traineeship Fees for this Qualification:

ACT	NSW	NT	QLD	SA	TAS	VIC	WA
$350	$0	$7,500	N/A	$1,000	$7,500	$7,500	N/A

Existing Worker Traineeship Fees for this Qualification:

ACT	NSW	NT	QLD	SA	TAS	VIC	WA
$350	N/A	N/A	N/A	$1,000	$7,500	N/A	N/A

School Based Traineeship Fees for this Qualification:

ACT	NSW	NT	QLD	SA	TAS	VIC	WA
N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A

Subsidised Training Options for this Qualification *

ACT	NSW	NT	QLD	SA	TAS	VIC	WA
N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A

* NSW fee listed is for the Smart and Skilled category 'no prior qualification'. A fee increases of 15-17% applies to those who have completed a qualification previously. This training is subsidised by the NSW Government.

* Jobs & Skills WA courses are subsidised by the Department of Training and Workforce Development. The Student tuition fees are indicative only and are subject to change given individual circumstances at enrolment. Additional fees may apply such as Student service and resource fees.
** Subject to eligibility and availability at the time of enrolment

Entry Requirements

Formal Entry Requirements

You must have completed the following units (or equivalent units) prior to enrolment:

- BSBHRM411 Administer performance development processes;
- BSBHRM412 Support employee and industrial relations;
- BSBHRM415 Coordinate recruitment and onboarding; and
    BSBHRM417 Support human resource functions and processes.

or have two years of recent full-time relevant work experience in a human resources role that has addressed similar work activities to the prerequisite units.

Required Work Background

This qualification is not suited to people who do not have a past or current work background in HR.
An alternative that may suit many students is to take a general business course and select a HR elective, or to undertake Certificate IV in Human Resources.

CIV in Human Resources Management Recommended

It is strongly recommended that you undertake the Certificate IV in Human Resources Management prior to enrolling in this Diploma.

Literacy Skills

Reading Skills
You must be able to:
Interpret and analyse complex texts relevant to workplace requirements (ie policies and procedures)
Read, analyse and evaluate information and ideas to extract meaning relevant to the topic
Use different reading strategies to draw meaning for complex texts (ie identifying, questioning, previewing)

As a guide - you should have completed Year 12 schooling, or have proven workplace reading skills.

Writing Skills
You must be able to:
Clearly communicate complex ideas and information in writing
Draft complex emails, reports and letters to convey required information or ideas
Demonstrate knowledge of written structure and layout appropriate to the purpose

As a guide - you must have completed Year 12 schooling, or have proven workplace written communication skills.

Language Skills (Spoken English)

You must be able to:
Demonstrate flexibility in spoken language by using the appropriate structure and/or strategy
Extract the key ideas or information from spoken conversations across a range of contexts
Explain complex procedures and give clear sequenced instructions to others in familiar setting

As a basic guide - you must have sufficient English speaking skills to be able to communicate effectively and professionally with your Student Adviser over the phone.

Numeracy Skills

You must be able to:
Interpret, comprehend and use a range of everyday mathematical information in familiar and routine contexts

As a basic guide - you must have completed Year 12 schooling, or have a working knowledge of basic mathematical functions.

Digital Literacy Skills

You must be able to:
Open and use a computer application (such as your Web Browser)
Navigate a website by following instructions and follow website "links"
Type and edit text eg for both short and long answer assessment questions
Select the appropriate answers in a multiple choice list (select the correct option(s))
Download, save, edit and upload documents or files
Write, edit, send, receive and save emails
Open and use a word processing application (such as Microsoft Word or Google Docs)
Open and use a spreadsheet program (such as Microsoft Excel or Google Sheets) depending on electives chosen

Computer and Internet Requirements

You must have:
Access to a Desktop Computer or Laptop although some course work may be completed via mobile devices.
Internet access with the latest version of Microsoft Edge, Chrome, Safari or Firefox.
Microsoft Office 2010 Word (or higher)
Subject specific Microsoft Office products for chosen electives (ie Excel or Powerpoint).
Note: We do not support other applications like Pages or Numbers.

Subject Descriptions

Core Subjects:

Deliver Learning and Development Support

This subject looks at the ways to support strategic Learn and Development Policies. It examines the skills and knowledge required to develop and facilitate workplace training and on-the-job coaching. The subject involves analysing the training needs of an organisation; developing a learning plan and coaching plan; and evaluate training effectiveness in a way that supports strategy.

Unit(s):

BSBHRM523 - Coordinate the learning and development of teams and individuals

Effective HR and Performance Management Support

This subject looks at the performance management process strategically and operationally. It covers the performance management cycle, beginning with a review of existing performance management systems and their alignment with the Fair Work - Best Practice Guidelines. This subject is very practical with a focus on improving performance appraisals processes. Topics include analysing and resolving of substandard performance and addressing personal problems. It also explores the areas of professional development and the provision of support services as well as using this HR function as a demonstration of how a HR service is provided.

Unit(s):

BSBHRM521 - Facilitate performance development processes

BSBHRM527 - Coordinate human resource functions and processes

Build an Effective and Motivated Team

The need to build positive workplace relationships applies to team leaders, supervisors and new or emerging managers where leadership plays a role in developing and maintaining effective workplace relationships. A range of skills and knowledge is required by leaders to promote team cohesion. It includes motivating, mentoring, coaching and developing the team and forming the bridge between the management of the organisation and team members. High level and influential communication skills are also critical.

Unit(s):

BSBLDR523 - Lead and manage effective workplace relationships

BSBCMM511 - Communicate with influence

BSBPEF502 - Develop and use emotional intelligence

Implementing Effective Safety Procedures

Supervisors and team leaders have strict legal obligations under safety legislation. Learn what these are, as well as the practical skills to identify, risk assess and resolve safety concerns. This subject also teaches how to better

understand safety statistics and identify factors that can reduce injuries, and ensure the business is productive and profitable.

Unit(s):

BSBWHS411 - Implement and monitor WHS policies, procedures and programs

Mid Course Activity

This survey is an important opportunity for you to tell ACCM College about your learning experience so far. By formally seeking this information at the mid-point of your course, ACCM College can help shape your learning outcomes to better ensure your professional development goals are met.

Unit(s):

MID-SURVEY - Mid Course Survey

Determine Workforce Needs

This subject looks at the strategic focus of Workforce Planning. The process of labour demand and supply forecasting is explained, and strategies to retain and attract staff are identified and implementation processes reviewed. As part of the development of a workforce plan a diversity policy is reviewed and incorporated into the plan, and business risks are identified and controlled.

Unit(s):

BSBHRM524 - Coordinate workforce plan implementation

BSBOPS504 - Manage business risk

BSBTWK501 - Lead diversity and inclusion

Manage Recruitment and Onboarding

This subject looks at the practices of good recruitment and also ways to manage the process to be more effective such as: updating organisational policies and procedures for recruitment and onboarding; preparing appropriate documentation required for recruitment; and managing the onboarding process.

The assessment activities involve managing the recruitment and onboarding process for two different individuals which involve practical screening activities as well as role plays and reference checking. Written policy and procedure updates are also required.

Unit(s):

BSBHRM525 - Manage recruitment and onboarding

Implement an Employee Assistance Program

Employee Assistance Programs (EAPs) are a common staff support program in larger enterprises. This subject explains the ways to measure the success of an EAP. It also looks at how to develop an Employee Wellness Program, including: gaining management support for your proposal; implementing the program; generating staff support; communication and implementation plans; as well as how to monitor and evaluate your success. Case studies are included to enhance learning outcomes.

Unit(s):

BSBHRM531 - Coordinate health and wellness programs

Manage Employee and Industrial Relations

This subject covers the National Employment Standards, Disability Discrimination and Employee Relations Management. An opportunity is presented to research and develop a draft IR strategy paper, including a policy and procedure for a case study. A one-on-one skills practice with your College Trainer is included for specific feedback on your grievance handling technique.

Unit(s):

BSBHRM522 - Manage employee and industrial relations

Service Guarantees

Quality Training Provider

ACCM has a history of satisfied students and clients and repeat business. Our testimonials on our website are genuine and the type of feedback we receive daily. We are so confident that you will be pleased with the College service, that we guarantee it.

Speedy Paper-less Enrolment

Enrolment Applications are accepted 24/7 online. Be fully enrolled in your course in 7 minutes!
For customised or employment based courses and traineeships contact us and we will send you a customised enrolment page by email.

Start Anytime - Immediate Enrolment

Within 30 minutes of applying to enrol, your personal log-on details are emailed to you. This gives you access to our on-line system Webclass. Login to Webclass and complete the administrative items. Once you have completed these items a College Student Adviser will phone you to discuss your needs, course requirements, suitability and electives. You will then have access to the first study module via WebClass.

Industry Expert Student Adviser

You will be allocated your own industry experienced Student Adviser. While they will personally manage your program; you will also benefit from the College team around them to provide expert assistance in all subject areas.

Prompt Results and Feedback

All assessments are promptly returned (via Webclass) with detailed feedback and encouragement. Our goal is to have them back to you in a week or less. In the meantime you can progress to your next subject.

Personal Contact for the Right Start

Your College Student Adviser will phone you to welcome you to the course and ensure that you understand the best way to make progress in your course. They will also assist you with any questions you may have.
They will be in regular contact with you, especially at the start of your course, to offer motivation, support and guidance.
For employment based enrolments they will also make contact with your work supervisors to address any questions they may have.

Pro-active Learner Support

The support won't stop! Contact from your College Student Adviser will continue every month, based on the level of help you need.
Of course, at any time you can call us to get help. Get immediate assistance over the phone and by email. If immediate assistance is unavailable for any reason, we will make sure a qualified Student Adviser is in contact with you no later than the next business day.

Quality Course Materials

Our step by step course materials have been written by industry experts specifically for the College. They will give you all of the relevant learner information you need to succeed in your course.
The resources simplify industry jargon and concepts, give you industry insight and understanding, and focus on current real world business practices.

Employer Progress Updates

For employment based enrolments all supervisors will have access to an online progress report showing the current status of all learners. We understand that it's essential to keep you up to date so we will prompt you each month to access your report.