



## Diploma of Human Resources Management On - Line

### BSB50607 Diploma of Human Resources Management

#### Course Overview

This qualification reflects the role of individuals who possess a sound theoretical knowledge base in human resources management and demonstrate a range of managerial skills to ensure that human resource functions are effectively conducted in an organisation and business area. Typically people in these roles will have responsibility for the work of other staff.

The Diploma of Management requires a sound theoretical knowledge base and managerial competencies to plan, carry out and evaluate own work and/or the work of a team.

This development program is offered through our on-line e-learning platform. This means the participant can undertake learning activities at a time convenient to workplace

demands without having to leave the work site to attend workshops.

All that is required is access to a computer and the internet. IPS also has experience in consulting to determine blended delivery methods where applicable.

An initial induction into the program is provided at the time of enrolment when we assess and recognise existing skills the participant may possess. This enables them to receive advanced-standing in the program and allows us to focus on the skills they need to develop.

A coach is allocated to the participant and is available on-line or by phone Monday to Friday during working hours. Assessments are completed and submitted on-line to our qualified assessors who provide feedback in a timely manner.



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### Total Number of Units Required for Qualification – 8

#### 3 Core Units required:

- Manage human resources services
- Manage performance management systems
- Manage workforce planning

#### **Elective Units - Choose 5 appropriate to the trainee's role**

(Electives must include a minimum of 3 from the HRM electives list. Units selected from other training packages must not duplicate units selected from or available within the Business Services Training package)

#### **HRM Electives - Choose minimum of 3 units**

- Manage human resources information management system
- Manage remuneration and employee benefits
- Manage recruitment selection and induction process
- Manage rehabilitation and return-to-work programs

#### **Generic Electives**

- Review human resources functions
- Develop teams and individuals
- Develop a workplace learning environment
- Manage people performance
- Ensure a safe workplace
- Manage projects
- Manage risk
- Develop workplace policy and procedures for sustainability
- Manage personal work priorities and professional development
- Ensure team effectiveness

### Registration and Enquiries

Time required to complete the qualification: 2 years full-time or up to 4 years part-time.

This qualification is nationally recognised and portable throughout Australia.

Contact IPS Institute to organise enrolment today

**Phone: (07) 3841 8011 or**  
**Email: [info@ipspeople.com](mailto:info@ipspeople.com)**  
**Website: [www.ipspeople.com](http://www.ipspeople.com)**