



**GLOBAL
DEVELOPMENT
COLLEGE**

RTO:46191

HELPING YOU TAKE CHARGE OF

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INFORMATION PACK

**FOR BSB50320 - DIPLOMA OF
HUMAN RESOURCE MANAGEMENT**

**FOR MORE INFORMATION PLEASE VISIT
WWW.GDC.EDU.AU**

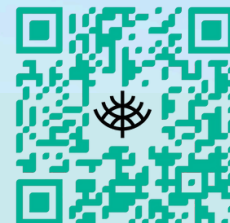
**GLOBAL
DEVELOPMENT
COLLEGE**

Australian
Qualifications
Framework



**NATIONALLY RECOGNISED
TRAINING**

Diploma of Human Resource Management



**Want to be a world leader in human resources management?
Love working with people and want to improve your
organisation's profitability?**

About the program

The power of managing and inspiring people in an organisation to be highly productive is a skill that every organisation is after. You will learn the knowledge and skills to manage and retain staff, meet the legal requirements of an HR role, and motivate and get the best out of your workforce. This course has been constructed for professionals who are working in a variety of roles within the human resources sector. Some of the job roles that relate to this qualification may

include Human Resources Consultant, Human Resources Advisor and Human Resources Business Partner. This course will teach you how to properly hire, train, and encourage employees. Human resource departments exist to help workers and their employers form and maintain effective relationships. HR managers are crucial in getting the best out of employees since sensitive HR management is critical to the success of any firm.

At the end of this course, you will be able to:

- Coordinate human resource functions
- Implement and monitor WHS and processes policies, procedures and programs
- Manage business risk
- Facilitate performance development processes
- Manage employee and industrial relations
- Coordinate workforce plan implementation

This qualification is ideal for those seeking to or currently working as:

- Organisational Leaders and Managers
- Supervisors or Leading hands
- SME Executive Manager or Director
- Human Resource Manager

BSB50320: Diploma of Human Resource Management

Entry Requirements

- Completed BSBHRM411, BSBHRM412, BSBHRM415, and BSBHRM417 or equivalent competencies, or
- Two years of full-time relevant work experience

Mode of Delivery

- Online (Self-Paced)
- Distance (Self-Paced)
- Face-to-Face at Workplace

Packing Rules

A total of 12 units of competency comprising

7 core units plus

5 elective units, of which:

- 2 elective units must be selected from Group A
- 2 elective units must be selected from Group B
- for the remaining 1 elective unit:
 - up to 1 unit may be selected from Groups A and B
 - if not listed, 1 unit may be selected from a Certificate IV, Diploma or Advanced Diploma from this or any other currently endorsed Training Package qualification or accredited course.

**Note: All units listed on training.gov.au*

AQF Qualifications/ Levels

LEVEL	CERTIFICATE
AQF LEVEL 10	DOCTORAL DEGREE
AQF LEVEL 9	MASTER'S DEGREE
AQF LEVEL 8	GRADUATE DIPLOMA
AQF LEVEL 7	BACHELOR'S DEGREE, UNDERGRADUATE CERTIFICATE
AQF LEVEL 6	ADVANCED DIPLOMA
AQF LEVEL 5	DIPLOMA OF HUMAN RESOURCE MANAGEMENT

BSB50320 - Diploma of Human Resource Management:

Units

S.No	Unit	Type
1	BSBHRM521 Facilitate performance development processes	Core
2	BSBHRM522 Manage employee and industrial relations	Core
3	BSBHRM523 Coordinate the learning and development of teams and individuals	Core
4	BSBHRM524 Coordinate workforce plan implementation	Core
5	BSBOPS504 Manage business risk	Core
6	BSBWHS411 Implement and monitor WHS policies, procedures and programs	Core
7	BSBHRM527 Coordinate human resource functions and processes	Core
8	BSBWHS521 Ensure a safe workplace for a work area	Elective
9	BSBXDB401 Develop and implement inclusive recruitment processes	Elective
10	BSBPEF501 Manage personal and professional development	Elective
11	BSBCRT511 Develop critical thinking in others	Elective
12	BSBTWK501 Lead diversity and inclusion	Elective

BSB50320 - Diploma of Human Resource Management

Core Units Synopsis

BSBHRM521 Facilitate Performance Development Processes

Advance your people leadership capability by mastering the skills to design, implement and manage effective performance development systems. This unit builds your expertise in establishing performance expectations, facilitating meaningful feedback conversations, supporting continuous improvement and addressing underperformance constructively. You will develop the ability to align individual performance with organisational objectives while fostering employee engagement and accountability. Ideal for supervisors and managers, this course empowers you to create high-performing teams, strengthen workforce capability and promote a positive performance culture that drives organisational success.

BSBHRM522 Manage Employee and Industrial Relations

Strengthen your leadership effectiveness by developing the skills required to manage employee and industrial relations in complex workplace environments. This unit equips you with the knowledge to interpret workplace legislation, apply organisational policies, resolve disputes and foster productive working relationships. You will learn to communicate effectively with employees, representatives and stakeholders while ensuring compliance with industrial frameworks. Ideal for HR practitioners and managers, this course empowers you to maintain workplace harmony, minimise conflict and support organisational stability through ethical, informed and confident people management.

BSBHRM523 Coordinate the Learning and Development of Teams and Individuals

Build your capability to strengthen organisational performance through effective learning and development coordination. This unit develops your skills in identifying learning needs, designing development plans, facilitating training activities and evaluating learning outcomes. You will learn to support both individual and team growth while aligning development initiatives with organisational goals. Ideal for HR professionals and team leaders, this course empowers you to build workforce capability, improve productivity and foster a culture of continuous learning that supports long-term organisational success.

BSBHRM524 Coordinate Workforce Plan Implementation

Enhance your strategic workforce management skills by mastering the coordination of workforce planning initiatives. This unit equips you to interpret workforce plans, support implementation strategies, monitor progress and address workforce challenges proactively. You will develop the ability to align staffing structures with organisational objectives while managing risks related to workforce supply and demand. Ideal for HR practitioners and managers, this course empowers you to ensure the organisation has the right people, with the right skills, at the right time to achieve sustainable growth.



BSBOPS504 Manage Business Risk

Develop essential leadership skills in identifying, analysing and managing business risk across organisational operations. This unit builds your capability to assess internal and external risks, implement control measures, monitor effectiveness and respond to emerging threats. You will learn to integrate risk management into daily business practices while ensuring compliance with organisational policies and legislative requirements. Ideal for supervisors and managers, this course empowers you to strengthen organisational resilience, minimise potential disruptions and support informed decision-making in dynamic and competitive environments.

BSBWHS411 Implement and Monitor WHS Policies, Procedures and Programs

Strengthen your workplace leadership by mastering the implementation and monitoring of work health and safety systems. This unit develops your ability to apply WHS legislation, establish safe work practices, manage hazards and promote a proactive safety culture. You will learn to engage teams in safety processes, monitor compliance and continuously improve WHS performance. Ideal for supervisors and managers, this course empowers you to reduce workplace risks, protect employee wellbeing and ensure legal compliance while supporting organisational productivity and sustainability.



BSBHRM527 Coordinate Human Resource Functions and Processes

Enhance your HR leadership capability by developing the skills required to coordinate core human resource functions across the organisation. This unit builds your expertise in supporting recruitment, onboarding, performance management, learning and development, and employee relations processes. You will strengthen your ability to manage HR documentation, systems and compliance requirements while contributing to continuous improvement initiatives. Ideal for HR professionals and team leaders, this course empowers you to deliver efficient, consistent and strategic HR services that support organisational performance and workforce engagement.

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Elective Units Synopsis

BSBWHS521 Ensure a Safe Workplace for a Work Area

Advance your leadership in workplace safety by developing the capability to manage health and safety systems within your area of responsibility. This unit equips you to identify hazards, assess risks, implement control measures and ensure ongoing compliance with WHS legislation and organisational procedures. You will learn to consult with teams, monitor safety performance and promote continuous improvement. Ideal for supervisors and managers, this course empowers you to foster a safe, healthy and productive work environment that supports employee wellbeing and operational excellence.



BSBXDB401 Develop and Implement Inclusive Recruitment Processes

Build your expertise in creating fair, accessible and inclusive recruitment practices that attract diverse talent. This unit develops your skills in reviewing recruitment systems, removing barriers to participation, applying equitable selection methods and ensuring compliance with diversity and inclusion policies. You will learn to engage stakeholders, support underrepresented groups and promote inclusive organisational cultures. Ideal for HR practitioners and managers, this course empowers you to strengthen workforce diversity, improve organisational reputation and support ethical, transparent and effective recruitment practices.



BSBPEF501 Manage Personal and Professional Development

Strengthen your leadership effectiveness by developing the skills to manage your own personal and professional growth. This unit builds your ability to assess strengths and development needs, set meaningful goals, seek feedback and pursue continuous learning opportunities. You will learn to maintain work-life balance, enhance emotional intelligence and build resilience in demanding professional environments. Ideal for emerging and experienced leaders, this course empowers you to take ownership of your development, improve performance and sustain long-term career success.

BSBCRT511 Develop Critical Thinking in Others

Enhance your leadership impact by building the capability to foster critical thinking within your team. This unit develops your skills in encouraging analytical reasoning, supporting problem-solving, facilitating reflection and promoting innovative thinking. You will learn to create environments that challenge assumptions, value diverse perspectives and drive continuous improvement. Ideal for supervisors and managers, this course empowers you to strengthen team decision-making, improve workplace performance and build agile, forward-thinking teams capable of navigating complex organisational challenges.

BSBTWK501 Lead Diversity and Inclusion

Advance your leadership capability by mastering the skills to lead and embed diversity and inclusion across organisational culture and practices. This unit develops your expertise in promoting inclusive behaviours, supporting equity initiatives and fostering respectful workplace relationships. You will learn to engage stakeholders, address bias, manage diversity challenges and create environments where all employees feel valued and supported. Ideal for leaders and HR professionals, this course empowers you to build high-performing, inclusive teams that enhance innovation, employee engagement and organisational success.