**School of Business and Law**

**BSB50618 Diploma of Human Resource Management**

Study Plan – 2019 Onwards

<table>
<thead>
<tr>
<th>Sequence</th>
<th>Unit Code</th>
<th>Unit Name</th>
<th>Unit Type</th>
<th>Credit/RPL</th>
<th>Passed/Enrolled</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>BSBWHS401</td>
<td>Implement and Monitor WHS Policies, Procedures and Programs to Meet Legislative Requirements</td>
<td>Core</td>
<td></td>
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<tr>
<td>2</td>
<td>BSBHRM506</td>
<td>Manage Recruitment Selection and Induction Processes</td>
<td>Core</td>
<td></td>
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</tr>
<tr>
<td>3</td>
<td>BSBHRM512</td>
<td>Develop and Manage Performance-management Processes</td>
<td>Core</td>
<td></td>
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<tr>
<td>4</td>
<td>BSBHRM513</td>
<td>Manage Workforce Planning</td>
<td>Core</td>
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<tr>
<td>5</td>
<td>BSBHRK520</td>
<td>Manage Employee Relations</td>
<td>Core</td>
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<tr>
<td>6</td>
<td>BSBHRM501</td>
<td>Manage Human Resource Services</td>
<td>Core</td>
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<tr>
<td>7</td>
<td>Elective</td>
<td>(please see notes on page 2)</td>
<td>Core Elective</td>
<td></td>
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<tr>
<td>8</td>
<td>Elective</td>
<td>(please see notes on page 2)</td>
<td>Core Elective</td>
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<tr>
<td>9</td>
<td>Elective</td>
<td>(please see notes on page 2)</td>
<td>Core Elective</td>
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</table>

**Total Units: 9**

✓ Completed
MORE DETAILS:

To satisfy the requirements for the award of BSB50615 Diploma of Human Resource Management, students must complete 9 units.

Study Mode/Recommended Study Schedule

There are twelve course intakes: January, February, March, April, May, June, July, August, September, October, November and December.

Please refer to the More Details tab of your course page in the CQUni Handbook for further information.

Course Structure Requirements

In the BSB50618 Diploma of Human Resource Management course, students are required to complete the following course structure:

- 6 Core Units
- 3 Elective Units

Elective Options

Students must select any three electives from the following list:

- BSBLED502 - Manage Programs that Promote Personal Effectiveness
- BSBWOR501 - Manage Personal Work Priorities and Professional Development
- BSBWRT401 - Write Complex Documents
- BSBHRM505 - Manage Remuneration and Employee Benefits
- BSBFIM502 - Manage Payroll
- BSBHRM507 - Manage Separation or Termination
- BSBHRM509 - Manage Rehabilitation or Return to Work Programs
- BSBLED501 - Develop a Workplace Learning Environment

Course Duration

<p>| | |</p>
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<tbody>
<tr>
<td>Full Time</td>
<td>18 months</td>
</tr>
<tr>
<td>Part Time</td>
<td>2 years</td>
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</tbody>
</table>

Student Outcomes, Career Opportunities and Occupations

This course is for those wanting to develop their human resource management functions in a company. Students will learn to manage recruitment, inductions, performance management, workforce planning and other employee relations functions.
After successful completion of this course, career opportunities may include employment as a human resources adviser, human resources and change manager, human resources consultant, human resources manager, or human resources officer.

Credit Transfer & Recognition of Prior Learning

Credit Transfer: Please refer all enquiries regarding credit transfer for your previous studies to your teacher.

Recognition of Prior Learning (RPL): If you would like to apply for RPL for your on-the-job experience, you can request an RPL kit by emailing rpl@cqu.edu.au.

Pathway into Further Education

BSB50215 Diploma of Business
CA01 Bachelor of Business (Human Resource Management)

If you have any questions in regard to your course, please contact the Course Advice Team: 13 CQUni (13 27 86) http://handbook.cqu.edu.au/efoms/index (‘Ask a Course Advisor’ e-form).

PLEASE CHECK THE CQU HANDBOOK FOR TERM AVAILABILITIES AND PRE-REQUISITES AS THEY MAY CHANGE FROM YEAR TO YEAR http://handbook.cqu.edu.au

Important Note: This Study Plan has no formal or legal status but is used to assist students in planning their course. Students should refer to the official University database and/or University transcripts to ensure they are meeting course requirements. Last Updated: 04/01/2019