



## DIPLOMA OF HUMAN RESOURCES MANAGEMENT

The [Diploma of Human Resources Management](#) is a practical, hands-on course that develops knowledge, skills and professional practice for a human resources (HR) career. You'll learn workforce planning strategies, HR systems and compliance issues, performance management systems, and organisational culture and change.

**Course code:** BSB50615

**Start date:** 01 February 2016

**Location:** Online

**Course duration:** 6-12 months depending on your availability.

*\*\* This course is in teach out until July 2016 for online delivery*

This guide will help you [enrol into units](#).

### Course structure

The Diploma of Human Resources Management requires nine (9) units to complete.

This course is made up of six (6) core units and three (3) electives.

Online delivery allows you to select which electives you want to complete from the list below.

### Unit selection

- Refer to the Unit Code availabilities listed below. You have a choice when you enrol into the unit within a Teaching Period.
- Some units may be offered more than once throughout the year, in different Teaching Periods.
- We suggest that you only attempt two (2) units in each Teaching Period.
- We suggest you balance the selection of units across the full duration of the course.

Core units				
Unit Code	Unit Title	Start Date	End Date	Teaching Period
BSBHRM501	Manage human resource services	01/02/2016	03/04/2016	VE Block 2
		11/04/2016	26/06/2016	VE Term 2
BSBHRM506	Manage recruitment selection and induction processes	01/02/2016	03/04/2016	VE Block 2
		11/04/2016	26/06/2016	VE Term 2
BSBHRM512	Develop and manage performance management processes	01/02/2016	03/04/2016	VE Block 2
		11/04/2016	26/06/2016	VE Term 2
BSBWHS401	Implement and monitor WHS policies, procedures and programs to meet legislative requirements	01/02/2016	03/04/2016	VE Block 2
		11/04/2016	26/06/2016	VE Term 2

BSBHRM513	Manage workforce planning	01/02/2016	03/04/2016	VE Block 2
		11/04/2016	26/06/2016	VE Term 2
BSBWRK510	Manage employee relations	01/02/2016	03/04/2016	VE Block 2
		11/04/2016	26/06/2016	VE Term 2

Elective units				
Unit Code	Unit Title	Start Date	End Date	Teaching Period
BSBR501	Manage risk	01/02/2016	03/04/2016	VE Block 2
		11/04/2016	26/06/2016	VE Term 2
BSBMGT502	Manage people performance	01/02/2016	03/04/2016	VE Block 2
		11/04/2016	26/06/2016	VE Term 2
BSBRES401	Analyse and present research information	01/02/2016	03/04/2016	VE Block 2
		11/04/2016	26/06/2016	VE Term 2

### Practical placement

Is not a requirement of this course.

### How do I enrol into units online?

For help on how to enrol in units on your Study Plan, please refer to our online [help guide](#).

### When do my classes start?

Classes for units will commence in the week of 01 February 2016.

### Can I study a unit not listed in this guide?

If you would like to speak with someone about selecting alternative units, please contact [studentHQ](#) to make an appointment with a Course Advice Specialist.

### How do I get recognition for my existing qualifications or experience?

Learn more about [Advanced Standing \(Academic Credit\)](#).

### How will I be assessed?

You will be given a unit outline for each unit via our online learning system (Blackboard). Each unit outline explains what you will learn and how you will be assessed. Assessment methods may include: portfolios, reports, case studies, practical tasks, presentations and group work.

### Do I need any special equipment?

No special equipment is required to undertake units within this course.

### What happens if I stop studying before I complete my course?

If you do not intend to continue with your course, you must submit a Withdrawal from Course application. If you stop studying before completing the course requirements, you can request to be issued with a [Statement of Attainment](#) that lists the units you have successfully completed.

Where can I find more information about being a Swinburne student?

Our [Current Students webpage](#) contains information about managing your course, financials, results, graduations, student support, student services, life on campus and additional learning opportunities.

### Where can I find more information about course costs/fees?

Our [Fees website](#) contains information on course fees, including a handy fees calculator, the types of Government assistance available, details on how to make a payment, payment due dates and more.

### Pathways to future study

Pathways allow you to progress from one qualification to another where the first course is recognised as an entry requirement and/or provides advanced standing. You can take advantage of pathway arrangements from one Swinburne course to another or benefit from study completed at another institution. Pathway options may be subject to academic performance. Learn more about [pathways](#).

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**What if I have any other questions?**

For further assistance please contact [studentHQ](#).

The units offered in this course have been determined based on our understanding of industry requirements and Swinburne's teaching expertise.

Swinburne will conduct all of the training and assessment for this course. There are no third party arrangements.