



## **Candidate Information and Application Forms**

### **BSB50607 Diploma of Human Resources Management**

You give this information to the candidate for them to read about the RPL process and to complete the appropriate forms.

## **What does it mean to complete the BSB50607 Diploma of Human Resources Management?**

This BSB50607 Diploma of Human Resources Management reflects the role of individuals who are engaged to manage the work of others or to add value to or review management practices. Their role may be in any industry or organisational setting. Typically people in these roles will have considerable experience in their respective industries or vocational areas and couple an informed perspective of the specific work requirements with their managerial approaches.

The BSB50607 Diploma of Human Resources 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.

The job roles and titles vary across different industry sectors. Possible job titles relevant to this qualification include Manager or Supervisor within the workplace.

**Employability Skills Summary – BSB50607 Diploma of Human Resources Management**

The Employability Skills facets described here are broad industry requirements that may vary depending on qualification packaging options.

The following table contains a summary of the Employability Skills required by industry for this qualification.

<b>Employability Skill</b>	<b>Industry requirements for this qualification include:</b>
<b>Communication</b>	<ul style="list-style-type: none"><li>• Consulting with internal and external stakeholders</li><li>• Interviewing, counselling, negotiating and acting as an advocate for the organisation</li><li>• Questioning to clarify and evaluate information</li><li>• Writing in a range of styles to suit different audiences</li></ul>
<b>Teamwork</b>	<ul style="list-style-type: none"><li>• Treating team members with integrity, respect and empathy</li><li>• Working with others and clearly identifying the roles and responsibilities of the human resources team, line managers and external contractors</li></ul>
<b>Problem solving</b>	<ul style="list-style-type: none"><li>• Conducting cost benefit analyses, determining salary packaging and assessing and managing risk</li><li>• Generating a range of options to resolve human resources issues</li><li>• Identifying appropriate data gathering techniques for training needs analyses</li><li>• Managing organisational change and diversity</li></ul>
<b>Initiative and enterprise</b>	<ul style="list-style-type: none"><li>• Being responsive to change and translating ideas into innovative solutions</li><li>• Promoting flexible work practices and encouraging diversity</li></ul>
<b>Planning and organising</b>	<ul style="list-style-type: none"><li>• Analysing strategic and operational plans in order to plan, deliver and evaluate the human resources service delivery/agreement</li><li>• Collecting, collating and analysing information using appropriate workplace business systems</li></ul>
<b>Self-management</b>	<ul style="list-style-type: none"><li>• Complying with legislation and all statutory requirements</li><li>• Planning own work, predicting consequences and identifying improvements</li><li>• Presenting a professional image when representing the organisation</li></ul>
<b>Learning</b>	<ul style="list-style-type: none"><li>• Designing training programs to meet staff and/or external client requirements</li><li>• Identifying and providing training support</li><li>• Mentoring and coaching others</li></ul>
<b>Technology</b>	<ul style="list-style-type: none"><li>• Selecting and using technology to record, track and retrieve information</li><li>• Selecting appropriate human resources systems</li><li>• Using electronic communication devices and processes such as internet, intranet, email to produce written correspondence and reports</li><li>• Using technology to assist the management of information and to assist in the planning process and to facilitate change</li></ul>

## Tips and hints to help you prepare for recognition

To have skills formally recognised in the national system, assessors must make sure you have the skills and knowledge to meet the industry standard. This means you must be involved in a careful and comprehensive process that covers the content of all unit/s or qualification/s you can be recognised for.

Assessment happens in a variety of ways. Being prepared can save you valuable time and hassle and make the recognition process stress-free for you.

Here are some tips and hints for you:

Be prepared to talk about your job roles and your work history. Bring a resume or jot down a few points about where you have worked, either paid or unpaid, and what you did there.

Bring your position description and any performance appraisals you have from any training and assessment centres you have worked in.

Consider the possibilities for workplace contact. Are you in a workplace that is supporting your goal to get qualified? Would you feel comfortable to have the assessor contact your workplace or previous workplaces so your skills can be validated?

Think about who can confirm your skill level. Think about current or recent supervisors who have seen you work in the past 18 months and will be able to confirm your skills. The assessor will need to contact them. You may also have community contacts or even clients themselves who can vouch for your skill level.

Collect any certificates from in-house training or formal training you have done in the past.

You can speak with your training organisation about other ways you can show your skills in the vocational training and education industry. These could be letters from employers, records of your professional development sessions, employers or clients in related industries or government agencies, acknowledgements, workplace forms (as long as they don't show client details) or other relevant documents.

## Steps in the RPL process

### Step 1 – Provide information of your skills and experience

Complete the attached forms and provide as much information of your previous experience in the training and assessment or VET industry as you can. This is your first opportunity (and not the last) to provide proof of your variety of experience in the industry. Here you can supply examples of your work history which could include:

- brief CV or work history
- certificates/results of assessment
- certificates/results of assessment – interstate/overseas
- certificates/results of assessment – universities
- results/statement of attendance/ certificates – vendor training courses
- results/statement of attendance/ certificates – in house courses
- results/statement of attendance/ certificates – workshops, seminars, symposiums, etc
- industry awards
- membership of relevant professional associations
- learning resources developed (including electronic forms: videos, MP4s, DVDs...)
- minutes of industry network meetings
- quality system documents
- audit reports and documents
- marketing information
- minutes of meetings where leadership and teamwork are evident
- attendance and enrolment forms
- diaries/task sheets/job sheets/log books
- feedback forms and comments
- references/letters from previous employers/supervisors
- hobbies/interests/special skills outside work
- any other documentation that may demonstrate industry experience (list)

You will also need to supply contact details of one or two work referees who can confirm your skills in the industry.

### Step 2 – Conversation with Assessor

An assessor will review the information you have provided (usually with you) and begin to match up your skills to the units/subjects in the qualification. At this point, you will have the opportunity to discuss and identify your previous experience with the assessor who will understand your industry experience and conduct a competency conversation with you. You will be required to answer training and assessment related questions to identify your current skills.

**Step 3 – Practical demonstration of your skills**

The assessor will conduct a practical skills test at your workplace (if appropriate) or at another suitable venue. This, again, is an opportunity to demonstrate your level of competence. This assessment will be focussed on skills that are required in the qualification. Your assessor will identify the skills that he/she will want you to demonstrate.

**Further steps**

After the assessment, your assessor will give you information about the skills that have been recognised and whether you have gained the full qualification. If you do have skill gaps, these may be addressed through flexible training.

# APPLICATION – Self Assessment Questionnaire

## BSB50607 Diploma of Human Resources Management

Candidate Name: \_\_\_\_\_ Date Completed: \_\_\_\_\_

How often do you perform the following?

Unit Code	Unit Title	I have performed these tasks		
		Frequently	Sometimes	Never
<b>CORE UNITS</b>				
BSBHRM501A	Manage human resources services			
BSBHRM503A	Manage performance management systems			
BSBHRM504A	Manage workforce planning			
<b>ELECTIVE UNITS</b>				
BSBHRM505A	Manage remuneration and employee benefits			
BSBHRM506A	Manage recruitment selection and induction processes			
BSBHRM510A	Manage mediation processes			
BSBLED502A	Manage programs that promote personal effectiveness			
BSBWOR501A	Manage personal work priorities and professional development			

Candidate Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**RPL application form BSB50607 Diploma of Human Resources Management**

Applicant Details:

<b>1. Occupation you are seeking recognition in</b>			
<b>2 Personal Details</b>			
Surname			
Preferred Title (Mr, Mrs, Ms, Miss)			
First Name/s			
Any other name used			
Home Address			
Postal address if different from above			
Telephone Numbers	Home:	Work:	
	Mobile:	Fax:	
Date of Birth	/ /		
Gender	MALE / FEMALE		
Age			
Are you a permanent Resident of Australia	YES / NO		
<b>3 Current Employment</b>			
Are you currently employed?	YES / NO		
If yes. Position currently in.	.....		
Employer	.....		
If Yes, in which occupation are you currently employed?			
Who is your current employer?			
<b>4. Armed Forces details (If Applicable)</b>			
Branch of Service			
Trade classification on discharge			

<b>5. Further Training</b>	
Have you undertaken any training courses related to the occupation applied for?	YES / NO
If Yes	
What occupation were you trained in?	
Training completion Date (month, year)	
Country where you trained	
Name of course and institution (if applicable)	
<b>6. Is there any further information you wish to give in support of your application?</b>	
<b>7. Professional Referees (relevant to work situation)</b>	
<b>Name</b>	
Position	
Organisation	
Phone Number	
Mobile Number	
Email Address	
<b>Name</b>	
Position	
Organisation	
Phone Number	
Mobile Number	
Email Address	
<b>Name</b>	
Position	
Organisation	
Phone Number	
Mobile Number	
Email Address	
<b>Name</b>	
Position	
Organisation	
Phone Number	
Mobile Number	
Email Address	

## Applicant Employment History Form

Name, Address and Phone number of Employers	Period of Employment (DD/MM/YYYY)		Position Held	Full Time Part-time Casual	Description of Major Duties
	From	To			
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					

Attach additional sheet if required

If you are including documents in your application, please provide a brief description below

Supporting evidence	Tick the items you can provide	Year completed	Office Use Only – assessor to use this section to align documents to specific units of competency and identify key questions for competency conversation	
Brief CV or Work History				
Certificates/Results of Assessment				
Certificates/Results of Assessment – interstate/overseas				
Certificates/Results of Assessment – universities				
Results/Statement of Attendance/ Certificates – vendor training courses				
Results/Statement of Attendance/ Certificates – in house courses				
Results/Statement of Attendance/ Certificates – workshops, seminars, symposiums, etc				
Results/Statements of Attendance/ Certificates – club courses e.g. first aid, Surf Life Saving				
Industry awards				
Membership of relevant professional associations				
Supporting evidence	Tick the items you can provide	Year Completed	Reference EG (A1 or C16)	Office Use Only – assessor to use this section to align documents to specific units of competency and identify key questions for competency conversation

### Declaration

I declare that the information contained in this application is true and correct and that all documents are genuine.

Candidate Signature: \_\_\_\_\_ Date \_\_\_\_\_

## Summary checklist for evidence for the BSB50607 Diploma of Human Resources Management

**You need to provide evidence on how you manage and/or perform the following tasks.**

- A 1. Determine strategies for delivery of human resources services
- A 2. Manage the delivery of human resources services
- A 3. Evaluate human resources service delivery
- A 4. Manage integration of business ethics in human resources practices
  
- A 5. Develop performance management systems
- A 6. Implement performance management systems
- A 7. Coordinate formal feedback processes
- A 8. Coordinate individual/group learning development plans
  
- A 9. Assess supply and demand
- A 10. Develop workforce objectives and strategies
- A 11. Implement initiatives to support workforce planning objectives
- A 12. Monitor and evaluate workforce trends
  
- A 13. Develop organisation's remuneration strategy
- A 14. Implement remuneration strategy
- A 15. Review and update remuneration strategy
  
- A 16. Develop recruitment, selection and induction policies and procedures
- A 17. Recruit and select staff
- A 18. Manage staff induction
  
- A 19. Guidelines for mediation which have been developed, disseminated, monitored and reviewed, OR, conducted a critical evaluation of existing guidelines detailing the strengths and weaknesses of the approach
- A 20. Effective techniques in mediation of workplace issues
- A 21. Knowledge of relevant legislation, codes of practice and national standards
  
- A 22. Conducted research on employee health issues and a plan to improve employee health in one or more areas
- A 23. Techniques used for monitoring an employee health program and evaluating its effectiveness
- A 24. Knowledge of a range of employee health issues and options for improving health outcomes
  
- A 25. Systems and processes used to organise and prioritise tasks, which show how work is managed
- A 26. Personal development plan, with career objectives and an action plan
- A 27. knowledge of relevant legislation

## Notes:



**Notes:**

# Our Mission:

**To Provide Training at a Standard of Excellence which improves the quality of other people's lives by sharing the benefits and privilege of learning.**

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