



# Human Resources

Connecting through education.

- 🔗 **BSB40420** Certificate IV in Human Resource Management
- 🔗 **BSB50320** Diploma of Human Resource Management
- 🔗 **BSB60320** Advanced Diploma of Human Resource Management

## Comprehensive qualification

The Human Resource Management courses provides students with a comprehensive qualification covering a range of human resource and management disciplines.

## Organisational strategic direction

This qualifications caters to individuals working or aiming to work as human resources strategists and national, regional or global human resources managers. The course is ideal for individuals seeking the knowledge required to provide human resource-related organisational strategic direction and leadership.

 [goldcoaststudy.com](http://goldcoaststudy.com)

 [goldcoastlearningcentre](https://www.instagram.com/goldcoastlearningcentre)



**BSB40420**

# Certificate IV in Human Resource Management

**Intakes:**

Monthly

**Course Duration:**

52 weeks

Study: 46 weeks / Holiday: 6 weeks

**Location:**

Gold Coast

**Timetable:**

Timetables are subject to change without previous notice and are available upon request

## Entry Requirements

There are no specific formal entry requirements for this qualification. Gold Coast Learning Centre student entry requirements include the agreement that students will comply with Vet Entry Requirements.

Please note only Australian issued evidence is accepted.

## Skills

- Coordinate recruitment and onboarding of staff
- Support performance development processes
- Support employee and industrial relations procedures
- Have difficult conversations
- Undertake projects
- Coordinate learning and development programs

## Career Opportunities:

- Human resources coordinator
- Human resources assistant
- HR associate
- HR officer



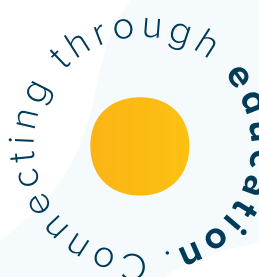
**BSB40420**

# Certificate IV in Human Resource Management

## Units of Competency

CORE	TITLE	CORE/ELECTIVE
	BSBHRM521 Facilitate Performance development processes	CORE
	BSBHRM522 Manage employee and industrial relations	CORE
	BSBHRM523 Coordinate the learning and development of teams and individuals	CORE
	BSBWHS411 Implement and monitor WHS policies, procedures and programs	CORE
	BSBHRM524 Coordinate workforce plan implementation	CORE
	BSBHRM527 Coordinate human resource functions and processes	CORE
	BSBOPS504 Manage business risk	CORE
	BSBLDR522 Manage people performance	ELECTIVE
	BSBLDR523 Lead and manage effective workplace relationships	ELECTIVE
	BSBHRM526 Manage payroll	ELECTIVE
	BSBTWK501 Lead diversity and inclusion	ELECTIVE
	BSBHRM525 Manage recruitment and onboarding	ELECTIVE

**Note:** Gold Coast Learning Centre reserves the right to change elective units any time to meet the needs of learners and changing industry trends.



## LIVE & LEARN • STUDY ON THE GOLD COAST

This qualification is available as an Australian fee for service Apprenticeship or Traineeship.

**BSB50320**

# Diploma of Human Resource Management

**Intakes:**

Monthly

**Course Duration:**

52 weeks

Study: 46 weeks / Holiday: 6 weeks

**Location:**

Gold Coast

**Timetable:**

Timetables are subject to change without previous notice and are available upon request

## 🔗 Entry Requirements

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Entry to this qualification is limited to those who:

Have completed the following units (or equivalent competencies):

BSBHRM411 Administer performance development processes

BSBHRM412 Support employee and industrial relations

BSBHRM415 Coordinate recruitment and onboarding

BSBHRM417 Support human resource functions and processes

Equivalent competencies are predecessors to these units, which have been mapped as equivalent or have two years equivalent full-time relevant work experience.

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## 🔗 Skills

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- Plan, manage and evaluate the delivery of human resource services the selection and induction processes individuals, groups and teams
- Nurture strong employee and industrial relations

## 🔗 Career Opportunities:

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- Human resources consultant
- Human resources business partner
- Human resources coordinator/oce



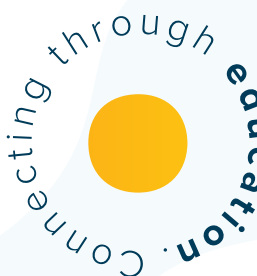
**BSB50320**

# Diploma of Human Resource Management

## Units of Competency

CORE	TITLE	CORE/ELECTIVE
	BSBHRM521 Facilitate Performance development processes	CORE
	BSBHRM522 Manage employee and industrial relations	CORE
	BSBHRM523 Coordinate the learning and development of teams and individuals	CORE
	BSBWHS411 Implement and monitor WHS policies, procedures and programs	CORE
	BSBHRM524 Coordinate workforce plan implementation	CORE
	BSBHRM527 Coordinate human resource functions and processes	CORE
	BSBOPS504 Manage business risk	CORE
	BSBLDR522 Manage people performance	ELECTIVE
	BSBLDR523 Lead and manage elective workplace relationships	ELECTIVE
	BSBHRM526 Manage payroll	ELECTIVE
	BSBTWK501 Lead diversity and inclusion	ELECTIVE
	BSBHRM525 Manage recruitment and onboarding	ELECTIVE

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## LIVE & LEARN • STUDY ON THE GOLD COAST

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**BSB60320**

# Advanced Diploma of Human Resource Management

**Intakes:**

Monthly

**Course Duration:**

52 weeks

Study: 46 weeks / Holiday: 6 weeks

**Location:**

Gold Coast

**Timetable:**

Timetables are subject to change without previous notice and are available upon request

## 🔗 Entry Requirements

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Have completed one of the following qualifications: BSB50320 Diploma of Human Resource Management; or BSB50618 Diploma of Human Resources Management (or a superseded equivalent version), or have four years equivalent full-time relevant work experience.

## 🔗 Skills

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- Lead and manage organisational change
- Manage business risk
- Ensure a safe workplace for a work area
- Manage organisational finances
- Contribute to organisational performance development

## 🔗 Career Opportunities:

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- Human Resource Manager
- Senior Human Resource Business Partner
- People and Culture Manager
- Senior Human Resource Advisor
- Senior Human Resource Consultant



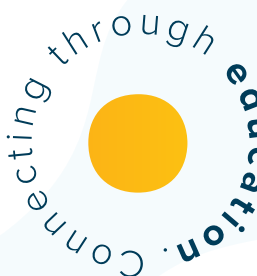
**BSB60320**

# Advanced Diploma of Human Resource Management

## Units of Competency

CORE	TITLE	CORE/ELECTIVE
	BSBCRT611 Apply critical thinking for complex problem solving	CORE
	BSBFIN601 Manage organisational finances	CORE
	BSBHRM611 Coordinate the learning and development of teams and individuals	CORE
	BSBHRM612 Implement and monitor WHS policies, procedures and programs	CORE
	BSBHRM614 Manage people performance	CORE
	BSBLDR601 Lead and manage effective workplace relationships	CORE
	BSBLDR602 Use human resources information systems	ELECTIVE
	BSBOPS601 Lead diversity and inclusion	ELECTIVE
	BSBSTR601 Coordinate workforce plan implementation	ELECTIVE
	BSBTWK601 Manage recruitment and onboarding	ELECTIVE

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## 📌 VET Entry Requirements

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All applicants enrolling into Vocational programs must meet the minimum English entry requirements of:

- IELTS Overall Band Score of 5.5 or equivalent, a recognized Upper-intermediate English certificate from another Australian College or the GCLC VET ENTRY test.
- Students who wish to commence studies in any VET course will be asked to complete a literacy and numeracy assessment.
- Students may be required to complete an English language course if their level of English is not sufficient for VET course entry.
- Entry into our Certificate IV, Diploma and Advanced Diploma courses requires a Year 12 qualification or equivalent.

All English evidence provided must be within a 2-year validity period of the commencement date.

## 📌 RPL/Credit Transfer

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You may be eligible for Credit Transfers if you hold the same unit(s) from another provider. To be eligible; you must present your certified qualification at enrolment stage, together with the completed 'Course Credit Form'. Once assessed, you will be notified of the outcome. Should your achieved units be equivalent, your CoE/course duration will be reduced according to the amount of time needed to complete the outstanding units.

## 📌 Students

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- **Laptop** is required
- **Payment Plan:** options are available
- **Microsoft Word Package:** own expenses
- **Flexible Study Options:** Online | Face-to-face | Blended delivery
- **Recognition of Prior Learning (RPL)** and credit transfer option available



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