



# **BSB50320 DIPLOMA OF HUMAN RESOURCE MANAGEMENT**

## **COURSE OVERVIEW**

**Vanguard Business Education  
RTO ID 91219**

[www.vanguardbusinesseducation.edu.au](http://www.vanguardbusinesseducation.edu.au)

**100% online**  
Study anywhere

**Up to 18 months**  
Self-paced

**8–10 hrs/week**  
Fits around work

**No entry requirements**  
Start with no prior study

**SmartCoach™ support**  
Help 24/7

## Nationally Recognised Qualification



# From Workforce Planning Advisor to Human Resources Business Partner

Whether you already support HR or want to step into a People and Culture role, this qualification helps you move from operational support to strategic human resource management across the full workforce lifecycle.

Throughout the qualification, you work within the Orion Consulting Human Resources Team and progressively take on more responsibility as you move from workforce planning through to strategic workforce governance. You do not simply study human resource management, you practise the real work of HR, and you finish with a Human Resources Business Partner Portfolio that reflects the documents used in real workplaces.

*“I am really impressed with the detail and practical knowledge provided in your course materials, and your feedback was insightful in helping me improve gaps in my understanding of the real context of a business plan.”*

— Saurabh, Vanguard Business Education student

## About Vanguard Business Education

Vanguard Business Education has delivered nationally recognised business training since 2006. Originally founded as KS Training, we rebranded in 2020 to reflect our mission: equipping forward-thinking, purpose-driven people to lead with confidence.

Our qualifications are 100% online. No campus, no fixed timetables, no entry requirements. You study at your own pace, with qualified trainers and SmartCoach™ AI support available throughout.

### Excellence

We aim higher than competent. Training should create lasting change.

### Innovation

Future-focused learning that keeps you ahead.

### Collaboration

Built with learners, not just for them.

### Inclusivity

Talent has no postcode. Potential goes everywhere.

### Integrity

No hype. High-impact education that works.

### Lifelong Learning

Progress never stops. Neither do we.

## Our Mission

To deliver transformative, nationally recognised business and leadership qualifications that are flexible, practical and backed by real human support, helping learners gain clarity, confidence and career momentum.

## About This Qualification

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The BSB50320 Diploma of Human Resource Management is designed for people who want to move from operational HR support into strategic human resource management.

Whether you already support recruitment, onboarding or employee records, or are preparing to step into a People and Culture role, this qualification builds the practical capability to solve workforce challenges and support organisational performance.

Through realistic workplace projects and the Orion Consulting simulation, you progressively build workforce planning, talent acquisition, performance, capability and governance skills that can be applied immediately in the workplace.

## Who This Qualification Is For

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### HR and People and Culture Support Staff

You already support HR functions and want to move into strategic human resource management.

### Coordinators and Officers Seeking Progression

You manage HR processes and want nationally recognised capability across the workforce lifecycle.

### Career Changers and Aspiring HR Business Partners

You want to move into HR and need practical, applied skills across planning, acquisition, development and governance.

# Your Human Resources Journey

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Throughout this qualification, you progress through four integrated learning clusters that follow the workforce lifecycle. Each cluster builds practical capability and moves you closer to strategic human resource management.

## Cluster 1: Workforce Strategy and Planning

***Before an organisation can grow, it must understand its workforce***

Before an organisation can grow, it must understand its workforce.

**You will learn how to:**

- analyse workforce information and identify capability gaps
- forecast workforce requirements
- evaluate HR systems and reporting
- develop workforce planning strategies
- monitor workforce risk

Workplace simulation — As Workforce Planning Advisor at Orion, you analyse workforce information, identify capability gaps, evaluate HR systems and develop workforce planning strategies that support the growth strategy.

## Cluster 2: Talent Acquisition and Workforce Growth

***Workforce plans only succeed when you attract the right people***

Workforce plans only succeed when organisations can attract and retain the right people.

**You will learn how to:**

- develop workforce attraction and recruitment strategy
- design inclusive recruitment processes
- build onboarding frameworks
- improve employee retention
- manage workforce transition

Workplace simulation — As Talent Acquisition Partner, you develop recruitment, onboarding and workforce transition strategies that support workforce growth and organisational capability.

## Cluster 3: Workforce Performance and Capability

### *Recruiting talented employees is only the beginning*

Recruiting talented employees is only the beginning. Organisations must develop capability and manage relationships.

#### **You will learn how to:**

- develop performance management systems
- coordinate learning and development
- build workforce capability
- manage employee and industrial relations
- lead workplace consultation, coaching and mentoring

Workplace simulation — As Human Resources Business Partner, you develop performance systems, learning and development initiatives and employee relations strategies that support workforce capability and organisational performance.

## Cluster 4: Workforce Governance and Organisational Performance

### *As organisations grow, governance becomes essential*

As organisations grow, workforce governance becomes increasingly important.

#### **You will learn how to:**

- evaluate and treat workforce risk
- review and improve WHS systems
- develop workforce governance frameworks
- lead and manage workplace relationships
- report on organisational performance

Workplace simulation — As Senior Human Resources Business Partner, you evaluate workforce risks, review WHS systems and develop governance strategies that support organisational performance and long-term success.

# Human Resources Career Pathway

**Workforce Planning Advisor** Where you are today



**Talent Acquisition Partner** Attracting and retaining the workforce



**Human Resources Business Partner** Building workforce performance and capability



**Senior Human Resources Business Partner** Leading workforce governance and performance



**Human Resources Business Partner** A trusted advisor to organisational leaders

Throughout the qualification, you apply these skills through realistic workplace projects and simulations within Orion Consulting.

## Delivery and Study Options

|                         |  |
|-------------------------|--|
| <b>Mode</b>             | 100% online  |
| <b>Duration</b>         | Up to 18 months  |
| <b>Study Commitment</b> | 8 to 10 hours per week   |
| <b>Support</b>          | Qualified trainers and SmartCoach™ AI learning assistance              |
| <b>Technology</b>       | Desktop or laptop with broadband internet and standard office software |

## Qualification Structure

You will complete 12 units of competency delivered through four integrated learning clusters.

### Cluster 1: Workforce Strategy and Planning

**Focus:** Workforce planning, analytics, HR systems and workforce risk.

| Unit code        | Unit title  | Status   |
|------------------|---|----------|
| <b>BSBHRM524</b> | Coordinate workforce plan implementation          | Core     |
| <b>BSBHRM527</b> | Coordinate human resource functions and processes | Core     |
| <b>BSBHRM414</b> | Use human resources information systems           | Elective |

## Cluster 2: Talent Acquisition and Workforce Growth

**Focus:** *Recruitment, inclusive hiring, onboarding and retention.*

| Unit code        | Unit title  | Status   |
|------------------|---|----------|
| <b>BSBHRM525</b> | Manage recruitment and onboarding   | Core     |
| <b>BSBHRM529</b> | Coordinate separation and termination processes                                 | Elective |
| <b>BSBXDB401</b> | Develop and implement recruitment processes inclusive of people with disability | Elective |

## Cluster 3: Workforce Performance and Capability

**Focus:** *Performance, learning and development, and employee relations.*

| Unit code        | Unit title   | Status |
|------------------|--|--------|
| <b>BSBHRM521</b> | Facilitate performance development processes                     | Core   |
| <b>BSBHRM522</b> | Manage employee and industrial relations                         | Core   |
| <b>BSBHRM523</b> | Coordinate the learning and development of teams and individuals | Core   |

## Cluster 4: Workforce Governance and Organisational Performance

**Focus:** *Workforce risk, WHS, and workplace relationships.*

| Unit code        | Unit title  | Status   |
|------------------|---|----------|
| <b>BSBOPS504</b> | Manage business risk  | Elective |
| <b>BSBWHS411</b> | Implement and monitor WHS policies, procedures and programs | Elective |
| <b>BSBLDR523</b> | Lead and manage effective workplace relationships           | Elective |

## Who You Will Become

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By completing this qualification, you will have developed the capability to:

- plan and forecast the workforce
- lead talent acquisition and retention
- build workforce performance and capability
- manage employee relations
- govern workforce risk and WHS
- support organisational performance

*Through the Orion Consulting simulation, you will have applied these skills in realistic workforce situations — rather than simply studying HR theory.*

# Student Feedback

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Students have highlighted the value of flexible, responsive support while studying with Vanguard Business Education.

*“I’m working on my assessment and there were a couple of tasks that didn’t include templates, so I asked the coach. I was provided with the templates and instructions on how to complete them. Super helpful at this time of the morning when I’d otherwise have to wait to ask and hear back. Great for flexible study.”*

— Lisa, Vanguard Business Education student

# Career Opportunities

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Graduates may be prepared for roles including:

|                                   |                                   |                                   |                       |
|-----------------------------------|-----------------------------------|-----------------------------------|-----------------------|
| <b>HR Advisor</b>                 | <b>People and Culture Advisor</b> | <b>HR Business Partner</b>        | <b>HR Coordinator</b> |
| <b>Talent Acquisition Partner</b> | <b>Workforce Planning Advisor</b> | <b>Employee Relations Advisor</b> | <b>HR Consultant</b>  |

*Completion of this qualification does not guarantee employment.*

## What These Roles Pay

As your capability grows, so do the roles available to you. Indicative average salary ranges for related roles in Australia:

|  |   |  |
|--|---|--|
| <b>HR Advisor</b><br><b>\$90,000 – \$110,000</b> | <b>HR Consultant</b><br><b>\$85,000 – \$105,000</b> | <b>HR Business Partner</b><br><b>\$120,000 – \$140,000</b> |
|--|---|--|

*Indicative average salary ranges sourced from SEEK Career Advice (seek.com.au), June 2026. Actual salaries vary by employer, location, experience and industry. Salary figures are provided as a general guide only and are not a guarantee of income or employment.*

# Entry Requirements

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There are no formal training package entry requirements for this qualification. You will need:

- Access to a computer or laptop and reliable internet
- Basic digital literacy and computer skills
- Suitable language, literacy and numeracy skills

*A pre-enrolment LLN assessment is required prior to enrolment.*

## Fees and Funding Options

|                              |  |
|------------------------------|--|
| <b>Course Fee</b>            | \$2,100 (full fee, payable upfront or by payment plan)   |
| <b>Payment Plans</b>         | Flexible weekly and fortnightly payment plans available. No hidden fees. Full details in the Fees and Refunds Policy.                                |
| <b>NSW Smart and Skilled</b> | This qualification may be available under the NSW Smart and Skilled programme for eligible learners, which can significantly reduce your course fee. |

All amounts are in AUD. Government funding may be available in some circumstances. Contact Vanguard Business Education to confirm current pricing and funding options.

### Smart and Skilled Eligibility

- NSW resident
- Australian citizen, permanent resident, or eligible visa holder
- 15 years or older
- Not currently enrolled in secondary education (unless undertaking an approved traineeship pathway)

Funding availability and conditions are subject to change. Contact Vanguard Business Education for current eligibility details.

## RPL, Credit Transfer and Pathways

|                           |   |
|---------------------------|---|
| <b>RPL</b>                | Recognition of Prior Learning is available for learners with relevant workplace experience and existing skills. |
| <b>Credit Transfer</b>    | Available for units previously completed with another RTO.  |
| <b>Next Qualification</b> | BSB60320 Advanced Diploma of Management (Human Resources)   |
| <b>Leadership Pathway</b> | BSB50420 Diploma of Leadership and Management   |

## Why Study With Vanguard Business Education?

Many HR courses teach theory. This qualification lets you apply your skills through realistic workplace projects, simulations and a complete HR portfolio.

You do not simply study human resources. **You use it.**

|   |   |
|---|---|
| <b>Flexible, self-paced learning</b><br>Study around work and family. No fixed class times. | <b>Qualified trainer support</b><br>Real humans who are passionate about your results.                          |
| <b>SmartCoach™ AI</b><br>24/7 AI-powered learning assistance built into the platform.       | <b>Clustered delivery</b><br>Integrated real-world learning, not isolated theory.                               |
| <b>No entry requirements</b><br>No previous qualifications needed to enrol.                 | <b>Nationally recognised</b><br>AQF-registered qualification issued by Vanguard Business Education (RTO 91219). |

# How to Enrol

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|   |   |   |   |
|---|---|---|---|
| <b>Step 1</b><br>Submit an enquiry or application | <b>Step 2</b><br>Complete a pre-training review | <b>Step 3</b><br>Complete your LLN assessment | <b>Step 4</b><br>Finalise enrolment and begin your course |
|---|---|---|---|

Ready to take the next step? Visit [www.vanguardbusinesseducation.edu.au](http://www.vanguardbusinesseducation.edu.au) to enrol or enquire online. SmartCoach™ is available 24/7 on the website to answer your questions instantly.

*Vanguard Business Education (RTO 91219) is responsible for the quality of training and assessment and for issuing AQF certification documentation. SmartCoach™ AI provides learning support only. All training, assessment and certification are delivered by Vanguard Business Education. Information in this brochure is correct at the time of publication and may be subject to change.*