**Government of Western Australia**
South Metropolitan **TAFE**

# Diploma of Human Resource Management (BSB50320)

## 2025 Online Course Information
Semester 1



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# About this Qualification

The Diploma of Human Resource Management is designed for those who wish to develop their skills and expertise in strategic human resource management and undertake human resource roles across a range of businesses and industries. The course focuses on a range of human resource management functions such as performance development, workforce planning and employee relations.

## Mode of Delivery
**Online Study**

This course will require you to attend a mandatory online training session of approximately two hours a week for each unit/cluster you are enrolled in. A standard study period runs for either 10 or 20 weeks, depending on the unit/cluster being delivered.

As well as the mandatory online training sessions, you will need to complete approximately 6 hours of additional study each week outside of class hours, including private study, assignment preparation, and research.

Your study will use Student Hub, with access provided to you after enrolment. You will need to have the basic technical requirements for at-home study. If you don't have access to a computer and Wi-Fi at home, we recommend using our library computers during library hours.

**What you need to set up at home:**

- Reliable broadband Internet access
- Headset with speakers and microphone (for interactive Collaborate sessions)
- Computer with ability to edit word documents (.docx)
- Computer with ability to edit view adobe PDF files (.pdf)
- Access to video recording device with the capability to transfer to a computer (e.g. iPhone or similar smartphone)
- Camera to conduct online activities

The nature of online study can involve a significant investment of time and the ability to be a focused, self-motivated learner. You should consider your personal circumstances and past study history before committing to study online. Find out more in our online study info pack below.
Online study info pack (334 KB)

## Course entry requirements
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; and
- 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

School leavers or those with limited work experience who are interested in Human Resources may wish to consider the Certificate IV in Human Resources.

## Course study requirements

Before enrolment, interested students are advised that the following are necessary to enable successful course completion:

- ☐ Mandatory Online class attendance and the ability to use an online learning management system (Blackboard) to access training resources and upload documentation

- ☐ Willing to **commit up to** 6 hours per week for out-of-class course study activities
- ☐ Effective language, communication and interpersonal skills
- ☐ Ability to plan and organise, read, research and develop human resource documents
- ☐ A sound working knowledge and application of computer programs e.g. MS Word, Outlook.
- ☐ Computer: Laptop or desktop computer with working speakers, microphone or headphone points and camera
- ☐ Internet: High-speed internet such as Broadband or ADSL.

## To Apply

You can apply for this course directly through TAFE admissions.

Ensure that you have entered your personal details correctly as we will respond to the email address that has been provided with requests for further evidence to support your application. You will be given an opportunity to create a login and save your progress, allowing you to return right up to applications close date to upload supporting documents and to change your course and campus preferences before finalising your application.

If you have any queries regarding the application process, contact us on 1800 001 001 or email info@smtafe.wa.edu.au.

If your application is successful, you will be notified via email advising of the process to complete your enrolment to ensure your place is secured.

You will also be advised if you are unsuccessful and the reason: the course is full; your application is incomplete, or the application does not meet the local entry requirements.

## General Information

### Induction
A **mandatory** online induction session will be held prior to the course commencing. You will be emailed a link prior to the session
- Online Induction Thursday 30th January – 9:30 (access link will be sent via email and access will not be available until 15 minutes before the start of the orientation)

### Study commitment
SM TAFE study options that are provided for the BSB50320 Diploma of Human Resource Management are based on structured online which is a weekly live webinar session. Students are required to complete pre-reading and preparation prior to attending classes in their own time. The time allocation would be approximately 6 additional hours per week for the period of the course when attending one full day per week.

### Assessment deadlines
Time management of tasks and submitting assessments on time are essential. The assessment tasks for the different units will all have various due dates that need to be followed. (i.e. - assessment tasks do not have the entire length of your full course enrolment period to complete, they must be submitted on the date they are due).

**Duration and study modes**

Online Virtual Class Delivery – The course will be delivered so it can be completed within a 12 month period if a student enrols in all available offerings each semester, or over a longer period of time if not all available units are undertaken each semester. Students may be eligible to obtain credits for individual units of competency as a result of previous experience gained in employment, training or education. For further information please visit the Recognition of Prior Learning page.

**Units Available Semester 1 2025**

Students may enrol in any or all of the following units listed below.
You are expected to attend the entire online session for the unit/s below that you enrol in.

| Day | Start Time | National Code/ Unit | Start Date | End Date |
|---|---|---|---|---|
| Thursday | 9:00am | **Cluster**: 20 weeks<br>BSBHRM525 Manage recruitment and onboarding<br>BSBXDB401 Develop and implement recruitment processes that are inclusive of people with disability | 6 Feb | 26 June |
| Thursday | 12.00 noon | Single Unit: 10 weeks<br>BSBHRM524 Coordinate workforce plan implementation | 6 Feb | 10 April |
| Thursday | 12.00 noon | Single Unit: 10 weeks<br>BSBWHS411 Implement and monitor WHS policies, procedures and programs | 17 April | 26 June |
| Wednesday | 9:30am | Single Unit: 10 weeks<br>BSBPEF502 Develop and use emotional intelligence | 5 Feb | 9 April |
| Wednesday | 9:30am | Single Unit: 10 weeks<br>BSBCRT511 Develop critical thinking in others | 16 April | 25 June |
| *Non-contact week – 21-25 April* | | | | |

(*Please note: the planned courses will be subject to student enrolment numbers and the number of places available in each course is limited and enrolment will not be possible once the limit has been reached*).

**Enrolment and course costs**

The cost of the course for Australian or permanent residents, residing in Western Australia is approximately $3,749.80 for the full course.

*As delivery is part-time, students will only be enrolled in and required to pay for those units that they select from those planned for delivery in Semester 1, 2025

If you are accepted into the course, your information will be passed onto the enrolment team and one of them will contact you to organise payment. You may choose to pay in full by credit card or you can set up a payment plan and pay in instalments, for more information visit the Fees page.

## Recognition of Prior Learning

Following your enrolment, you are encouraged to speak to your Lecturer about the possibility of Recognition of Prior Learning if you believe you have any existing skills and knowledge that may be formally recognised towards the units or qualification you are undertaking.

If you have previously completed qualifications or units, speak to your Lecturer regarding the possibility of credit or credit transfer.

## Course structure and features

### Learning and teaching

The course is delivered online with Blackboard used as a learning management system and Blackboard Collaborate to conduct the live interactive classes. Blackboard contains learning materials and templates to assist you to complete your assessments.

### Qualification Units and Electives

The course will emphasise practical skills and industry know-how relevant to the Human Resources sector.

The units in the course are:

**Core units** – all 7 units must be completed (7 units in total)

1. BSBHRM521   Facilitate performance development processes
2. BSBHRM522   Manage employee and industrial relations
3. BSBHRM523   Coordinate the learning and development of teams and individuals
4. BSBHRM524   Coordinate workforce plan implementation
5. BSBHRM527   Coordinate human resource functions and processes
6. BSBOPS504   Manage business risk
7. BSBWHS411   Implement and monitor WHS policies, procedures and programs

**Elective Units** – the selected 5 elective units for this course are listed below.

8. BSBHRM525   Manage recruitment and onboarding
9. BSBXDB401   Develop and implement recruitment processes that are inclusive of people with disability
10. BSBCRT511   Develop critical thinking in others
11. BSBPMG430   Undertake project work
12. BSBPEF502   Develop and use emotional intelligence

### Required Resources

Learning content and reading resources will be provided by the lecturer. If you are required to purchase a textbook for the course, you will be advised prior to the course commencing.

### Course Outcomes

Successful completion of the course will lead to the Award: BSB50320 Diploma of Human Resource Management and some of the outcomes achieved include:
- Coordinating business driven human resources
- Managing performance
- Recruitment and workplace relations
- Managing projects and risk.