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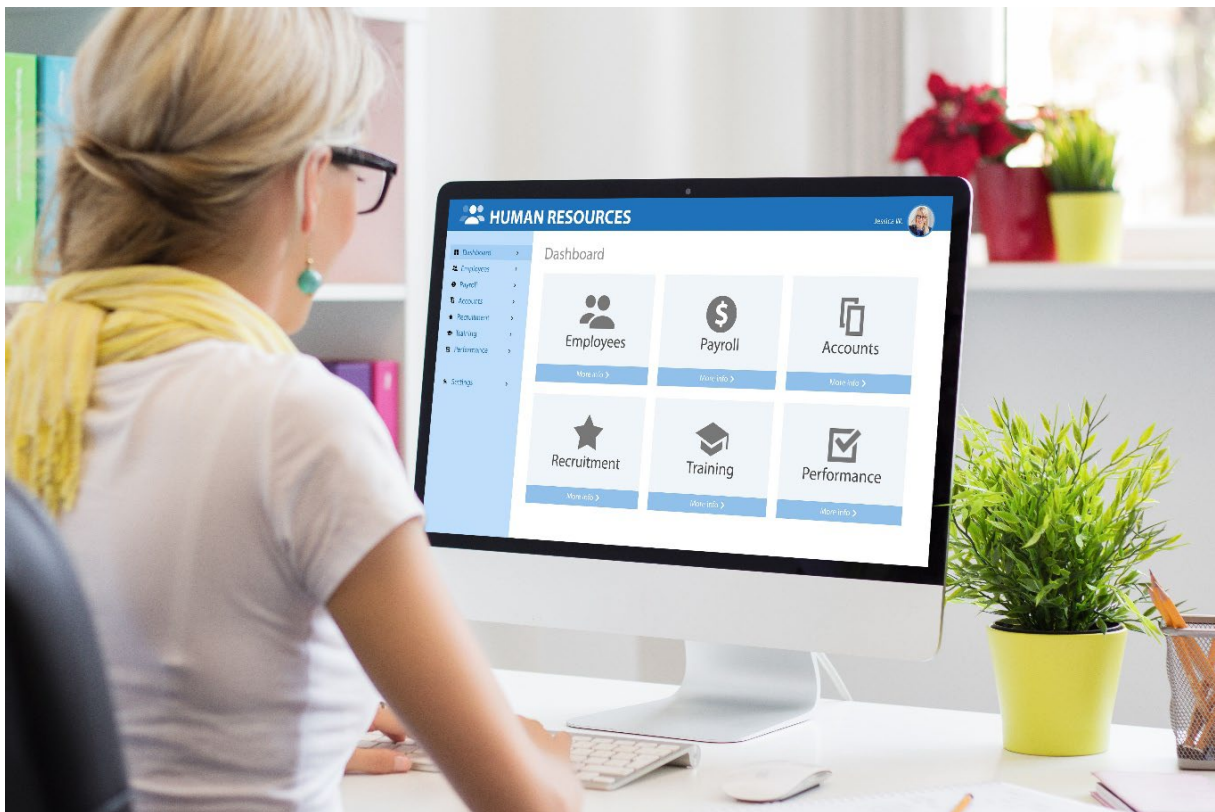South Metropolitan **TAFE**

Diploma of Human Resource Management (BSB50320)

2025 Course Information
Semester 2

Woman working with human resources software on computer licensed under Adobe Stock Images

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 be delivered entirely online, this flexible course allows you to balance your studies with other commitments. A standard study period runs for either 8 or 16 weeks, depending on the unit/cluster being delivered. Study commitment including private study, assignment preparation, and research will be required to successfully complete your course.

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
- Computer with ability to edit word documents (.docx)
- Computer with ability to edit view adobe PDF files (.pdf)
- Access to video recording device including a camera with the capability to transfer to a computer (e.g. iPhone or similar smartphone, lap top computer or workstation)

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:

- ☐ Willing to **commit at least 3 to 8** 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 NBN/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

An online induction session will be held prior to the course commencing. You will be emailed a link prior to the session

- Online Induction 22 July 2025 – 5:30pm (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 a self-directed online delivery, to be completed and submitted within an eight (8) week period. Students are required to complete pre-reading, preparation and assessment completion in their own time. The time you would need to allocation to each unit of competency you enroll in would be approximately four (4) hours per week for the period of the course.

Assessment deadlines

Time management of tasks and submitting assessments on time are essential. All assessments tasks will need to be completed prior to the unit of competency end date. If all assessment tasks have not been submitted by this date you will be required to enroll into the unit again at your own expense. Different units will have various end dates that need to be followed. (i.e. - assessment tasks must be submitted before or on the date they are due).

Duration and study modes

Online Delivery – The course will be delivered so it can be completed within an 18 month period if a student enrols in all available offerings each semester, or over a longer period if not all available units are undertaken each semester. Access to online "drop in" sessions and 15 minute appointments to meet up with your lecturer will be made available during the dates and times outlined below. The sessions are optional and will provide an opportunity to access support and ask questions about your studies, the sessions will be available once a fortnight. Each student will be required to attend a short one-on-one meeting with the lecturer to establish student authenticity and identification, each student will be contacted to arrange a suitable meeting time.

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 2 2025

"Drop in" sessions and appointments are available during the dates and times listed below:

Day	Start Time	National Code/ Unit	Start Date	End Date
Wednesday	6:00pm	Single Unit: 8 weeks BSBHRM521 Facilitate performance development processes	23 Jul	10 Sep
Wednesday	6:00pm	Single Unit: 8 weeks BSBHRM523 Coordinate the learning and development of teams and individuals	18 Sep	5 Nov
Wednesday	09:30am	Single Unit: 8 weeks BSBCRT511 Develop critical thinking in others	23 Jul	10 Sep

(*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 2, 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.	BSBHRM529	Coordinate separation and termination processes
9.	BSBHRM531	Coordinate health and wellness programs
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
- Workforce planning and workplace relations
- Managing projects and risk.