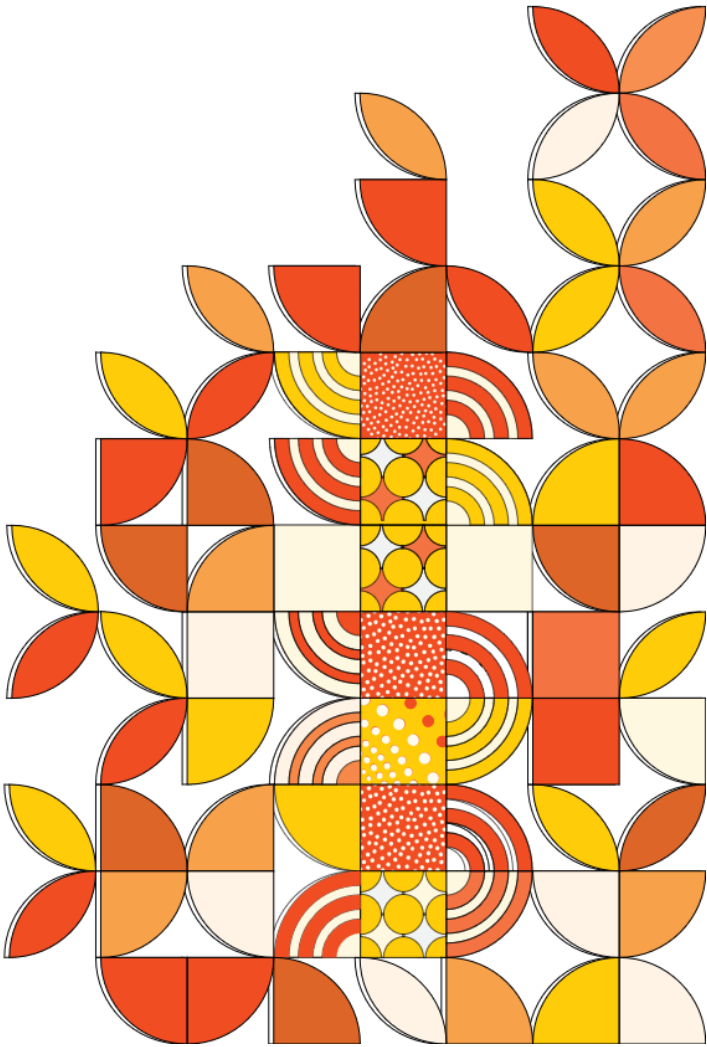
Legal entity: INSTITUTE OF HEALTH & MANAGEMENT PTY LTD.
Category: Institute of Higher Education
CRICOS Provider: 03407G| Provider ID: PRV14040
ABN: 19 155 760 437 | ACN: 155 760 437

Bachelor of Social Work

Handbook 2026



www.ihm.edu.au
enquiry@ihm.edu.au

EDUCATION for EMPLOYMENT:
Bridging the gap globally

1. Program overview 4
2. Course structure 5
2.1. Learning outcomes 7
2.2. Professional recognition 7
3. Social work placement 8
3.1. Special requirements 9
3.2. Placement enquiries 10
4. Institutional partnership 10
5. Admission requirements 11
5.1. English language requirements 11
6. Inherent requirements 11
6.1. Ethical and professional behaviour 12
6.2. Behavioural stability 13
6.3. Legal 14
6.4. Communication 15
6.4.1 Verbal 15
6.4.2 Non-verbal 16
6.4.3 Written 17
6.5. Cognition 17
6.5.1 Knowledge and cognitive skills 17
6.5.2 Language (Literacy) 18
6.5.3 Numeracy 19
6.6. Relational skills 19
6.7. Reflective skills 20
6.8. Sustainable performance 21
7. Genuine student requirements 21
8. Course start dates 22
9. Fees and charges 22
9.1. FEE-HELP 22
9.2. International fee-paying 22
9.3. Additional information on fees and charges 23
9.4. Secure payment guidelines for IHM students 23

Legal entity: Institute of Health & Management Pty Ltd.
Category: Institute of Higher Education | CRICOS Provider: 03407G | Provider ID: PRV14040 | ABN: 19 155 760 437 | ACN: 155 760 437

10. Pathways and advanced standing (credit transfer and recognition of prior learning) 24
11. Career 24
12. Additional information 25
12.1. Attendance requirements 25
12.2. Responsible use of Generative Artificial Intelligence (AI) in social work education 25

Acknowledgement of Country

The Institute of Health and Management acknowledges the Traditional Owners of country throughout Australia and recognises their continuing connection to land, waters and culture. We pay our respects to their Elders past and present.

This publication is protected by copyright, and no part may be reproduced by any process without written permission.
Links to third party websites and other material in this document is provided for information only.

Legal entity: Institute of Health & Management Pty Ltd.
Category: Institute of Higher Education | CRICOS Provider: 03407G | Provider ID: PRV14040 | ABN: 19 155 760 437 | ACN: 155 760 437

CRICOS Course Code: 108842E

Approved Abbreviation: BSW

AQF Level: 7

Course Duration: 4 years full-time / 8 years part-time

Units: 26

Delivery Mode: On campus / Blended

Campus: Lonsdale Street

1. Program overview

The Bachelor of Social Work (BSW) is designed to sequence and stage learning across core units through major streams, providing a scaffolding approach to knowledge and skill development as well as increasing complexity in assessments and professional reflection. The design of the BSW is influenced by the course objectives, graduate qualities, and application of knowledge and abilities, all of which lead to placements and professional results and accreditation for individual students.

The learning outcomes of the BSW course are founded on the Australian Association of Social Workers (AASW) principles of human dignity and worth, social justice and fairness, and social workers working with and on behalf of individuals, families, groups, and communities to:

- Increase their sense of well-being and social growth on an individual and collective level
- Address interpersonal and personal conflicts
- To enhance and enable participation with the larger society
- Identify and eliminate systemic barriers to full recognition and involvement
- Safeguard the weak against injustice and abuse

The curriculum framework includes major streams embedded across the program including:

- Society and culture
- Behavioural science
- Generalist social work practices
- Specialist social work practices

Legal entity: Institute of Health & Management Pty Ltd.
Category: Institute of Higher Education | CRICOS Provider: 03407G | Provider ID: PRV14040 | ABN: 19 155 760 437 | ACN: 155 760 437

Education for Employment: Bridging the gap globally

- Placement (1,000 Hours)

To complete the Bachelor of Social Work students must attain 256 credit points.

In alignment with the National Code 2018, international students are not permitted to complete more than 25% of their subjects/units online.

2. Course structure

The BSW program includes foundational and advanced studies in social work, spanning topics such as psychology, communication, ethics, cultural inclusion, mental health, and policy. It comprises 24 units across four years and two placements totalling 1,000 hours.

Unit of Study Code	**Title of Unit of Study**	**Credit Points (CP)**
Mandatory short non-credit units to be completed during the orientation week prior to the commencement of the course		
A1001	Academic Integrity	0
A1002	Aboriginal Health	0
Year 1 — Foundational Knowledge and Skills		
Semester 1		
C7003	Understanding Society and Human Behaviour	8
A7003	Knowledge & Skills for Planning & Assessment in Social Work	8
A7005	Foundational Interpersonal Skills & Communications for Social Work	8
C7001	Aboriginal & Torres Strait Islander & Transcultural Health	8
Semester 2		
H7001	Introduction to Health & Wellbeing	8
A7009	Social & Health Research Frameworks	8
H7002	Human Lifespan Development	8
A7001	Managing Human Service Organisations	8
Year 2— Social Work Theories and Practices		

Legal entity: Institute of Health & Management Pty Ltd.
Category: Institute of Higher Education | CRICOS Provider: 03407G | Provider ID: PRV14040 | ABN: 19 155 760 437 | ACN: 155 760 437

Education for Employment: Bridging the gap globally

Semester 3		
A7007	Social Care Systems: History & Contexts	8
A7006	Critical Social Theories	8
C7002	Ethics & Law for Social Work Practices	8
A7008	Introduction to Human Rights	8
Semester 2		
A7010	Groupwork Theory & Practices	8
A7011	Skills for Professional Social Work Practices	8
A7013	Trauma, Health & Social Work	8
A7014	Culture, Identity & Race: Culturally Inclusive Practices	8
Year 3— Social Work Practice Frameworks and Outcomes		
Semester 1		
A7015	Community Development & Advocacy	8
H7003	Mental Health Frameworks	8
A7016	Global Development & Perspectives	8
A7018	Working with Children, Young People & Families	8
Semester 2		
A7019S	Placement seminars	
A7019	Placement 1	32
Year 4— Consolidating Knowledge and Skills for Professional Practice		
Semester 1		
A7020	Social Research Methods	8
A7021	Social Policy Frameworks	8
A7022	Abuse & Exploitation across the Lifespan: Empowerment Practices	8
A7023	Disability, Equity and Inclusion: Experiences and Social Change	8
Semester 2		
A7024S	Placement seminars	
A7024	Placement 2	32

Legal entity: Institute of Health & Management Pty Ltd.
Category: Institute of Higher Education | CRICOS Provider: 03407G | Provider ID: PRV14040 | ABN: 19 155 760 437 | ACN: 155 760 437

Education for Employment: Bridging the gap globally

1,152 face-to-face hours 1,000 Placement hours

2.1. Learning outcomes

The BSW Course Learning Outcomes (CLOs):

- **CLO 1.** Demonstrate a sense of identity as a professional Social Worker.
- **CLO 2.** Develop sound understanding of and commitment to Social Work values and ethics to guide professional practice.
- **CLO 3.** Apply Social Work knowledge and intervention to respond effectively.
- **CLO 4.** Demonstrate knowledge of human behaviour and society.
- **CLO 5.** Display the ability to review, critically analyse and synthesise knowledge and values.
- **CLO 6.** Practice effective communication and interpersonal skills.
- **CLO 7.** Ability to work with diversity and demonstrate respect for cultural difference.
- **CLO 8.** Illustrate the importance of, and commitment to ongoing professional development.

2.2. Professional recognition

IHM BSW has provisional accreditation with Australian Association of Social Workers. Provisional accreditation indicates a newly established program that has not yet graduated its first students. Upon completion, graduates hold the same professional standing and eligibility outcomes as those from fully accredited social work programs.

Legal entity: Institute of Health & Management Pty Ltd.
Category: Institute of Higher Education | CRICOS Provider: 03407G | Provider ID: PRV14040 | ABN: 19 155 760 437 | ACN: 155 760 437

Education for Employment: Bridging the gap globally

3. Social work placement

The BSW program requires the completion of two placements, totaling 1,000 hours. These placements are split into Placement 1 (500 hours) and Placement 2 (500 hours).

A student's first professional practice placement is the beginning learning experience in third year, which seeks to support students form their social work identity, practice skills and build the foundations for their social work practice.

For Advanced professional practice in 4th year, and being the final unit in the BSW course, the practicum is an opportunity for students to integrate and consolidate learning from first placement, theories, skills and knowledge attained throughout the degree. It is vital through this final placement that students further develop skills and knowledge, and demonstrate their ability to practice as ethical, safe and capable social work graduates.

IHM actively collaborates and connects with partner agencies to provide placement learning experiences for students supported by Placement Educators and Task Supervisors at host sites. The learning experience throughout both placements is provided by experienced Placement Educators who offer regular supervision, mentoring and guidance for the student, as they learn to critically reflect, engage in practice and build their professional identity.

Legal entity: Institute of Health & Management Pty Ltd.
Category: Institute of Higher Education | CRICOS Provider: 03407G | Provider ID: PRV14040 | ABN: 19 155 760 437 | ACN: 155 760 437

Education for Employment: Bridging the gap globally

3.1. Special requirements

For BSW placements, you must meet a range of compliance requirements. It is your responsibility to obtain all necessary documentation before starting placement.

Fitness for practice and professionalism

You must demonstrate fitness for practice throughout the course, as this is assessed in every unit. Failure to meet these expectations will result in a fail grade for the unit and may require you to repeat it before progressing. In some cases, continued non-compliance may lead to exclusion from the course.

Working with children check

A valid Working with Children Check is mandatory to assess your suitability for placements.

Police checks

You must provide a current national and international Police Check (if applicable) to be eligible for placement.

NDIS worker screening check

Some placements may require a valid NDIS Worker Screening Check.

Immunisation and vaccination

In line with National Health and Medical Research Council guidelines, you must comply with immunisation and vaccination requirements before starting your placement. This includes specific vaccinations and determining your blood-borne virus status. Failure to comply may result in ineligibility for placement and associated academic penalties. Students testing positive for a blood-borne virus (e.g., HIV, Hepatitis B, Hepatitis C) must consult a faculty-approved specialist to determine any necessary work restrictions.

Legal entity: Institute of Health & Management Pty Ltd.
Category: Institute of Higher Education | CRICOS Provider: 03407G | Provider ID: PRV14040 | ABN: 19 155 760 437 | ACN: 155 760 437

Education for Employment: Bridging the gap globally

Associated costs (subject to change)

- Immunisation and/or medical: approx. $310 (varies based on immunisation status)
- Working with Children Check: Free (valid 5 years from issue date)
- National Police Check: $30 (renewed annually)
- International Police Check: approx. $200 (varies by country)
- NDIS worker screening check: $132 (valid 5 years from issue date)
- Placement-related expenses (e.g., travel, accommodation): up to $2300, depending on location and individual circumstances

3.2. Placement enquiries

For further information please contact sw.placements@ihm.edu.au .

Please keep in mind that placement encompasses more than just your placement hours. It includes pre-placement activities, assessments, and your engagement with the key individuals involved in the process. These elements collectively reflect your preparedness for professional practice. Your patience, professionalism, and respectful communication are recognised and valued.

4. Institutional partnership

Our partnerships are built through positive, transparent, and engaging collaboration, and we're grateful for the strong relationships we've built over the lifetime of IHM. These partnerships may vary in their nature, but they all share the common fact that there's mutual benefit and a strong sense of purpose to move the social work human services and healthcare industry forward.

We are keen to connect with industry partners regarding social work placements and joint projects of interest that benefit the learning experience for social work students at IHM. Partners may provide opportunities for students to engage in volunteering, paid work, professional practice placement, and apply for graduate employment roles upon qualifying. We also provide opportunities to upskill staff with the latest course.

We encourage NGO human service organisations, local, state and federal government departments, allied health and community service organisations interested in partnering with IHM to submit their expression of

Legal entity: Institute of Health & Management Pty Ltd.
Category: Institute of Higher Education | CRICOS Provider: 03407G | Provider ID: PRV14040 | ABN: 19 155 760 437 | ACN: 155 760 437

Education for Employment: Bridging the gap globally

interest to become our partners, or contact Jody Laughton Placement Coordinator on sw.placements@ihm.edu.au to discuss further.

5. Admission requirements

Standard entry requirements for the BSW include Year 12 completion or Certificate IV completion or equivalent, studied in English, work and/or volunteer experience in human services will be considered alongside education requirements.

To enrol in the BSW program, you must also meet specific entry criteria. This includes satisfying our English language proficiency standards and a range of inherent requirements. International students must also meet the Genuine Student Requirements criteria as part of their student visa application process.

5.1. English language requirements

English Language Proficiency Entry Requirements must be met including:

- Academic IELTS level Overall 7.0 and no band less than 7.0 or equivalent scores in PTE/ other, OR
- Direct entry through a pass in an Australian English for Academic Purpose (EAP) course with the minimum score of 70%, OR
- English Language Proficiency Entry Requirements as prescribed/ recommended by the AASW English Language Proficiency Entry Requirements

6. Inherent requirements

Inherent requirements are the essential components of a program or course that demonstrates the abilities, knowledge, and skills necessary to achieve the program or course's core learning outcomes while maintaining the academic integrity of IHM's learning, assessment, and accreditation processes. The inherent requirements are the abilities, knowledge, and skills required to progress and graduate from the social work program and must be met by all students enrolled in it.

The inherent requirements statement for social work is based on the Australian Association of Social Workers (AASW) Code of Ethics, AASW Practice Standards, along with the accreditation standards and graduate attributes outlined in the Australian Social Work Education and Accreditation Standards (ASWEAS). These requirements are available for prospective and current students, along with relevant staff members, to

Legal entity: Institute of Health & Management Pty Ltd.
Category: Institute of Higher Education | CRICOS Provider: 03407G | Provider ID: PRV14040 | ABN: 19 155 760 437 | ACN: 155 760 437

Education for Employment: Bridging the gap globally

review. They assist in assessing a student's suitability for the course and support informed decisions regarding admission and progression.

The following inherent requirements apply for social work:

- Ethical and professional behaviour
- Behavioural stability
- Legal
- Communication
- Cognition
- Relational skills
- Reflective skills
- Sustainable performance

6.1. Ethical and professional behaviour

Social Work is a profession accredited by AASW and governed by the Global Social Work Statement of Ethical Principles, AASW Code of Ethics, AASW Practice Standards, Australian Social Work Education and Accreditation Standards, professional conduct and professional boundaries, where social work students are both accountable and responsible for ensuring professional behaviour in all contexts.

The student will need to:

- Demonstrate knowledge of and engagement in ethical behaviour in practice
- Interact with individuals and groups in a professional manner in a range of organizational (community and allied health) settings
- Demonstrate insight and capability to reflect on how personal behaviour impacts others and modify behaviour to ensure consistent professionalism

Justification of inherent requirement

Legal entity: Institute of Health & Management Pty Ltd.
Category: Institute of Higher Education | CRICOS Provider: 03407G | Provider ID: PRV14040 | ABN: 19 155 760 437 | ACN: 155 760 437

Education for Employment: Bridging the gap globally

- Consistent with social work practice standards, codes, guidelines and policies facilitates safe, competent interactions and relationships for students and the people with whom they engage. This supports the physical, psychological, emotional and spiritual well-being of all

Adjustments must ensure the standards, codes, guidelines and policies are not compromised or result in unethical behaviour. Adjustments specific to the individual can be discussed with IHM's Student Equity Officer.

Examples of ethical and professional behaviour:

- Demonstrate appropriate behaviours with confidential information in classroom and placements.
- Demonstrate ability to reflect on ethical dilemmas and issues.
- Working with others effectively, co-operatively and in a professional manner in diverse and changing academic and placement settings.

6.2. Behavioural stability

Behavioural stability is required to function and adapt effectively and sensitively in the social work role.

The student will need to:

- Demonstrate stability of behaviour by working constructively in a diverse and changing academic and placement environment

Justification of inherent requirement:

- Behavioural stability means to be able to work individually and in teams in changing and unpredictable environments. Social Work students will be exposed to highly complex and potentially distressing situations in classroom and placement settings and will be required to have behavioural stability to manage themselves in these settings.

Legal entity: Institute of Health & Management Pty Ltd.
Category: Institute of Higher Education | CRICOS Provider: 03407G | Provider ID: PRV14040 | ABN: 19 155 760 437 | ACN: 155 760 437

Adjustments must ensure the standards, codes, guidelines and policies are not compromised or result in unethical behaviour. Adjustments specific to the individual can be discussed with IHMs Student Equity Officer.

Examples of behavioural stability:

- Demonstrate respect for other people (students, educators, service users and supervisors) and their role in the study/work team
- Demonstrate the ability to accept direction and constructive feedback
- Ability to seek constructive feedback, assistance and support as necessary

6.3. Legal

Social work is mandated by legislation and professional regulations to enable the delivery of safe and appropriate professional practice.

The student will need to:

- Demonstrate knowledge and compliance with Australian Law, professional regulations and scope of practice.

Justification of inherent requirement:

- Knowledge, understanding, and compliance with legislative and regulatory requirements are necessary pre-requisites to placements in order to reduce the risk of harm to self and others.
- Compliance with these professional regulations and the Australian Law ensures that students are both responsible and accountable for their practice.

Adjustments must be consistent with legislative and regulatory requirements. Adjustments specific to the individual can be discussed with IHM's Student Equity Officer.

Examples of legal knowledge and compliance:

- Meet the requirements to be eligible for Australian Association of Social Workers
- Comply with mandatory reporting requirements, work health and safety, anti-discrimination legislation and policies

Legal entity: Institute of Health & Management Pty Ltd.
Category: Institute of Higher Education | CRICOS Provider: 03407G | Provider ID: PRV14040 | ABN: 19 155 760 437 | ACN: 155 760 437

- Meet immunization health screenings, clearance and required safety checks prior to commencing placements

6.4. Communication

6.4.1 Verbal

Effective verbal communication, in English, is an essential requirement to provide safe delivery of support.

The student will need to:

- Demonstrate sensitivity to individual and/or cultural differences.
- Demonstrate the capability to understand and respond to verbal communication accurately, appropriately and in a timely manner.
- Demonstrate the capability to provide clear instructions in the context of the situation.
- Demonstrate timely clear feedback and reporting.

Justification of inherent requirement:

- Communicating in a way that displays respect and empathy to others and develops trusting relationships.
- The practice of social work depends on effective verbal communication with clients, community members and the professional team.
- Speed and interactivity of communication may be critical for client safety and support.
- Timely, accurate and effective communication is critical to client safety, response and management.

Adjustments must address effectiveness, timeliness, clarity and accuracy issues to ensure safety and appropriate support. Adjustments specific to the individual can be discussed with IHM's Student Equity Officer.

Examples of verbal communication:

- Participating in tutorial and classroom discussions
- Interact appropriately in order to establish rapport, demonstrate engagement and build relationships

Legal entity: Institute of Health & Management Pty Ltd.
Category: Institute of Higher Education | CRICOS Provider: 03407G | Provider ID: PRV14040 | ABN: 19 155 760 437 | ACN: 155 760 437

Education for Employment: Bridging the gap globally

- Responding appropriately in an exchange or encounter in placement settings, eg interviews, meetings, supervision

6.4.2 Non-verbal

Effective non-verbal communication is fundamental to social work and needs to be respectful, clear, attentive, empathetic, honest and non-judgmental.

The student will need to:

- Demonstrate the capability to recognise, interpret and respond appropriately to behavioural cues in all learning environments, including the classroom, tutorial, and workplace settings
- Demonstrate consistent and appropriate awareness of own behaviours
- Demonstrate sensitivity to individual and/or cultural differences

Justification of inherent requirement

- The capability to observe and understand non-verbal cues that assists with building rapport with people and gaining their trust and respect in academic and professional relationships
- Displaying consistent and appropriate facial expressions, eye contact, being mindful of space, time boundaries and body movements and gestures that promotes trust in academic and professional relationships
- Being sensitive to individual and/or cultural differences by displaying respect and empathy to others and developing trusting relationships
- The capability to observe and understand non-verbal cues is essential for the safe and effective observation of client reactions to facilitate assessment and provide professional support

Adjustments must enable the recognition, initiation of or appropriate response to effective non-verbal communication in a timely and appropriate manner. Adjustments specific to the individual can be discussed with IHM's Student Equity Officer.

Examples of non-verbal communication

- Recognizing and responding appropriately in classroom and placement situations

Legal entity: Institute of Health & Management Pty Ltd.
Category: Institute of Higher Education | CRICOS Provider: 03407G | Provider ID: PRV14040 | ABN: 19 155 760 437 | ACN: 155 760 437

Education for Employment: Bridging the gap globally

- Awareness of culturally appropriate use of eye-contact, body gestures and physical contact when interacting with others

6.4.3 Written

Effective written communication, in English, is a fundamental social work responsibility with professional and legal ramifications.

The student will need to

- Demonstrate the capability to construct coherent written communication appropriate to the circumstances
- Demonstrate effective use of electronic record keeping and data management systems

Justification of inherent requirement:

- Construction of written text-based assessment tasks to reflect the required academic standards are necessary to convey knowledge and skills in the understanding of relevant subject matter for professional practice
- Accurate written communication, including record-keeping and case notes, is vital to provide consistent and accurate assessments and professional support in the placement context

Adjustments must meet necessary standards of clarity, accuracy and accessibility to ensure effective recording and transmission of information in both academic and clinical settings. Adjustments specific to the individual can be discussed with IHM's Student Equity Officer.

Examples of written communications

- Constructing written assignment to academic standards
- Constructing case notes, assessments and other reports during placement that meets professional standards

6.5. Cognition

6.5.1 Knowledge and cognitive skills

Consistent relevant knowledge and effective cognitive skills must be demonstrated to provide professional and competent social work practice.

Legal entity: Institute of Health & Management Pty Ltd.
Category: Institute of Higher Education | CRICOS Provider: 03407G | Provider ID: PRV14040 | ABN: 19 155 760 437 | ACN: 155 760 437

Education for Employment: Bridging the gap globally

The student will need to:

- Demonstrate the capability to locate appropriate and relevant information
- Demonstrate the capability to process information relevant to practice
- Demonstrate the capability to integrate and implement knowledge in practice

Justification of inherent requirement

- Safe and effective social work practice is based on knowledge that must be sourced, understood and applied appropriately

Adjustments must ensure that a clear demonstration of knowledge and cognitive skills is not compromised or impeded. Adjustments specific to the individual can be discussed with IHM's Student Equity Officer.

Examples of knowledge and cognitive skills

- Able to conceptualize and use knowledge in response to academic assessments
- Apply knowledge of policy and procedures in placement settings

6.5.2 Language (Literacy)

Competent literacy skills are essential to provide safe and effective professional support

The student will need to:

- Demonstrate the capability to acquire information and accurately convey appropriate, effective information
- Demonstrate the capability to read and comprehend a range of literature and information
- Demonstrate the capability to understand and implement practice conventions to construct written text in a manner appropriate for the intended audience

Justification of inherent requirement

- The capability to acquire information and to accurately convey messages is fundamental to ensure safe and effective assessment, treatment and professional support
- The capability to read, decode, interpret and comprehend multiple sources of information is fundamental for the safe and effective professional support in the placement context

Legal entity: Institute of Health & Management Pty Ltd.
Category: Institute of Higher Education | CRICOS Provider: 03407G | Provider ID: PRV14040 | ABN: 19 155 760 437 | ACN: 155 760 437

Education for Employment: Bridging the gap globally

Adjustments must demonstrate a capability to effectively acquire, comprehend, apply and communicate accurate information. Adjustments specific to the individual can be discussed with IHM's Student Equity Officer.

Examples of language/literacy skills

- Able paraphrase, summarise and reference in line with appropriate academic and professional conventions
- Able to convey spoken messages accurately and effectively in placement settings
- Produce accurate, concise and clear case notes that meet legal and professional practice requirements

6.5.3 Numeracy

Competent and accurate numeracy skills are essential for effective social work practice.

The student will need to:

- Demonstrate the capability to interpret and correctly apply data, and an understanding of numerical based concepts for evidence informed practice

Justification of inherent requirement

- Competent application of numeracy skills is essential in social work to facilitate the effective provision of social work in placement context

Adjustments must demonstrate a capability to interpret and apply concepts and processes appropriately in a timely, accurate and effective manner. Adjustments specific to the individual can be discussed with IHM's Student Equity Officer.

Examples of numeracy:

- Able to enter and collate client data accurately for recording and reporting purposes at placement
- Able to analyse research and project report data in academic and placement settings

6.6. Relational skills

Effective relational skills are required in social work practice to make and maintain strong relationships with a range of individuals, groups and communities, professional colleagues, and organisations.

Legal entity: Institute of Health & Management Pty Ltd.
Category: Institute of Higher Education | CRICOS Provider: 03407G | Provider ID: PRV14040 | ABN: 19 155 760 437 | ACN: 155 760 437

Education for Employment: Bridging the gap globally

The student will need to:

- Demonstrate ability to make and maintain strong relationships with clients/service users, academic staff, supervisors and student peers

Justification of inherent requirement

- Highly developed relational skills are essential for effective relationships that ensure effective assessment, interventions and professional responses in the placement context

Adjustments must ensure that student is able to demonstrate an acceptable level of effective relational skills.

Adjustments specific to the individual can be discussed with IHM's Student Equity Officer

Examples of relational skills

- Build rapport with a client in order to engage them in an assessment whilst at placement
- Effectively use relational and interpersonal skills to manage relationships whilst atplacement

6.7. Reflective skills

Social work practice requires self-awareness and a capacity for reflectivity in order to consider the effect of one's own issues, actions, values and behaviours on practice.

The student will need to:

- Demonstrate the ability to accurately reflect on their professional performance. The ability to accept feedback on their professional practice and respond constructively

Justification of inherent requirement

- Engagement in self-reflection and participation in supervision is a key teaching strategy in social work education which requires well developed understanding of oneself in order to appropriately engage in this activity. Working with service users and responding to them requires a well-developed understanding of oneself, and the ability to effectively manage one's reactions to situations that may arise in the placement context

Legal entity: Institute of Health & Management Pty Ltd.
Category: Institute of Higher Education | CRICOS Provider: 03407G | Provider ID: PRV14040 | ABN: 19 155 760 437 | ACN: 155 760 437

Education for Employment: Bridging the gap globally

Adjustments must ensure that student is able to meet reflective skills requirement and demonstrate an acceptable Minimum level of capacity for reflective skills. Adjustments specific to the individual can be discussed with IHM's Student Equity Officer

Examples of reflective skills:

- Identify when a practice issue is outside of one's scope of expertise or when one's practice may be negatively affected by personal experience and/or reactions

6.8. Sustainable performance

Social work training and practice requires both physical and mental stamina at a consistent and sustained level.

The student will need to:

- Demonstrate consistent and sustained levels of physical energy to complete a specific task in a timely manner and over time
- Demonstrate the capability to maintain consistency and quality of performance regularly throughout the designated period of time

Justification of inherent requirement

- Sufficient physical and mental endurance is an essential requirement needed to perform tasks in an assigned period to provide effective, safe and professional response in the placement context

Adjustments must ensure that performance is consistent and sustained over a given period. Adjustments specific to the individual can be discussed with IHM's Student Equity Officer

Examples of sustainable performance:

- Participating in tutorials, lectures and skills classes
- Providing consistent placement practice over a negotiated time frame

7. Genuine student requirements

All students applying for an Australian student visa must meet the **Australian Government's Genuine Student (GS) requirements**. These requirements are designed to ensure that applicants genuinely intend to

Legal entity: Institute of Health & Management Pty Ltd.
Category: Institute of Higher Education | CRICOS Provider: 03407G | Provider ID: PRV14040 | ABN: 19 155 760 437 | ACN: 155 760 437

Education for Employment: Bridging the gap globally

stay in Australia temporarily for the purpose of study. The GS criteria assess a range of factors, including the applicant's academic background, immigration history, financial capacity, and circumstances in both Australia and their home country. Applicants must demonstrate a clear intention to comply with visa conditions, maintain enrolment in a registered course, and return home upon completing their studies, unless eligible to apply for further visas. Meeting the GS requirements is a critical part of the student visa application process and helps maintain the integrity of Australia's international education sector.

8. Course start dates

Course Intake	Course Start Date	Course End Date	Census Date	Orientation Date
March 2026	02-03-2026	25-02-2030	01-04-2026	02-03-2026
July 2026	06-07-2026	01-07-2030	05-08-2026	06-07-2026
November 2026	02-11-2026	28-10-2030	30-11-2026	02-11-2026

9. Fees and charges

9.1. FEE-HELP

FEE-HELP is an Australian government loan program designed to assist eligible fee-paying eligible domestic students in paying their tuition fees for higher education courses at approved institutions. It operates similarly to the HECS-HELP scheme but applies to students undertaking fee-paying undergraduate, postgraduate, or vocational education and training (VET) courses at approved providers.

Through FEE-HELP, eligible domestic students can borrow funds from the government to cover all or part of their tuition fees, and they repay the loan through the taxation system once their income reaches a certain threshold. This system aims to make tertiary education more accessible to students by allowing them to defer their upfront tuition costs until they are earning a sufficient income.

9.2. International fee-paying

Annual Fee:	AUD $20,000
Total Tuition Fee:	AUD $80,000
Administration* (Non-Tuition) Fee :	**AUD $250.00 (Non-Refundable)

Legal entity: Institute of Health & Management Pty Ltd.
Category: Institute of Higher Education | CRICOS Provider: 03407G | Provider ID: PRV14040 | ABN: 19 155 760 437 | ACN: 155 760 437

Education for Employment: Bridging the gap globally

**Books, equipment, and other materials are required to undertake the program, and their cost is not included in the tuition fee.* ***Only applicable to international students.*	

9.3. Additional information on fees and charges

- Fees are subject to change annually.
- Pay upfront and Save 10%. Applicable for International (1 year fee) and full-fee students. Not applicable for funding students.
- Payment plans for the Bachelor of Social Work course are available.
- Payment schedule:
    - i. Semester 1 fees paid on enrolment = AUD 10,250
    - ii. Semester 2 fees paid prior to the end of semester 1
    - iii. Semester 3 fees paid prior to the end of semester 2
    - iv. Semester 4 fees paid prior to the end of semester 3
- The payment process will continue until the 8th semester of the program.
- HM Policies and procedures on Fees, Charges and Refunds:
    - Fees, Charges and Refunds for International Students Policy
    - Fees, Charges and Refunds for Domestic Students Policy
    - Fees, Charges and Refunds for International Students Procedures
    - Fees, Charges and Refunds for Domestic Students Procedures

9.4. Secure payment guidelines for IHM students

We would like to inform you about a recent surge in cyber scams. Your security is of utmost importance to us, and we want to ensure that you stay safe from potential threats.

Scammers have been employing sophisticated tactics to deceive individuals and steal sensitive information. It's essential to be vigilant and cautious when dealing with online communications and transactions.

Legal entity: Institute of Health & Management Pty Ltd.
Category: Institute of Higher Education | CRICOS Provider: 03407G | Provider ID: PRV14040 | ABN: 19 155 760 437 | ACN: 155 760 437

Education for Employment: Bridging the gap globally

For IHM's students, it's good to know that IHM's bank account details are not shared through email. Instead, the information is accessible through the secure Student Hub under Student Invoice & Payment. This method ensures that only authorised users with secure login credentials can access and view the information.

Additionally, making payments through the IHM website provides another secure option for transactions, ensuring that personal and financial details are handled in a safe and protected environment.

For any questions or concerns related to payments or account details, students should reach out to IHM directly through official contact channels (ihmaccounts@ihm.edu.au) to ensure the highest level of security and privacy.

10. Pathways and advanced standing (credit transfer and recognition of prior learning)

Advanced standing allows you to receive credit towards your current course based on prior learning or experience. This may include previously completed studies, relevant work experience, or other significant life experiences that demonstrate applicable knowledge or skills.

Pathway entry with credit available for holders of an Australian Bachelor's degree in Community Work, Youth Work, Human Services, or related fields.

Completion of an Australian VET Diploma in Community Services or Youth Work or Mental Health or completion of an Overseas BSW (verified) gives up to 8-unit credits across Year 1 / Year 2 of the BSW.

Unit credits from Australian bachelor programs can give up to 12-unit credits.

11. Career

Where will this take me?

With a qualification that makes you eligible for accreditation by the Australian Association of Social Workers (AASW), you'll be equipped to work across diverse roles in the not-for-profit, charitable, community, and government sectors.

After completing the course, you can explore your career in the fields of:

- Child and family services

Legal entity: Institute of Health & Management Pty Ltd.
Category: Institute of Higher Education | CRICOS Provider: 03407G | Provider ID: PRV14040 | ABN: 19 155 760 437 | ACN: 155 760 437

Education for Employment: Bridging the gap globally

- Counselling
- Child protection
- Disability
- Ageing
- Refugee and Settlement
- Mental Health
- Rehabilitation
- Mediation

12. Additional information

12.1. Attendance requirements

This course has mandatory attendance requirements. Please refer to the Attendance Policy and Procedure for more information.

12.2. Responsible use of Generative Artificial Intelligence (AI) in social work education

AI tools are increasingly present in higher education and professional practice. Within the IHM BSW program, students are encouraged to approach these technologies in ways that enhance learning while remaining consistent with the values, ethics, and professional standards of social work. AI may be helpful for activities, such as brainstorming ideas, planning study approaches, or clarifying complex concepts. In some contexts, it may also be used to support your study where this is explicitly permitted.

The use of AI must never replace students' own critical thinking, reflection, or professional judgement. Responsibility for the accuracy, integrity, and originality of submitted work always rests with the student. For this reason, any engagement with AI must be transparent. If a student uses AI during the preparation of an assessment, a short statement must be included in the submission describing how it was used. All information must be verified against reputable sources, and correct referencing practices, including APA 7th edition, must be followed.

Legal entity: Institute of Health & Management Pty Ltd.
Category: Institute of Higher Education | CRICOS Provider: 03407G | Provider ID: PRV14040 | ABN: 19 155 760 437 | ACN: 155 760 437

Education for Employment: Bridging the gap globally

Certain uses of AI are strictly prohibited. Students must not submit AI-generated text as though it were their own work, fabricate sources, quotations, case notes, or data. It is also unacceptable to use AI in ways that bypass learning outcomes, such as having reflective journals or practice documentation written by a tool, or to use AI to impersonate a student in oral or online examinations.

Unit guides may impose additional restrictions on the use of AI. Students must ensure that they comply with the requirements of each unit, retain records of their own contributions, and be prepared to explain their arguments and conclusions independently of any tool.

As part of professional readiness, students must also remain alert to issues of privacy, bias, and cultural safety when using AI. No identifying details of individuals, communities, or organisations should ever be entered into external tools. Outputs should always be assessed critically to ensure they do not perpetuate stereotypes or cultural harm, and must be adapted to reflect the social work values of dignity, respect, and social justice.

For further support, students are advised to consult the IHM Academic Integrity Policy and Procedure, their Unit Coordinators, and the Library services. Additional assistance with accessibility and learning needs can be obtained through the Student Support team. Useful information is also available at the Tertiary Education Quality and Standards Agency (TEQSA) page.

Legal entity: Institute of Health & Management Pty Ltd.
Category: Institute of Higher Education | CRICOS Provider: 03407G | Provider ID: PRV14040 | ABN: 19 155 760 437 | ACN: 155 760 437

Education for Employment: Bridging the gap globally