

BSB41015 Certificate IV in Human Resources



This qualification is suited for individuals working in a range of human resources management positions, including HR assistants, HR coordinators, HR administrators and payroll officers.

Employment Opportunities

The completion of this qualification could lead to employment as a:

- HR assistant
- HR coordinator
- MR administrator
- payroll officer

How is this course delivered?

Our courses are delivered through a range of flexible arrangements including on-the-job training, online learning and self-directed learning. We also offer Recognition of Prior Learning (RPL).

Jobs and Skills WA funded training (WA only)

Jobs and Skills WA is a WA Government program focused on providing training for skills areas and to help create new jobs for Western Australians. Australian College of Training is able to access funded training for eligible persons.

To find out if you are eligible contact us now on (08) 9472 6111.

Why study with Australian College of Training?

- We offer training across 8 different industry areas which allows us to customise training to suit a variety of job roles and employment situations.
- We have flexible training and study options to suit individual learner and employer needs.
- High quality, industry-experienced trainers and support staff are here to support training in all study modes.

Duration

12-24 Months

Traineeship

Yes

Apprenticeship

No

Cost (approx.)

Fee for Service - \$3,780

Traineeship - TBA

Student tuition fees are indicative only and are subject to change given individual circumstances at enrolment. Additional fees may apply such as student services and resource fees

Other Business Qualifications

BSB50618 Diploma of Human Resources Management
BSB50215 Diploma of Business

Talk to our training specialists today or visit auscollege.edu.au

ABN 48 106 641 767



Qualification Outline

This qualification covers the skills and knowledge to demonstrate a range of human resources skills to work across all aspects of human resources.

To achieve a Certificate IV in Human Resources, a total of **ten (10) units** of competency must be completed, including:

- **Six (6) core units, plus four (4) elective units**

Elective Units

- at least 2 units must be from the elective units listed below
- if not listed below, 2 units may be from any endorsed Training Package or accredited course at Certificate III level or above.

Unit Code	Core Units
BSBHRM403	Support performance-management processes
BSBHRM404	Review human resources functions
BSBHRM405	Support the recruitment, selection and induction of staff
BSBLDR402	Lead effective workplace relationships
BSBWHS401	Implement and monitor WHS policies, procedures and programs to meet legislative requirements
BSBWRK411	Support employee and industrial relations procedures

At least 2 units must be from the elective units listed below

Unit Code	Elective Units
BSBADM405	Organise meetings
BSBCMM401	Make a presentation
BSBCUS402	Address customer needs
BSBCUS403	Implement customer service standards
BSBFIA302	Process payroll
BSBFIA402	Report on financial activity
BSBINM401	Implement workplace information system
BSBINN301	Promote innovation in a team environment
BSBITU314	Design and produce spreadsheets
BSBITU401	Design and develop complex text documents
BSBITU402	Develop and use complex spreadsheets
BSBITU404	Produce complex desktop published documents
BSBLDR403	Lead team effectiveness
BSBREL401	Establish networks
BSBRES401	Analyse and present research information
BSBRISK401	Identify risk and apply risk management processes
BSBSUS401	Implement and monitor environmentally sustainable work practices
BSBWRT401	Write complex documents
BSBLED401	Develop teams and individuals