

BSB40420

Certificate IV in Human Resource Management



This qualification is suitable for individuals who work in a range of human resources roles within a large organisation or a small organisation with a single HR function.

Employment Opportunities

The completion of this qualification is suitable for:

- Human Resources Officer
- Human Resources Coordinator
- 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 Months

Traineeship

Yes

Apprenticeship

No

Cost (approx.)

Fee for Service - \$4100

Traineeship – TBC

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

BSB40120 Certificate IV in Business

BSB40520 Certificate IV in

Leadership and Management

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 develop individuals who work in a range of human resources roles in a range of enterprises and industry areas.

To achieve BSB40420 Certificate IV in Human Resource Management, a total of **twelve (12) units** of competency must be completed, including:

- **Six (6) core unit, plus six (6) elective units**

Elective Units

- Two (2) elective units must be selected from Group A
- Two (2) units may be selected from Group B
- Remaining 2 elective units may be selected from Groups A or B or other training package qualification. Elective units must be relevant to the work environment and qualification.

Core Units	
BSBHRM411	Administer performance development processes
BSBHRM412	Support employee and industrial relations
BSBHRM413	Support the learning and development of teams and individuals
BSBHRM415	Coordinate recruitment and onboarding
BSBHRM417	Support human resource functions and processes
BSBHRM411	Implement and monitor WHS policies, procedures and programs
Group A	
BSBCMM412	Lead difficult conversations
BSBHRM416	Process payroll
BSBHRM431	Coordinate health and wellness programs
BSBHRM414	Use human resources information systems
Group B	
BSBCMM411	Make presentations
BSBOPS405	Organise business meetings
BSBPEF403	Lead personal development
BSBTWK401	Build and maintain business relationships
BSBWRT411	Write complex documents
BSBXCM401	Apply communication strategies in the workplace
BSBTEC404	Use digital technologies to collaborate in a work environment