BSB40420 Certificate IV in Human Resource Management

AUSTRALIAN COLLEGE OF TRAINING
ACT NOW FOR YOUR FUTURE
RTO provider No 51269

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).

Lower Fees, Local Skills WA funded training

This qualification will be ***'half price'*** until 31 December 2026, subsidised by the WA Government under the Skills Ready initiative.

Some eligibility criteria and other fees may apply. 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.)
Half price Traineeship – $1400
For ages 15-24, capped at $400
Fee for Service - $4100

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

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NATIONALLY RECOGNISED TRAINING

Jobs and Skills WA

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
BSBWHS411	Implement and monitor WHS policies, procedures and programs
	Group A
BSBHRM416	Process payroll
BSBHRM531	Coordinate health and wellness programs
BSBHRM414	Use human resources information systems
BSBHRM528	Coordinate remuneration and employee benefits
BSBHRM529	Coordinate separation and termination processes
	Group B
BSBCMM411	Make presentations
BSBOPS405	Organise business meetings
BSBPMG430	Undertake project work
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

This document is current as at 1 January 2026