



HUMAN RESOURCES

Certificate IV in Human Resources

[BSB41007]



This qualification reflects the role of individuals who work in a range of support positions in human resources management. In smaller companies they may work across all human resources functional areas and in larger companies they may be assigned responsibilities in units or business areas focussed on discrete human resources functions, such as remuneration, workforce planning or human resources information systems. Job roles and titles vary across different industry sectors. Possible job titles relevant to this qualification include Human Resources Assistant, Human Resources Officer, and Payroll Officer.

Employability Skills: A summary of the employability skills developed through this qualification can be downloaded from <http://employabilityskills.training.com.au>.

To meet the requirements for the Certificate IV in Human Resources, students must complete the following Units of Competency:

Required Core (4)

Human Resource Management

BSBHRM401A	Review human resources functions
BSBHRM402A	Recruit, select and induct staff
BSBHRM403A	Support performance management process

Workplace Relations

BSBWRK410A	Implement industrial relations procedures
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Suggested Elective Units (6) [good for a Human Resources Officer]

BSBCMM401A	Make a presentation
BSBOHS407A	Monitor a safe workplace
BSBREL401A	Establish networks
BSBRES401A	Analyse and present research information
BSBWOR401A	Establish effective workplace relationships
BSBWRT401A	Write complex documents

This course is delivered face-to-face, blended and 1-to-1 private instruction. Students may also be eligible for Recognition of Prior Learning depending on their prior experience.