



BSB41015 Certificate IV in Human Resources

National ID: BSB41015 | State ID: AVT3

About this course

Are you ready to pick the best person for the job?

When you complete the Certificate IV in Human Resources you are setting yourself up for a career in building productive businesses with the most capable staff; as a human resource officer, recruitment assistant or in human resources development.

You will gain the knowledge and skills to recruit the best staff and develop staff potential.

You will also acquire valuable experience in making presentations to groups, leading effective teams, and workplace health and safety.

Full-time attendance is equivalent to two and a half days a week.

Completion of the Certificate IV in Human Resources opens up a range of further study options, including specialist business diplomas, and it may assist in entry to university.


Want to study this course part time?

This course offers part time study options when remaining places are available following full time enrolments. To receive a text message the day before part time enrolment days on campus with a check on remaining places, visit our [Register to study part time](#) webform.


Overview

Semester 2, 2019

Rockingham - Full Time-Classroom

 Duration: **1 Semester**

 When: **Semester 2, 2019**

 How: **Full Time**

Units

Core

| National ID | Unit Title |
|-------------|--|
| BSBHRM403 | Support performance management process |
| BSBHRM404 | Review human resource 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 |

Elective

| National ID | Unit Title |
|-------------|---|
| BSBCMM401 | Make a presentation |
| BSBFIA302 | Process payroll |
| BSBRES411 | Analyse and present research information |
| BSBRISK401 | Identify risk and apply risk management processes |

Entrance requirements

| School Leaver | Non-School Leaver | AQF |
|--|---|-----------------------------------|
| C Grades in Year 11 WACE General English, and OLNA; or NAPLAN 9 Band 8 | C Grades in Year 11 English and Maths or equivalent | Certificate II or Certificate III |

Job opportunities

- When you complete the Certificate IV in Human Resources Management you will have what it takes for a career starting as a project manager, human resources officer or administrator across a wide range of industries.

For information about jobs and pathways, please see <http://joboutlook.gov.au/>

Further study opportunities:

- BSB50615 Diploma of Human Resources Management, State ID AVT7
- BSB51915 Diploma of Leadership and Management, State ID AVU0
- BSB50215 Diploma of Business, State ID AVU9
- BSB50415 Diploma of Business Administration, State ID AVV5

Fees and charges

Indicative fees and charges

[2020 general admission fees list](#)

[2020 apprenticeship/traineeship fees list](#)

Fees and charges published on our website are indicative. Your fees will depend on your eligibility for government funding or a concession rate, and the units you choose to study or seek to be recognised under Recognition of Prior Learning (RPL). Our Indicative fees lists show fees that are:

- Based on the full possible study plan of units, including the recommended electives
- Based on full time study in 2019
- Charged at the government funded rate for over 18 years of age students
- Based on unit electives designed to meet localised industry demand for skills
- Made up of course fees and resource fees, or RPL fees. Course fees are the cost of your tuition, while resource fees pay for consumables provided to you to aid your study (such as printing and paper). You may also be required to purchase text books or equipment that are not part of our tuition or resource fees.

Fees may vary between students and between educational providers. Other charges may apply.

Visit our [Fees and payment options](#) page for more information.

Call 1800 001 001 to get a more accurate fee indication based on your eligibility and study plan before applying.

VET Student Loans

Selected courses are VET Student Loan eligible courses.

A VET Student Loan creates a debt that must be repaid to the Commonwealth and is only available to students who are eligible.

To find out if you are eligible or to see the list of eligible courses visit our [Student Loans](#) page.

International students

Selected courses are available to International students for full time study only.

Fees, charges, available locations, applications and enrolment procedures for International students are different to those for students who have Australian permanent residency.

For more information or to find a course visit the [TAFE International WA](#) website.

Apprenticeships and traineeships

Fees for apprenticeships and traineeships are charged at a rate per nominal hour of study.

This means that your fees will vary depending on the units you study as part of your training plan.

Apprentices and trainees are liable to pay for their own fees but some industrial agreements (awards) dictate that employers are required to reimburse their apprentice upon receipt of satisfactory progress. An employer may also opt to pay on behalf of the apprentice or trainee.

For more information visit our [Apprenticeships and traineeships](#) page.

Recognition of Prior Learning

Recognition of Prior Learning (RPL) enrolments are charged at \$3.25 per nominal hour of study.

No concession fees apply to RPL enrolments. Refer to the institutional or apprenticeship/traineeship fee lists for an indicative RPL course fee.

Please note, fees are subject to change.