



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 in Semester 2?

This course offers part time study options. To have an enrolment officer contact you when part-time enrolments open, visit our [Part time study](#) webform.

Overview

This course will be offered with a blended, flexible delivery model to enable social distancing measures to be undertaken during the COVID-19 pandemic. This approach may include a mix of online and classroom based delivery, as well as practical and work experience placements. Lecturers will provide specific instructions to their student groups on how training will be undertaken.

All year round, 2020

Rockingham - Workplace-Traineeship



Duration: **1 Year**



When: **All year round**



How: **Part Time
Traineeship
Workplace**

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
BSBADM405	Organise meetings
BSBCMM401	Make a presentation
BSBCUS402	Address customer needs
BSBFIA302	Process payroll
BSBHRM507	Manage separation or termination
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
BSBLED401	Develop teams and individuals
BSBMGT502	Manage people performance
BSBREL401	Establish networks
BSBRKG404	Monitor and maintain records in an online environment
BSBRSK401	Identify risk and apply risk management processes
BSBSUS401	Implement and monitor environmentally sustainable work practices
BSBWRT401	Write complex documents

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 2020
- 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.