



Learn for Life

## BSB40420 Certificate IV in Human Resource Management

Learn the strategic tools you need to step into the world of Human Resources



**Duration:**  
6 - 12 months



**Method:**  
Online, RPL



**Payment:**  
Upfront, Pay Per Unit



**Funding:**  
Free For Service

### What can I expect?

The essential skills and knowledge you learn in this qualification will provide you with a solid foundation to build your career in Human Resources. You will develop an understanding of the processes that drive the success of individuals and teams, such as professional development, performance management and recruitment and apply them to create a positive workplace culture and meet business objectives.

You will learn valuable administrative processes to confidently undertake project work, create presentations and use HR information systems.

### Career Pathway Potential



**Payroll Administrator**



**HR Coordinator**



**Supervisor**



**Human Resources Assistant**

### Qualification Structure

**Total Number of Units: 12**

- ✓ **6 Core Units**
- ✓ **6 Elective units**



## 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

## Elective Units:

### **BSBHRM414**

Use human resources information systems

### **BSBHRM531**

Coordinate health and wellness programs

### **BSBCMM411**

Make presentations

### **BSBOPS403**

Apply business risk management processes

### **BSBTEC404**

Use digital technologies to collaborate in a work environment

### **BSBPMG430**

Undertake project work



### Workplace Requirement

Not applicable

### Entry Requirements:

Not applicable