COLLEGE AUSTRALIA

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, Payment Plan

Funding:
Fee 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

Nationally Recognised Training

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:

Select 2 Elective - Group A

BSBHRM531
Coordinate health and wellness programs

BSBCMM412
Lead difficult conversations

BSBOPS403
Apply business risk management processes

Select 2 Elective - Group B

BSBCMM411
Make presentations

BSBOPS403
Apply business risk management processes

BSBTEC404
Use digital technologies to collaborate in a work environment

BSBPMG430
Undertake project work

BSBTWK401
Build and maintain business relationships

1 Remaining unit to be selected from Group A or B list above

Workplace Requirement

Not applicable

Entry Requirements:

Not applicable

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Visit our website ca.edu.au or call us on 07 3255 0506 for more information and current pricing. All information is correct at the time of printing. While every attempt is made to ensure that information is updated and accurate, some changes may occur without notice. V26.0

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