



BSB41015 Certificate IV in Human Resources

National ID: BSB41015 | State ID: AVT3

About this course

Shape the culture of an organisation with a career in human resources.

The Certificate IV in Human Resources provides participants with the skills to work in a range of support positions within human resources management.

In smaller companies, graduates may work across all human resources functional areas and in larger companies, graduates may be assigned responsibilities in units or business areas focused on discrete human resources functions, such as remuneration, workforce planning or human resources information systems.

Throughout this course, participants will learn how to:


- Review human resources functions
- Recruit, select and induct staff
- Support performance management processes
- Implement industrial relations procedures

This course is available at other campus locations upon request.

Overview

Available all year, 2019

Qualification details

-  Duration: **1 Year**
-  Where: **Available at all campuses**
-  When: **Available all year**
-  How: **Distance learning**

Units

This is a suggested study plan. North Regional TAFE offers a variety of alternative units, and packaging rules apply to these selections. Your unit options will be discussed with you prior to enrolment.

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
BSBINN301	Promote innovation in a team environment
BSBLDR403	Lead team effectiveness
BSBLED401	Develop teams and individuals
BSBWOR501	Manage personal work priorities and professional development

Job opportunities



[Human resources officer](#) [Payroll officer](#)

Fees and charges

[Click here to view North Regional TAFE's 2020 indicative fees.](#) These fees are indicative for local students enrolling full-time in Government-funded courses. Fees are calculated based on individual circumstances at the time of enrolment. Concessions for eligible certificate I - IV level courses, annual fee caps and other charges may apply.

For more information, please click [here](#).

VET Student Loans

VET Student Loans is an income contingent loan support available to eligible students studying a diploma level or above qualification. For more information, please click [here](#).

Please note, fees are subject to change.