

Certificate IV in Human Resources



BSB41015

Overview

The human resources (HR) function is integral to the successful operation of any organisation. HR is responsible for hiring staff, management of staff resources and provides input to the operational and strategic planning of the organisation.

This course helps participants understand the legality of employment and industrial relations such as the Fair Work Act and the modern award system. It covers an element of training, as all employees need to be inducted into their position, and includes a sampler of payroll. This is to help human resources workers understand the practicalities of their decisions, ensuring they consider long service leave, annual leave and other conditions.

The Certificate IV in Human Resources is for:

- those who seek an entry-level role in HR
- those who are already in the workforce and want to specialise in HR, e.g. a Payroll Clerk
- those who have gained employment in human resources and are seeking qualifications

HR employment opportunities can exist within an organisation and external to an organisation, for example a recruitment agency.

Job roles

Employment outcomes resulting from the completion of this course may include the following roles:

- Human Resources Assistant
- Human Resources Coordinator
- Human Resources Administrators

Delivery mode

The delivery is flexible and made up of the following:

- Full Time
- Part Time
- Online
- Distance training
- Work based
- RPL
- A combination of the above

Assessment

We use a variety of flexible assessment strategies to ensure participants have the best chance of success.

Assessment strategies include:

- Written Assessment
- Oral Questions
- Project(s)
- Observation (Vocational Placement)

Entry requirements

Upon completion of the Pre Training Assessment and identification of learner strengths and weaknesses the training content, delivery, methodologies and assessments will be tailored to suit individual learner needs which will increase learner engagement and ownership.

WISE Training and Interskills

WISE Training and Interskills deliver flexible, innovative and nationally accredited training programs that can help you meet your employment goals.

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Core Units

BSBHRM403	Support performance management processes
BSBHRM404	Review human resources functions
BSBHRM405	Support the recruitment, selection and induction of staff
BSBWHS401	Implement and monitor WHS policies, procedures and programs to meet legislative requirements
BSBLDR402	Lead effective workplace relationships
BSBWRK411	Support employee and industrial relations procedures

Electives

BSBFIA302	Process payroll
BSBCUS402	Address customer needs
BSBRISK401	Identify risk and apply risk management processes
BSBRKG404	Monitor and maintain records in an online environment

Course details

To achieve a full qualification, a total of 10 units must be successfully completed: 6 core units and 4 elective units.

For further information

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