

BSB41015 Certificate IV in Human Resources

Course Overview:

The Certificate IV in Human Resources is suitable for individuals working in a range of human resources management positions. Job roles could include human resources assistants, human resources coordinators, human resources administrators and payroll officers.

Relevant Job Roles:

- Human Resources Assistant
- Human Resources Coordinator
- Human Resources Administrator
- Human Resources Officer
- Payroll Officer

Entry Requirements:

There are no entry requirements for this qualification. However, it is expected that students will have appropriate language, literacy and numeracy skills to complete the training and assessment requirements.

Resources Required:

Students are required to have access to a computer (or use Alana Kaye's computer lab) to complete assessment tasks. Alana Kaye are conscious of the environment and where possible, provide resources and assessments in an electronic format. If possible, please bring a laptop to workshops.

Distance learning students must have access to a computer, internet and skype.

Investment:

Enrolment Fee	\$300.00
Distance Learning	\$2,100.00
Recognition of Prior Learning	\$1,400.00

Students are responsible for the purchase of text book/s relevant to this qualification. Payment plans available.

Inclusions:

- Course learning and assessment material (excluding text book/s)
- Coffee and tea
- Certification upon successful completion.

Face-to-Face Schedule:

- No face-to-face workshops are currently scheduled.

Distance Learning:

Distance learning students can choose their electives and timeframe for completion of training. Once these have been determined students will sign a My Qualification Plan.

Recognition of Prior Learning (RPL):

You can apply for RPL if you have the knowledge and skills gained through work, formal study, volunteering, informal or formal training, social activities or general life experiences. If you feel that you may qualify for RPL, please contact our office for further information about the process to demonstrate your experience and knowledge.

Flexible Delivery Modes:

Alana Kaye provides a number of options for flexible delivery of qualifications. These include a variety of different methods of training such as distance learning, Recognition of Prior Learning (RPL) or mixed delivery. Selection of elective units can also be tailored to individual requirements following discussions with the Alana Kaye team.

Government Funded Courses:

This course is currently subsidised by the Northern Territory Department of Trade, Business and Innovation for residents of the Northern Territory. Information on this funding can be accessed at <https://nt.gov.au/learning/adult-education-and-training/northern-territory-training-entitlement>

All students must pay the enrolment fee of \$300.00

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Pathways:

Students may enter directly into the Certificate IV in Human Resources or continue their studies into the Diploma of Human Resources Management.

Course Outline:

This qualification comprises of 10 units of competency (subjects).

Units of competency can either be:

- Core units – units you must complete as part of the qualification and
- Elective units – elective units are the units that you choose to be most suitable for your learning needs.

The BSB41015 Certificate IV in Human Resources has 6 core units plus 4 elective units of which:

- 2 elective units must be selected from the elective units listed below
- 2 elective units may be selected from any currently endorsed Training Package or accredited course at the same qualification level

Elective units must be relevant to the work environment and the qualification, maintain the integrity of the AQF alignment and contribute to a valid, industry-supported vocational outcome.

Unit Code	Core Units	RPL	Distance
BSBHRM403	Support performance-management processes	✓	✓
BSBHRM404	Review human resources 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	✓	✓

Unit Code	Elective Units	RPL	Distance
BSBCMM401	Make a presentation	✓	✓
BSBREL401	Establish networks	✓	✓
BSBHRM501	Manage human resources services	✓	✓
BSBHRM506	Manage recruitment selection and induction processes	✓	✓

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Unit Code	Elective Units	RPL	Distance
BSBADM405	Organise meetings	✓	✓
BSBCUS402	Address customer needs	✓	✓
BSBCUS403	Implement customer service standards	✓	✓
BSBLDR403	Lead team effectiveness	✓	✓
BSBLED401	Develop teams and individuals	✓	✓
BSBRES401	Analyse and present research information	✓	✓
BSBSUS401	Implement and monitor environmentally sustainable work practices	✓	✓
BSBWRT401	Write complex documents	✓	✓

Enrol now

Click on the enquire now button on our website to download an enrolment form.
Please contact our office for further information about this course.