

# BSB41015 Certificate IV in Human Resources



Our Certificate IV in Human Resources has been designed to provide learning in several core areas of human resource management (HRM).

These include the basic operations of the Human Resources Management functions, the processing of recruiting, selecting and inducting staff, performance management and industrial relations

Other units cover areas such as managing oneself and other addressing customer needs and promoting innovation in a team environment.

The course will be particularly appropriate for learners currently working in, or hoping to work in the future, within the Human Resources Management function, either as a generalist or specialist Human Resource Employees

## Our Difference

Business College Online, is a fully-accredited Registered Training Organisation (RTO Number 91779) and one of Australia's most respected providers of management and business courses



- We use exceptional learning materials to ensure that you enjoy your studies.
- We provide outstanding support to help you complete your course as fast as you can.
- We deliver flexible, distance learning materials as well as organisation-based courses so that you can take your studies with you wherever you go.

Our training college is proud to help Australian business focused people to develop a pathway to gaining the essentials of business management and develop a skill set that will be effective throughout their business careers

**Course Duration** maximum timeframe 12 months (NB: could be completed earlier)



## Entry Requirements

This course has the following enrolment requirement:

- Minimum age 16 years
- Have access to a fully-functional computer/smart device loaded with a web-browser (e.g. Internet Explorer, Firefox) and appropriate software applications to read PDF files (e.g. Adobe), produce documents (e.g. Microsoft Word etc)
- Have access to a computer/smart device with reliable Internet access (ability to download and upload documentation from/to the Dragon College of Business online learning server)
- Have a current valid email account for online learning and assessment communication and support;
- Have a telephone and current valid telephone number for learning and assessment communication and support
- Successfully complete all assessment tasks within the required timeframes

## Commencement of subject or course

A subject or course is deemed to have started if the "start of study date" has passed and the delivery of the course has commenced.

On-line delivery is said to have commenced if the course is open in the on-line environment for the individual student.

This is automatic once appropriate fees have been paid

## Career Opportunities

Successful completion of this qualification may lead to career opportunities such as:

- HR Officer
- HR Coordinator
- Administration Officer
- HR Assistant

# Business College Online - Dragon College of Business

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"Invest in yourself - Invest in your future - Invest in a qualification"

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## RPL (Recognition of Prior learning) / Credit transfer

A student may apply for RPL on the basis of their experience (work experience or other experience, including qualifications completed) and our College will grant them credit for any units where the student can provide sufficient evidence that they have already met the requirements of the competency standards set by industry.

Learners applying for RPL may be required to undergo further assessment before being granted RPL.

RPL and or Credit transfer is available and you must meet the criteria associated with this process. Regardless of the assessment pathway undertaken the pricing structure remains the same

Total of 10 units of competency required to complete this Qualification

### Core Unit of Competency (6)

|           |  |
|-----------|--|
| BSBHRM403 | Support performance-management process   |
| 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 |
| BSBLED402 | Lead effective workplace relationships   |
| BSBWRK411 | Support employee and industrial relations procedures   |

### Elective Units of Competency (4)

|           |   |
|-----------|---|
| BSBADM405 | Organise meetings   |
| BSBCMM401 | Make a presentation   |
| BSBCUS402 | Address customer needs  |
| BSBCUS403 | Implement customer service standards  |
| BSBEMS40  | Develop and implement business development strategies to expand client base |
| BSBEMS402 | Develop and provide employment management services to candidates            |
| BSBEMS404 | Manage the recruitment process for client organisations                     |
| BSBFIA301 | Process payroll   |
| BSBINM401 | Implement workplace information systems                                     |
| BSBINN301 | Promote innovation in a team environment                                    |
| BSBITU304 | Produce spreadsheets  |
| BSBITU401 | Design and develop complex text documents                                   |
| BSBITU402 | Design and use complex spreadsheets   |
| BSBITU404 | Produce complex desktop published documents                                 |
| BSBLED403 | Lead team effectiveness   |

## Learning Outcomes

- Access the latest thinking about business and management and apply this to your current and future roles
- Learn how to organise many of the critical functions in every organisation, including teams, projects, meetings, and the performance of yourself and your colleagues
- Develop skills in marketing planning and strategy and strategy implementation
- Become a more effective team leader and team participant
- Practise more effective ways of managing your own work-life
- Provides the foundation for advanced studies in business and for future roles in business management

## Assessment

Our Certificate IV in Human Resources has been designed for the use of both distance learning, the workplace and previous work experience for assessment activities.

As a competency based qualification, the assessment tasks seek evidence that learners have mastered the skills and knowledge contained in each unit.

Commonly used assessment activities in our units are Quizzes with Electronic exams, quick learning activities, work-based projects, case studies, discussions, practical exercises and personal reflections.



## E-Learning (web-based online component)

E-Learning quizzes and exams form part of the assessment process; Assignments and workbooks will need to be completed and you will be required to demonstrate that you have an understanding of the knowledge in relation to these Units of Competency



## Elective Units of Competency - Continued

|            |   |
|------------|---|
| BSBLED401  | Develop teams and individuals                               |
| BSBREL401  | Establish networks  |
| BSBRES401  | Analyses and present research information                   |
| BSBRKG404  | Monitor and maintain records on an online environment       |
| BSBRSK401  | Identify risk and apply risk management processes           |
| BSBSUS301  | Implement and monitor environmentally sustainable practices |
| BSBWRT401  | Write complex documents                                     |
| TAEDEL301A | Provide work skill instruction                              |