

CERTIFICATE IV IN HUMAN RESOURCES

BSB 41007

THE CERTIFICATE IV IN HUMAN RESOURCES IS DESIGNED FOR PEOPLE WHO WANT TO DEVELOP PRACTICAL HUMAN RESOURCES SKILLS AS EITHER LINE MANAGERS, ADMINISTRATORS OR HUMAN RESOURCE OFFICERS. THE CERTIFICATE IV IN HUMAN RESOURCES IS RECOGNISED AS THE ENTRY-LEVEL CERTIFICATION FOR EMPLOYMENT AS A HR OFFICER OR FOR UNDERTAKING PART OF THE HR FUNCTION.

COURSE OBJECTIVES

The Certificate IV in Human Resources will provide you with the skills that are common across all HR roles.

The course focuses on:

- developing your presentation skills;
- coordinating HR services;
- recruitment processes; and
- developing effective workplace relationships.

COMPONENTS

BSBHRM401A

Review human resources functions

BSBHRM402A

Recruit, select and induct staff

BSBHRM403A

Support performance management processes

BSBWRK410A

Implement industrial relations procedures

BSBCUS402A

Address customer needs

BSBOHS407A

Monitor a safe workplace

BSBWOR402A

Promote team effectiveness

BSBFIA402A

Report on financial activity

BSBMGT403A

Implement continuous improvement

BSBADM406B

Organise business travel

DURATION

The maximum nominal hours for this course are 380 hours. This should include completing both the online training module and the associated formal assessment component.

FULL TIME

Load – 12hrs/wk

Duration – 32 weeks

Maximum 12mths access to online course. (Approx. 10-20hrs to complete each unit).

PREREQUISITES

Course entry requirements include:

- sufficient literacy and numeracy skills to complete the course; and
- access to an Internet connection and computer.

DELIVERY MODE

Online

COST

Member	\$2,681
Corporate Supporter	\$3,300
Standard	\$4,125

This qualification is delivered online providing you with the flexibility to complete the training when and where you wish. You will be fully supported throughout the learning process by qualified trainers from Accredited Online Training (AOT), Australia's leading provider of online qualifications.



YOUR LEARNING . OUR PASSION

Book online now at www.qld.ipaa.org.au or call us on (07) 3228 2800

