

Course Outline

BSB41007 Certificate IV in Human Resources

This qualification reflects the role of individuals who work in a range of support positions in human resources management. In smaller companies they may work across all human resources functional areas and in larger companies they may be assigned responsibilities in units or business areas focussed on discrete human resources functions, such as remuneration, workforce planning or human resources information systems.

Job Roles

Job roles and titles vary across different industry sectors. Possible job titles relevant to this qualification include:

- Human Resources Assistant
- Human Resources Officer
- Payroll Officer.

There are no specific pre-requisites for this qualification, however some language, literacy and numeracy skills will be required; if this poses any difficulty at all, discuss with your Work Plus Development + Training contact person, with your workplace supervisor or take advantage of the programs offered by Work Plus Development + Training (refer participants guide).

Distance education gives the individual the flexibility to design a program that suits their needs. Whether looking to launch a career or up skill in an existing role, the Work Plus Development & Training model allows the flexibility to make it work.

Work Plus Development & Training view distance education and workplace education equally, with both achieving the same quality service delivery and nationally recognised qualifications.

In order to ensure that the business and the individuals gain the most out of this qualification, a **flexible** approach is taken by Work Plus Development + Training, which includes:

- Undertaking a Training Needs Analysis with the business and the individuals...
- ...Negotiating the “Planned Outcomes” with the business and the individuals...
- ...Provision of quality learning and assessment resources...

... and as distance education participants, there is still plenty of opportunity to access Work Plus Development & Training’s qualified consultants, using a range of methods including...

- ...Telephone & Facsimile
- ...Email
- ...Online Forums & Blogs

Please ask your Work Plus Development + Training representative to provide you with any further information that you require – qualification rules on following page.

**Enrol now online at www.workplus.com.au
or call 03 6344 3747 to talk to a
Work Plus Development + Training representative today**

Certificate IV in Human Resources – the qualification rules

Requiring 10 units for the qualification.

Four core units

- BSBHRM401A Review human resources functions
- BSBHRM402A Recruit, select and induct staff
- BSBHRM403A Support performance management process
- BSBWRK410A Implement industrial relations procedures

Six elective units

At least **3** of the **elective units** must be selected from the elective units listed below.

The other **3 elective units** may be selected from the remaining elective units listed below, the BSB07 Business Services Training Package or any other currently endorsed national Training Package. If not listed below, 1 unit may be selected from either a Certificate III or Diploma qualification.

- BSBCUS402A Address customer needs
- BSBFIA402A Report on financial activity
- BSBADM405B Organise meetings
- BSBADM406B Organise business travel
- BSBINN301A Promote innovation in a team environment
- BSBCMM401A Make a presentation
- BSBITA401A Design databases
- BSBITU401A Design and develop complex text documents
- BSBITU402A Develop and use complex spreadsheets
- BSBITU404A Produce complex desktop published documents
- BSBOHS407A Monitor a safe workplace
- BSBRKG404A Monitor and maintain records in an online environment
- BSBEMS401B Develop and implement business development strategies to expand client base
- BSBEMS402B Develop and implement strategies to source and assess candidates
- BSBEMS403B Develop and provide employment management services to candidates
- BSBEMS404B Manage the recruitment process for client organisations
- BSBREL401A Establish networks
- BSBRES401A Analyse and present research information
- BSBRSK401A Identify risk and apply risk management processes
- BSBWOR401A Establish effective workplace relationships
- BSBWOR402A Promote team effectiveness
- BSBWRT401A Write complex documents

Pathways from the qualification

After achieving the BSB41007 Certificate IV in Human Resources, candidates may undertake the BSB50607 Diploma of Human Resources Management, or a range of other Diploma qualifications.