Certificate IV in Human Resources
State ID: AVT3

About this course

Play a crucial part in the success of an organisation

This course is a great starting point if you would like to work with people in a business environment. You'll gain skills in many human resources functions including recruitment, performance management and implementing industrial relations procedures.

The role of Human Resources is to ensure that an organisation's most valued assets, its people, are engaged and well supported in their working environment.

You could work across all human resources areas or be assigned to focus on remuneration, workforce planning or human resources information systems.

Keen to get started? We offer this course online.

Gain these skills

- Staff recruitment
- Staff inductions and training
- Performance management
- Industrial relations procedures
- Workplace health and safety

Is this course right for me?

I have the following attributes:

- Excellent interpersonal and communication skills
- Strong negotiating and information management skills
- Able to relate to people from a variety of backgrounds
- Able to deal with confidential information
- Diplomacy and the ability to handle sensitive situations
Details

Entrance requirements

<table>
<thead>
<tr>
<th>School Leaver</th>
<th>Non-School Leaver</th>
<th>AQF</th>
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<tbody>
<tr>
<td>C Grades in Year 11 WACE General English, and OLNA; or NAPLAN 9 Band 8</td>
<td>C Grades in Year 11 English and Maths or equivalent</td>
<td>Certificate II or Certificate III</td>
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Further study

North Metropolitan TAFE offers you a range of further study opportunities, see below for a list of related courses.

Job opportunities

- Human Resources Assistant
- Employment Officer
- Personnel Records Clerk

Other job titles may include:
- Human Resources Administrator
- Human Resources Clerk
- Human Resources Assistant
- Human Resources Officer
- Human Resources Coordinator
- Payroll Officer

Please note this list should be used as a guide only as job titles and qualification requirements may vary between organisations.

Important information

Please note part-time study classes are run during the day only.

Fees and charges

View our Indicative Fees list

Local full time students

Course fees are made up of two components, tuition fees and resource fees.

Tuition fees are determined by multiplying the course fee rate by the nominal hours, which is the number of hours in which an average student could be expected to complete each unit. They are not the hours of training or instruction.

Resource fees are charges for material that are essential to a course or unit, and are purchased by NMT to be used by students during the course.
Fees may vary depending on the units you are enrolled in so an approximate amount has been shown. You will be given the exact amount of your fees at enrolment. Part time student fees will vary depending on the number of units you are enrolled in.

Please note, you may also need to buy textbooks or equipment for your course.

**International Students**

Check [TAFE International WA](http://www.tafeinternationalwa.net.au) to confirm this course is available to international students. You will pay your tuition fees to TIWA.

*Please note, fees are subject to change.*