



BSB41015 Certificate IV in Human Resources

National ID: BSB41015 | 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.

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**.

This course will provide you with the skills and knowledge to work in a variety of roles across a range of Human Resources functions. You will gain skills in areas of; staff recruitment, induction and training, workplace health and safety procedures, supporting the HR team with performance management and industrial relations procedures.

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



The following people will be entitled to a concession rate on the half price course fees under *Lower fees, local skills*.

**LOWER FEES
LOCAL SKILLS**

- All students aged 15-24 years
- Persons and dependents of persons holding:
 - a pensioner concession card;
 - a repatriation health benefits card issued by the Department of Veterans' Affairs; or
 - a Health Care Card
- Persons and dependents of persons in receipt of the Youth Allowance, AUSTUDY or ABSTUDY
- Dependents of persons who are inmates of a custodial institution
- Secondary school-aged persons, not enrolled at school.

If you are not eligible, please see our [Skill sets](#) page.



Some of the courses on the list can be done completely online. However some of the courses require a practical component which can't be done online, or some may be a mix of online and face-to-face learning. We'll let you know what's required for your course. For a full list of online courses, please use the filters under the *Refine course results* menu.

Details

During your course of study, NMTAFE may use a variety of learning practices to ensure you get the best outcome for your learning journey.

This may include online learning, face-to-face classroom, laboratory/workshop delivery, work placement or a combination of these, depending on which is most appropriate.

Entrance requirements

School Leaver	Non-School Leaver	AQF
C Grades in Year 11 WACE General English, and OLNA or NAPLAN 9 Band 8	C Grades in Year 11 English and Maths or equivalent	Certificate II or Certificate III

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

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](#) to confirm this course is available to international students. You will pay your tuition fees to TIWA.

Please note, fees are subject to change.