



# 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

## Details

In order to comply with COVID-19 Government directed social distancing guidelines, some courses may include a mix of online learning, virtual classrooms (live web conferencing with your lecturer and class) and classroom delivery, as well as practical and work experience placements.

Lecturers will provide specific instructions to their student groups on how training will be undertaken.

## Semester 1, 2020

### Perth (Northbridge) - On Campus



Duration: **1 Semester/s**



When: **Semester 1, 2020**



How: **On campus**

## Units

### Core

National ID	Unit Title
BSBHRM403	Support performance management process
BSBHRM404	Review human resource functions
BSBHRM405	Support the recruitment, selection and induction of staff
BSBLDR402	Lead effective workplace relationships
BSBWHS401	Implement and monitor WHS policies, procedures and programs to meet legislative requirements
BSBWRK411	Support employee and industrial relations procedures

### Elective

National ID	Unit Title
BSBADM405	Organise meetings

National ID	Unit Title
BSBCMM401	Make a presentation
BSBHRM509	Manage rehabilitation or return to work programs
BSBWRT401	Write complex documents

## 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.**