CERTIFICATE IV in Human Resources
Certificate IV in Human Resources

Course Code: : BSB41013    CRICOS Code: 084811C

Course Duration:
The course will be delivered full time over 26 weeks.

Course Description:
This course is designed for international student who will be involved in classroom training in a full time capacity to gain the qualification. The 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 focused on discrete human resources functions, such as remuneration, workforce planning or human resources information systems.

The course is beneficial for any person who may be interested in job roles listed below:
- Human resources assistant
- Human resources coordinator
- Human resources administrator
- Human resources officer
- Payroll officer

Career Opportunities:
Upon completion of the qualification, you gain employment in Human Resources officer/administrator role and can be utilized in a variety of business environments.

Entry Requirements:
English Language Requirements:
An IELTS band score of 5.5 or equivalent is required for entry into this program. However, if a student has an IELTS score of 5.0, the student will be required to complete an English Language course to achieve the required standard prior to commencement of the course.

Academic Requirements:
Applicants should have successfully competed year 12 or equivalent level of studies.

Age requirement:
Applicants must be of 18 years of age to apply.

Practical Placement:
None

Course Fees:
Tuition Fees: AUD 4000
Material Fees: AUD 250
Enrolment Fees: AUD 200 (Non-refundable)

Special Consideration:
If a student is not able to meet the minimum entry requirements but considers that they have the skills and experience to succeed in the course, they may apply to ANGAD Australian Institute of Technology for special consideration for entry.

Mode and methods of delivery:
This qualification is delivered in a classroom based environment and / or simulated work environment for specific units as required.

Assessment Process and Methods:
Participants will be advised of the assessment requirements at the beginning of each unit. Assessment will usually commence in the session following delivery. As this is a competency based program, assessment continues throughout the program until the participant either achieves competency in the assessment tasks or a further training need is identified and addressed.

The assessment methods may include:
- Written reports
- Presentations/Demonstrations
- Classroom activities/ Role plays
- Case studies
- Reflective reports
- Written test
- Project work/Research/ Portfolio
Course Structure:
BSB41013 - Certificate IV in Human Resources

Qualification Rules:
Participants need to complete ten (10) units of competency in total following the guidelines as outlined in the Business Services Training Package qualification rules which comprise of:
- Six (6) Core units
- Four (4) Elective units

Core Unit

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<thead>
<tr>
<th>Unit Code</th>
<th>Unit Name</th>
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<tbody>
<tr>
<td>BSBHRM403</td>
<td>Support performance-management processes</td>
</tr>
<tr>
<td>BSBHRM404</td>
<td>Review human resources functions</td>
</tr>
<tr>
<td>BSBHRM405</td>
<td>Support the recruitment, selection and induction of staff</td>
</tr>
<tr>
<td>BSBWHS401</td>
<td>Implement and monitor WHS policies, procedures and programs to meet</td>
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<tr>
<td></td>
<td>legislative requirements</td>
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<tr>
<td>BSBWOR401</td>
<td>Establish effective workplace relationships</td>
</tr>
<tr>
<td>BSBWRK411</td>
<td>Support employee and industrial relations procedures</td>
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Elective Units

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Unit Name</th>
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<tbody>
<tr>
<td>BSBINM401</td>
<td>Implement workplace information systems</td>
</tr>
<tr>
<td>BSBINN301</td>
<td>Promote innovation in a team environment</td>
</tr>
<tr>
<td>BSBFIA402</td>
<td>Report on financial activity</td>
</tr>
<tr>
<td>BSDIV301</td>
<td>Work effectively with diversity</td>
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</tbody>
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RPL and Credit Transfer

Students may be granted RPL (Recognition of Prior Learning) or Credit Transfer if they are able to demonstrate that they have achieved levels of skills and knowledge equivalent to requirements listed in the unit they are seeking credit for through work experience, life experiences or similar study at another institution. Students can apply for RPL or Credit Transfer at the time of enrolment.

Students applying for RPL/CT must submit RPL/CT application along with their original documents to student administration.

Where RPL is being applied, the student must submit all relevant evidence of work experience and where learning has occurred.

A Credit Transfer application must be accompanied by Nationally Recognised Certificates or detailed Statement of Attainment indicating units successfully completed including unit codes and titles and dates of completion.

Credit Transfer may also include Credit Transfer based on formal learning that is outside the AQF.