
Certificate IV in Human Resources BSB41007

Description

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 and titles vary across different industry sectors. Possible job titles relevant to this qualification include: Human Resources Assistant; Human Resources Officer; Payroll Officer.



Qualification Pathways

There are no prerequisite requirements for individual units of competency.

Candidates may enter into the qualification through a number of entry points demonstrating potential to undertake vocational education and training at certificate level, including:

- after achieving the BSB30107 Certificate III in Business or other relevant qualification/s OR
- providing evidence of competency in the majority of units required for the BSB30107 Certificate III in Business or other relevant qualification/s OR
- with some vocational experience assisting human resources team leaders, supervisors or managers in their work but without formal human resources qualifications.

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.

Qualification Rules

4 Core Units + 6 Elective Units = 10 Units

Training & Recognition of Current Competencies (RCC)

Much of the training is delivered on-the-job through reading, interacting with colleagues and completing useful project work. You only need to attend off-the-job training if a competency cannot be acquired at the workplace. You may already have many of the skills required to qualify for this qualification. There is no need to be trained in things you can already do. NDA will assess current skills and give recognition for relevant competencies.

4 Core Units:

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

3 Elective Units from the list below:

BSBADM405B	Organise meetings
BSBADM406B	Organise business travel
BSBCMM401A	Make a presentation
BSBCUS402A	Address customer needs
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
BSBFIA402A	Report on financial activity
BSBINN301A	Promote innovation in a team environment
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
BSBREL401A	Establish networks
BSBRES401A	Analyse and present research information
BSBRKG404A	Monitor and maintain records in an online environment
BSBRSK401A	Identify risk and apply risk management practices
BSBWOR401A	Establish effective workplace relationships
BSBWOR402A	Promote team effectiveness
BSBWRT401A	Write complex documents

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