
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. Possible job titles relevant to this qualification include: Human Resources Assistant; HR 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 + 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

Human Resource Management

BSBHRM401A Review human resources functions

BSBHRM402A Recruit, select and induct staff

BSBHRM403A Support performance management process

Workplace Relations

BSBWKR410A Implement industrial relations procedures

3 elective units must be selected from the elective units listed below.

The remaining **3 elective units** may be selected from the elective units listed below, or any currently endorsed Training Package or accredited course at the same qualification level. If not listed below, **1 unit** may be selected from either a Certificate III or Diploma qualification.

Elective units must be relevant to the work outcome, local industry requirements and the qualification level.

Customer Service

BSBCUS402A Address customer needs

Financial Administration

BSBFIA402A Report on financial activity

General Administration

BSBADM405B Organise meetings

BSBADM406B Organise business travel

Innovation

BSBINN301A Promote innovation in a team environment

Interpersonal Communication

BSBCMM401A Make a presentation

IT Analysis and Design

BSBITA401A Design databases

IT Use

- BSBITU401A Design and develop complex text documents
- BSBITU402A Develop and use complex spreadsheets
- BSBITU404A Produce complex desktop published documents

Occupational Health and Safety

- BSBOHS407A Monitor a safe workplace

Recordkeeping

- BSBRKG404A Monitor and maintain records in an online environment

Recruitment and Employment Services

- 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

Relationship Management

- BSBREL401A Establish networks

Research

- BSBRES401A Analyse and present research information

Risk Management

- BSBRSK401A Identify risk and apply risk management processes

Sustainability

- BSBSUS301A Implement and monitor environmentally sustainable work practices

Workplace Effectiveness

- BSBWOR401A Establish effective workplace relationships
- BSBWOR402A Promote team effectiveness

Writing

- BSBWRT401A Write complex documents