

# Certificate IV in Human Resources

[BSB41007]



## About this Qualification

Many medium and large size companies recognise the need for a highly trained Human Resources function to enable the business to maximise the potential of staff.

Human Resources is a specialist professional area that requires detailed knowledge and skills in a range of human resources key functions such as:

- Occupational Health and Safety
- Human Resources Systems
- Recruitment and Selection
- Performance Management Systems and
- Industrial Relations

The Certificate IV in Human Resources qualification enables businesses to up-skill their HR staff in these functions.

The course would also enable HR specialists to learn about the key HR functions they don't currently work in, and allow them scope to become more multi-skilled.

## Course Suitability

The job roles that may suit this course include:

- Human Resources Assistant
- Human Resources Officers
- Personnel Officer
- Recruitment Officer
- Industrial Relations Assistant
- Human Resources Clerks

Note this qualification is not generally suited to people seeking management skills. Contact the College to discuss more suitable courses in this area.

## Enrolment Options

This qualification is available in most states as a government funded Traineeship enrolment\*

\*Subject to eligibility in your state. Refer to our brochure "About Traineeships".

The qualification is also available for individual students to enrol on a private basis.

Employers can also directly enrol staff where Traineeship enrolment is not suitable.

## Course Fees

The course fees for eligible New Worker Traineeship enrolments\* are paid directly by the government. The only fees payable by the employer for eligible New Worker Traineeship enrolments are the compulsory annual Enrolment Fee as set by the relevant state government.

For Existing Worker Traineeships, Individual Enrolments and Employer Sponsored Enrolments refer to the College Fee Schedule for current pricing terms, and discounts available for multiple enrolments from employers.

All course fees cover the full cost of course materials issued to students.

## Course Duration

The qualification is timetabled to be completed in one year over a 36 week period, with students required to mail assignments to the College at regular intervals.

Regular study of approximately 3 hours per week, in conjunction with on-the-job practice of the skills covered in the course would normally be required to successfully complete this qualification.

The timetable can be extended to a longer period subject to maximum timeframes set in each State for Traineeship enrolments (generally 12 months but 24 months in some States).

Students can complete as early as they like – as they study at their own pace.

Enrol at any time as the College has continuous courses all year round.



**Australian College**  
of Commerce & Management

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NSW Vocational  
Education & Training  
Accreditation Board

## Course Benefits

The qualification offers:

- cost effective ways for employers to up-skill HR staff
- access to Traineeship Incentives
- flexible method of delivery that suits busy office environments
- structured, high quality training
- wide range of subjects that allow tailoring to individual business and employee needs

## College Trainers and Materials

Each student will have a dedicated College Training Manager to provide immediate assistance and support.

The College Trainers all have “real life” experience in the areas that they train in, and so have the expertise and skills to provide effective student and employer support.

The course materials are delivered in separate “modules” or workbooks. Each module concentrates on a specific theme, and may cover a number of “units of competency” (these are the “national standards” that apply to the qualification).

The College course material is easy to read and understand and is kept up to date with current business practices and relevant legislation.

Students are issued a Course Folder to keep their course material organised.

## Course Delivery

Course can be delivered in a range of delivery modes based on the most suitable mode for the circumstances:

- workbook / correspondence
- on-line learning
- class room learning

In some situations the mode will be a mix of these options. Discuss these options with the College.

Workbook modules are designed so that students can use small periods of time to “study”. This makes the course achievable even in a busy office – with small periods of time being able to be used effectively.



## Entry Requirements

Average level literary skills are required for this qualification.

This qualification is a very specialist qualification, so students should ideally have access to a Human Resources Department to research workplace HR issues.

Above average English language communication skills are required.

## Course Subjects and Electives

The qualification includes the following core modules:

- Use Technology Workplace
- Safety at Work
- Administer HR Systems
- Recruitment and HR Documents
- Performance Management Systems
- Industrial Relations

The qualification includes the following elective modules:

- Meetings, Conferences and Travel
- Advanced Customer Service
- Manage Risk
- Write Complex Documents
- Make a Presentation
- Business Networks

Other electives are available subject to identified workplace needs.

## Qualification & Career Pathway

This is a nationally accredited, formal qualification recognised as part of the Australian Qualifications Framework.

After completion of this qualification students have a range of opportunities to continue their studies at Certificate IV level including:

- Diploma in Business
- Diploma in Management

Career paths include opportunities as:

- Human Resources Officer
- Recruitment Manager
- Industrial Officer
- Human Resources Manager