

CERTIFICATE IV IN HUMAN RESOURCES

NATIONAL CODE: BSB41015

Develop practical human resource skills as a line manager, administrator or human resources officer.

COURSE DELIVERY: ONLINE

This online program allows you to complete your Certificate IV in Human Resources within one year. Studying online, anywhere, anytime means you can control your own learning at a pace you are comfortable with.

A dedicated online teacher manages the learning environment, communicates with students, supports student learning and provides feedback on work submitted.



ASSESSMENTS

A range of assessment methods are used in this course. These may include case studies, projects, practical exercises and reports, each providing you with a portfolio of work experience.

LEARNING PATHWAYS

Students who complete this course may continue with a pathway that leads to a diploma or advanced diploma course from the Business Services Training Package. Completion of the diploma or advanced diploma may lead to direct entry into the Australian Catholic University or Macquarie University or you may enrol in the Bachelor of Business Studies at Charles Sturt University, delivered at TAFE NSW, Crows Nest.

For further information about our degree programs go to [tafensw.edu.au/course-areas](https://www.tafensw.edu.au/course-areas).

CAREER OPPORTUNITIES

On completion of this qualification, you will be able to work across a broad range of job roles in different industry sectors.

Apply for positions as:

- + Administration Officer
- + Human Resources Officer
- + Project Assistant
- + Human Resources Consultant

Connect with us!



TAFE^{NSW}

 [tafensw.edu.au](https://www.tafensw.edu.au)  Phone 131 601

RTO Provider Number 90011 | CRICOS Provider Code: 00591E | 170050

COURSE STRUCTURE

This course requires completion of 10 units of competency. The units delivered in this course are:

BSBHRM403	Support performance-management processes
BSBHRM404	Review human resources functions
BSBHRM405	Support the recruitment, selection and induction of staff
BSBWHS401	Implement and monitor WHS policies, procedures and programs to meet legislative requirements
BSBLDR402	Lead effective workplace relationships
BSBWKR411	Support employee and industrial relations procedures
BSBCUS402	Address customer needs
BSBRES401	Analyse and present information
BSBSUS401	Implement and monitor environmentally sustainable work practices
BSBRSK401	Identify risk and apply risk management processes

THE BENEFITS OF OUR ONLINE CERTIFICATE

+ ONLINE

Fit study around your work and lifestyle.

+ RECOGNITION OF PRIOR LEARNING

Get your prior learning or experience credited towards a course of study.

+ GOVERNMENT SUBSIDISED

The government will pay part of your fee and you pay the balance if eligible.

FEES AND ASSISTANCE

When you enrol you will need to pay a student fee, unless you qualify for a full fee exemption. The student fee will vary depending on the course you choose, whether the course is government subsidised and what level of subsidy you are eligible for.

For more information, visit [tafensw.edu.au/get-started-at-tafe-nsw/payment-options-and-assistance](https://www.tafensw.edu.au/get-started-at-tafe-nsw/payment-options-and-assistance)

TERMS AND CONDITIONS

This document is intended as a general guide only. TAFE NSW reserves the right to alter any courses or admission requirements herein without any further notice.

For more information about fees, refunds, payment options etc., please refer to the section 'Get started at TAFE NSW' on the TAFE website:

[tafensw.edu.au/get-started-at-tafe-nsw](https://www.tafensw.edu.au/get-started-at-tafe-nsw).

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ENROL NOW**



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