CERTIFICATE IV IN HUMAN RESOURCES (BSB41015R-01V01)

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

COURSE DELIVERY
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.

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
- BSBLD402  Lead effective workplace relationships
- BSBWRK411  Support employee and industrial relations procedures
- BSBCUS402  Address customer needs
- BSBRES401  Analyse and present information
- BSBSS301  Implement and monitor environmentally sustainable work practices
- BSBRSK401  Identify risk and apply risk management processes

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

Unlock your potential. It starts here. Call 131 674 or visit nsi.edu.au/studyonline
ONLINE OR FACE-TO-FACE
Fit study around your work and lifestyle. Choose what method works best for you.

RECOGNITION OF PRIOR LEARNING
Get your prior learning or experience credited towards a course of study.

VET FEE-HELP
VET FEE-HELP is available for eligible students so that you can study now and pay later.

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

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

Apply for positions as:
• Administration Officer
• Human Resources Officer
• Project Assistant
• Human Resources Consultant.

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 the Northern Sydney Institute’s Crows Nest Campus.

For further information about our degree programs go to nsi.edu.au/degreeprograms.

TERMS AND CONDITIONS
» Withdrawals must be submitted on the 2016 Withdrawal/Refund Application form for VET FEE-HELP students.
» Students withdrawing from a unit of study after an advertised Census date, will be liable for the TAFE NSW full tuition fee or VET FEE-HELP debt for that unit of study.

TAFE NSW courses commence only if there are sufficient resources and demand. Every effort was made to ensure this information was accurate as at April 2016. Changes may have taken place since that time. Contact the Northern Sydney Institute, part of TAFE NSW to confirm course details and availability.

THE BENEFITS OF OUR CERTIFICATES

CONTACT US FOR MORE INFORMATION

(02) 9448 4518  nsi.onlinecourses@tafensw.edu.au  nsi.edu.au/studyonline