

CERTIFICATE IV IN HUMAN RESOURCES BSB41007

Course Description

The certificate IV in Human Resources qualification reflects the role of individuals who work in a range of support positions in human resources management. Typically 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 focused on discrete human resources functions, such as payroll, planning or human resources information systems.

Job Roles

Current job positions which may be relevant to this qualification include, Human Resources Assistant, Human Resources Officer and Payroll Officer.

Delivery

This course is delivered over a ten month term, one day per month for ten months. There are four core units and six elective units in this qualification.

4 CORE UNITS

BSBHRM401A – Review Human resources functions

- Research human resources functions
- Review policy and procedures frameworks
- Apply ethical framework
- Report on research outcomes

BSBHRM402A – Recruit, Select and Induct Staff

- Determine Job Descriptions
- Plan for selection
- Assess and select applicants
- Appoint and induct successful candidate

BSBHRM403A –Support Performance Management process

- Review performance management infrastructure
- Promote performance management system
- Collate performance management data

BSBWRK410A – Implement Industrial Relations Procedures

- Communicate and implement organisations industrial relations policies and procedures
- Assist in minimizing industrial relations conflict
- Enhance industrial relations



6 ELECTIVE UNITS

BSBWRT401A- Write Complex Documents

- Plan documents
- Draft text
- Prepare final text
- Produce document

BSBCMM401A – Make A Presentation

- Prepare a presentation
- Deliver a presentation
- Review the presentation

BSBOHS407A – Monitor a Safe Workplace

- Provide information to the workgroup about OHS policies and procedures
- Implement and monitor participative arrangements for the management of OHS
- Implement and monitor the organizations procedures for providing OHS Training
- Implement and monitor procedures for identifying hazards and assessing risks
- Implement and monitor the organizations procedures for controlling risks
- Implement and monitor the organizations procedures for maintaining OHS records for the team

BSBRSK401A – Identify Risk and Risk Management Processes

- Identify risks
- Analyse and evaluate risks
- Treat risks
- Monitor and review effectiveness of risk treatment/s

BSBWOR401A – Establish Effective Workplace Relationships

- Collect, analyse and communicate information and ideas
- Develop trust and confidence
- Develop and maintain networks and relationships
- Manage difficulties into positive outcomes

BSBWOR402A – Promote Team Effectiveness

- Plan to achieve team outcomes
- Develop team cohesion
- Participate in and facilitate work team
- Liaise with management