

BSB40420 Certificate IV in Human Resource Management

DESCRIPTION

This qualification reflects the role of individuals who work in a range of human resources roles. The job roles that relate to this qualification may include Human Resources Officer, Human Resources Coordinator and Payroll Officer.

Responsibilities are likely to be determined at a workplace level. Some smaller organisations may require employees to work across all aspects of human resources. In larger organisations, individuals may support a single human resources function.

ELIGIBILITY/ENTRY REQUIREMENTS

Preferred pathways for candidates considering BSB40420 Certificate IV in Human Resource Management include:

- BSB30120 Certificate III in Business or other relevant qualifications and/or
- Relevant vocational experience.

Students are required to undertake a Language, Literacy and Numeracy (LL&N) assessment to establish support requirements for all enrollees undertaking this qualification

To ensure you have the right skills and support to succeed in your course, a Language, Literacy and Numeracy (LL&N) evaluation helps identify any areas where you may need additional support to help you achieve your goals.

DELIVERY DETAILS

| Location(s) | Duration* | Study mode |
|-----------------------------|---|---|
| Waterfront Darwin Online | This program is scheduled over a period of eighteen months. Units of study are delivered sequentially. Flexibility is available for learners to extend this time period. | Off-campus (external) study with scheduled classroom or online tutorials. Optional study sessions are available for further support. |

* Duration will vary depending on how long a student takes to reach the required competency level.

Students have access to all resources on LearnLine, CDU 24/7 online learning system.

FEES

| Fee Type | 2024 Course Fees |
|--------------------------|-------------------------|
| NT Government Supported* | \$2,183.00 - \$2,294.00 |
| Full Fee | \$5,900.00 - \$6,200.00 |

This course is supported by the NT Government for domestic [eligible](#) students who are NT residents. *For Regional and Remote only supported courses, the delivery location of the course needs to be listed on the NTG's [Delivery allowance for VET Funded Programs](#) with regional or remote as the location category to be eligible. A limited number of NT Government Supported places are available, so secure your place now.

Fees shown are indicative and subject to change annually. Actual course fees may vary depending on the units chosen. International non-student visa-holders; study eligibility needs to be verified before enrolment. Fees may vary depending on the visa type.

For further clarification and information on fees, fee exemptions, payment options, instalment plans, and refunds, contact CDU on 1800 061 963 or refer to [TAFE Fees and Payments](#)

ASSESSMENT

Assessments vary with each unit. You will be provided with an assessment guide.

RECOGNITION OF PRIOR LEARNING (RPL)

RPL is a process that determines whether the skills, knowledge and experience you've gained through your previous study, work or life experience can count towards a vocational training qualification at CDU. For more information, [VET RPL](#).

RESOURCES

Students are required to purchase a prescribed text/workbooks. Details will be provided upon enrolment. Lecturer-provided learning materials are also issued and may include learner guides, current topical information and links to other information sources.

Computer and internet access is required to source information and complete assessments.

STUDY AND CAREER PATHWAYS

Further training pathways from this qualification include, but are not limited to, BSB50320 Diploma of Human Resource Management. On completion of this qualification credit(s) may be available into Higher Education courses.

Possible occupations relevant to this qualification include:

- HR Assistant
- HR Coordinator
- HR Administrator
- HR Officer
- Payroll Officer

QUALIFICATION CONTENT

To achieve BSB40420 Certificate IV of Human Resource Management a total of twelve (12) units of competency must be completed comprising six (6) core and six (6) elective units as detailed in the packaging rules and listed below.

CORE UNITS

| | |
|-----------|--|
| BSBHRM411 | Administer performance development processes |
|-----------|--|

| | |
|-----------|---|
| BSBHRM412 | Support employee and industrial relations |
| BSBHRM413 | Support the learning and development of teams and individuals |
| BSBHRM415 | Coordinate recruitment and onboarding |
| BSBHRM417 | Support human resource functions and processes |
| BSBWHS411 | Implement and monitor WHS policies, procedures and programs |

ELECTIVE UNITS (Select 6 – must include two Group A and two Group B)

| | |
|------------------------|---|
| Group A | |
| BSBCMM412 | Lead difficult situations |
| BSBHRM529 | Coordinate separation and termination processes |
| BSBHRM530 | Coordinate rehabilitation and return to work programs |
| Group B | |
| BSBCMM411 | Make presentations |
| BSBPMG430 | Undertake project work |
| BSBOPS403 | Apply business risk management processes |
| Other Electives | |
| BSBHRM524 | Coordinate workforce plan implementation (<i>Unnamed</i>) |
| BSBPEF502 | Develop and use emotional intelligence (<i>Unnamed</i>) |

WITHDRAWING FROM A QUALIFICATION

You may withdraw from this qualification and receive, where relevant, a Statement of Attainment for all units of competency you have successfully completed.

SUPPORT SERVICES

The University supplies support for students in many areas, including Accommodation, Careers and Employability, Counselling, Disability Services, Student Advocacy, Indigenous Tutorial Support Services, International Student Support Services, Library Services, and VET Learner Support Services.

More information is available at [Student Support](#).

CONTACT DETAILS

Commerce and Information Technology

E. vet.business@cdu.edu.au

T. 08 8946 8877

W. <https://www.cdu.edu.au/study/essentials>

For further information regarding student life at CDU, please refer to <https://www.cdu.edu.au/study/student-life>.