

BSB41015 Certificate IV Human Resources



DESCRIPTION

This qualification is suitable for individuals working in a range of human resources management positions. Job roles could include human resources assistants, human resources coordinators, human resources administrators and payroll officers. Workplace responsibilities would be determined at a workplace level. Some smaller business may require employees to work across all aspects of human resources. In larger companies, individuals may just have responsibility for a singular aspect of human resources such as remuneration.

ELIGIBILITY/ENTRY REQUIREMENTS

Preferred pathways for candidates considering BSB41015 Certificate IV Human Resources include:

- BSB30115 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.

DELIVERY DETAILS

Location (s)	Duration	Study mode
Waterfront Campus Alice Springs Campus	This program is delivered over a period of twelve months for full-time learners. Part-time learners may take up to 18 months to successfully complete 10 units	This program will be delivered through a mixture of face-to-face and online with tutorial support.

2020 FEES

This course has a total of 420 to 450 hours (depending upon unit selection), and thus the qualification cost is:

NT Domestic Subsidised Fees: \$1,428 to \$1,530

Domestic Full Fees: \$6,300 to \$6,750

Please note: A limited number of NT Government subsidy places are available for eligible NT domestic students so contact us now to secure your place for 2020.

Fees are subject to change annually. Indicative government-subsidised and full course fees are shown on this document. For further clarification and information on fees, payment options, instalment plans and refunds contact CDU on 1800 061 963 or refer to <https://www.cdu.edu.au/cdu-vet/student-guide/fees>

ASSESSMENT

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

RECOGNITION OF PRIOR LEARNING (RPL)

Students can apply for RPL during pre-enrolment or after enrolment. Students are provided with an RPL Self-Assessment before application and followed through with and an initial interview with an assessor.

RESOURCES

Students are required to purchase a prescribed text. 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.

STUDY AND CAREER PATHWAYS

Further training pathways from BSB41015 Certificate IV in Human Resources include, but are not limited to, BSB50615 Diploma of Human Resources 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 a BSB41015 Certificate IV Human Resources a total of ten (10) units of competency must be completed, comprising six (6) core and four (4) elective units as detailed in the packaging rules and listed below.

CORE UNITS

BSBHRM404	Review human resources functions
BSBHRM405	Support recruitment, selection and induction of staff
BSBHRM403	Support performance-management processes
BSBWRK411	Support employee and industrial relations procedures
BSBWHS401	Implement and monitor WHS policies, procedures and programs to meet legislative requirements
BSBLDR402	Lead effective workplace relationships

ELECTIVE UNITS

BSBLED401	Develop teams and individuals
BSBCUS403	Implement customer service standards
BSBCMM401	Make a presentation
BSBMGT403	Implement continuous improvement
BSBRSK401	Identify risk and apply risk management processes
BSBFIA302	Process payroll

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 Employment, Counselling, Disability Service, Equal Opportunity, Discrimination and Harassment advice, Australian Indigenous Student Support Services, Information Technology Services, International Student Support Services, Library Services, and Learner Support Services.

More information is available at - www.cdu.edu.au/study/student-life/student-support

CONTACT DETAILS

ASIA PACIFIC COLLEGE OF BUSINESS AND LAW

Darwin

T. 08 8946 8877

E. businessstopen@cd.edu.edu.au

W. www.cdu.edu.au/cdu-vet

Alice Springs

T. 08 8959 5477

E. business_central@cd.edu.edu.au

W. www.cdu.edu.au/cdu-vet

Refer to the **VET Student Guide** www.cdu.edu.au/cdu-vet/student-guide for information regarding the enrolment process, student support services, student rights and responsibilities, previous studies recognition and the A-Z of other information.