

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:

- 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 Darwin	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.

2021 FEES

The 2021 indicative fee for this course is \$1,995.00 for students who are eligible and receive an NT Domestic Subsidised place or \$8,550.00 for Domestic Full fee places.

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 2021.

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/study/essentials/course-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; followed with an initial interview with an assessor.

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.

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

BSBCMM412	Lead difficult conversations
BSBHRM528	Coordinate remuneration and employee benefits
BSBCMM411	Make presentations
BSBPMG430	Undertake project work
BSBXCM401	Apply communication strategies in the workplace
BSBLDR413	Lead effective workplace relationships

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

T. student.central@cdu.edu.au
E. (08) 8946 7766 or 1800 061 963 (free call)
W. www.cdu.edu.au/study

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.