

# 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.

This course can be undertaken as a traineeship. Visit [TAFE Apprenticeships and Traineeships](#) for more information.

## 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

A Language, Literacy, Numeracy and Digital Literacy (LLND) evaluation helps identify any areas where you may need additional support to help you achieve your goals.

## DELIVERY DETAILS

Location(s)	Danala - Education Community Precinct; Online
Duration*	18 months part time
Study mode ^^	Blended
Start date/s ^	Start date: 2/2/2026 Students can enrol at any time after the identified start date and will commence at the start of the next available unit. A specific commencement date will be determined in consultation with the delivery team.
Attendance ^	Face to face and/or online Tuesdays and/or Wednesdays 5.00 pm - 7.00 pm

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

<sup>^</sup> A course timetable/study plan will be provided on application for the course.

<sup>^^</sup>Information relating to study modes can be found in the 2026 TAFE Student Guide

## FEES

Fee Type	2026 Course Fees
NT Government Supported*	Free
Full Fee	\$6,554.00

\*This course is supported by the NT Government for domestic [eligible](#) students who are NT residents. 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. For International non-student visa-holders; study eligibility needs to be verified before enrolment. Fees may vary depending on the visa type. The course fee rates will vary for commercial contract arrangements.

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

Skills and knowledge assessments are an essential step in progressing through your course. You may be assessed in a number of ways including written assessment, questioning, portfolios, work samples, direct observation, practical assessments and third-party feedback.

Throughout your course you will receive information about assessments including how, when and where assessments will be conducted.

## 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](#).

## CREDIT TRANSFER (CT)

Charles Darwin University as a Registered Training Organisation recognises the Australian Qualifications Framework qualifications and Statement of Attainments issued by any other Australian Registered Training Organisation (RTO).

Students are encouraged to submit any requests for credit from previous studies at the time of enrolment, to ensure they are not enrolling in units they may not need to undertake.

## RESOURCES

Students will have 24/7 access to assessments and learning resources on Learnline, CDU's online learning platform. Before you can start using Learnline, you'll need to make sure that your computer has the correct setup. For more details: <https://www.cdu.edu.au/current-students/services/learnline>

## 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 Administrator
- Payroll Officer
- HR Coordinator
- HR 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 situations (Group A)
BSBHRM529	Coordinate separation and termination processes (Group A)
BSBCMM411	Make presentations (Group B)
BSBPMG430	Undertake project work (Group B)
BSBTWK401	Build and maintain business relationships (Group B)
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 provides support for students in many areas, including Accommodation, Careers and Employability, Counselling, Disability Services, Financial Support 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 - Life, Health and Wellbeing](#)

## CONTACT DETAILS

Business and Workforce Management

E. vet.business@cdu.edu.au  
T. 08 8946 7517 (ECP) 08 8959 5312 (ASP)  
W. <https://www.cdu.edu.au/tafe>

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