

**BSB41007 Certificate IV in Human Resources**

**Overview**

This qualification reflects the role of individuals who work in a range of support positions in human resources management. 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 focussed on discrete human resources functions, such as remuneration, workforce planning or human resources information systems.

**Qualification Requirements:**

Total number of units = 10

**4 core units**

| Field                     | Code       | Unit Title                                |
|---------------------------|------------|---|
| Human Resource Management | BSBHRM401A | Review human resources functions          |
|                           | BSBHRM402A | Recruit, select and induct staff          |
|                           | BSBHRM403A | Support performance management process    |
| Workplace Relations       | BSBWRK410A | Implement industrial relations procedures |

plus

**6 elective units**

At least 3 of the elective units must be selected from the elective units listed below.

The other 3 elective units may be selected from the remaining elective units listed below, the BSB07 Business Services Training Package or any other currently endorsed national Training Package. If not listed below, 1 unit may be selected from either a Certificate III or Diploma qualification.

| Field                          | Code       | Unit Title  |
|--------------------------------|------------|---|
| Customer Service               | BSBCUS402A | Address customer needs                                |
| Financial Administration       | BSBFIA402A | Report on financial activity                          |
| General Administration         | BSBADM405B | Organise meetings                                     |
|                                | BSBADM406B | Organise business travel                              |
| Innovation                     | BSBINN301A | Promote innovation in a team environment              |
| Interpersonal Communication    | BSBCMM401A | Make a presentation                                   |
| IT Analysis and Design         | BSBITA401A | Design databases                                      |
| IT Use                         | BSBITU401A | Design and develop complex text documents             |
|                                | BSBITU402A | Develop and use complex spreadsheets                  |
|                                | BTBITU404A | Produce complex desktop published documents           |
| Occupational Health and Safety | BSBOHS407A | Monitor a safe workplace                              |
| Recordkeeping                  | BSBRKG404A | Monitor and maintain records in an online environment |

|                                     |            |   |
|-------------------------------------|------------|---|
| Recruitment and Employment Services | BSBEMS401B | Develop and implement business development strategies to expand client base |
|                                     | BSBEMS402B | Develop and implement strategies to source and assess candidates            |
|                                     | BSBEMS403B | Develop and provide employment management services to candidates            |
|                                     | BSBEMS404B | Manage the recruitment process for client organisations                     |
| Relationship Management             | BSBREL401A | Establish networks  |
| Research                            | BSBRES401A | Analyse and present research information                                    |
| Risk Management                     | BSBRSK401A | Identify risk and apply risk management processes                           |
| Workplace Effectiveness             | BSBWOR401A | Establish effective workplace relationships                                 |
|                                     | BSBWOR402A | Promote team effectiveness  |
| Writing                             | BSBWRT401A | Write complex documents   |