

Certificate IV in Human Resources BSB41007

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 as listed below

BSBHRM401A	Review human resources functions
BSBHRM402A	Recruit, select and induct staff
BSBHRM403A	Support performance management process
BSBWRK410A	Implement industrial relations procedures

Plus **6 elective units**

3 elective units must be selected from the elective units listed below.

The remaining **3 elective units** may be selected from the elective units listed below, or any currently endorsed Training Package or accredited course at the same qualification level. If not listed below, **1 unit** may be selected from either a Certificate III or Diploma qualification. Elective units must be relevant to the work outcome, local industry requirements and the qualification level.

BSBCUS402A	Address customer needs
BSBFIA402A	Report on financial activity
BSBADM405B	Organise meetings
BSBADM406B	Organise business travel
BSBINN301A	Promote innovation in a team environment
BSBCMM401A	Make a presentation



This qualification outline shows qualification packaging rules as documented in the National Training Package. Course delivery options, scheduling and available elective units may vary.

BSBITA401A	Design databases
BSBITU401A	Design and develop complex text documents
BSBITU402A	Develop and use complex spreadsheets
BTBITU404A	Produce complex desktop published documents
BSBOHS407A	Monitor a safe workplace
BSBRKG404A	Monitor and maintain records in an online environment
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
BSBREL401A	Establish networks
BSBRES401A	Analyse and present research information
BSBRSK401A	Identify risk and apply risk management processes
BSBSUS301A	Implement and monitor environmentally sustainable work practices
BSBWOR401A	Establish effective workplace relationships
BSBWOR402A	Promote team effectiveness
BSBWRT401A	Write complex documents

