



Certificate IV in Human Resources

National Code BSB41007



Duration	2 year nominal	Traineeship	New Entrant and Existing Worker
Who should attend	People who work within the Human Resource sector of organisations.		
Course aims	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 Rules	<p>Prerequisite requirements There are no prerequisite requirements for individual units of competency.</p> <p>4 core units plus 6 elective units</p> <p>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, the BSB07 Business Services Training Package or any other currently endorsed national Training Package. If not listed, 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.</p> <p>Pathways into the qualification Preferred pathways for candidates considering this qualification include:</p> <ul style="list-style-type: none"> • after achieving the BSB30107 Certificate III in Business or other relevant qualification/s, OR • providing evidence of competency in the majority of units required for the BSB30107 Certificate III in Business or other relevant qualification/s, OR • with some vocational experience in assisting human resources team leaders, supervisors or managers in their work but without formal human resource qualifications. <p>Pathways from the qualification After achieving the BSB41007 Certificate IV in Human Resources, candidates may undertake the BSB50607 Diploma of Human Resources Management, or a range of other Diploma qualifications.</p>		
Learning Outcomes/Job Roles	<p>The learning outcomes will be reflected in the many roles and titles vary across different industry sectors. Possible job titles relevant to this qualification include:</p> <ul style="list-style-type: none"> • Human Resources Assistant • Human Resources Officer • Payroll Officer. 		
Assessment outcomes will be gathered using	<ul style="list-style-type: none"> • Demonstration • Theory Assessment • Role Plays & Scenarios • Completion of activities during the delivery 		
Documents issued on successful completion	Certificate IV in Human Resources BSB41007		
Price per person	POA	Price per in-house course	POA