



AUSTRALIAN ACADEMY

OF BUSINESS & TECHNOLOGY, MELBOURNE AUSTRALIA

RTO ID: 45457 | CRICOS: 03734D

BSB40420

CERTIFICATE IV IN HUMAN RESOURCE MANAGEMENT

CRICOS Course Code: 107607B

Class Schedule: 40 weeks

Term Break: 12 weeks

Total: 52 weeks



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.

Academic requirements

Prospective Australian Academy international students are required to demonstrate their capacity to complete the course successfully. International students applying for Certificate IV level either off-shore or on-shore will need satisfactory completion of the equivalent of Australian Year 12 or Certificate III or higher qualification.

Age requirements

The minimum age for entry to this program is 18+ years at the date of your enrolment.

PROMOTION

**AUD
2000**

COVID SCHOLARSHIP
LIMITED TIME ONLY

Valid for May, June & July 2022 intakes

TUITION FEE

~~A\$ 12000~~
A\$ 10000

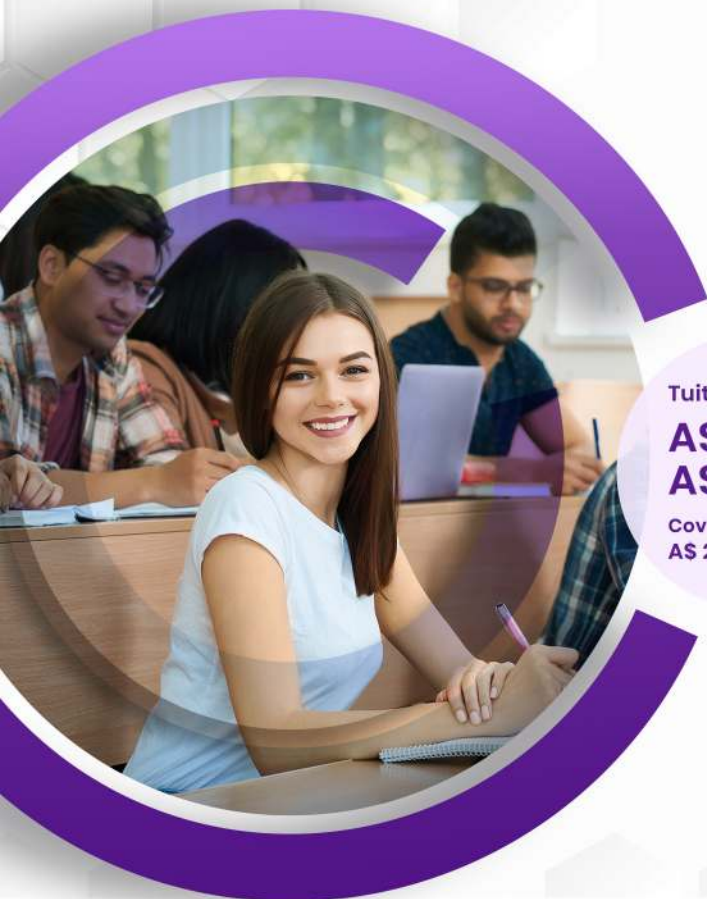
MATERIAL FEE

A\$ 300

ENROLMENT FEE

A\$ 200

Certificate IV in Human Resource Management



Tuition Fee

~~A\$ 12,000~~
A\$ 10,000

Covid Scholarship
A\$ 2000

Career opportunities

Graduates may work in the following:

Human resources officer

Human resources coordinator

Payroll Officer

Australian Academy does not do any misleading claim or job guarantee or advertise any employment outcome with its courses.

Pathways

After successfully achieving BSB40420 Certificate IV in Human Resource Management, candidates may undertake BSB50320 Diploma of Human Resource Management

Participants who exit this course at any time prior to completion will receive a Statement of Attainment for the units of competency they have successfully achieved.

COURSE STRUCTURE

Assessments

This program is delivered under competency based training which means instead of grading or marks, students are required to demonstrate all the criteria for each unit of competency and student a remarked "Competent" or "Not yet competent". Typical assessment methods will include written questions, casestudies, role plays and skills demonstration.

Course duration

This program is delivered over a total duration of 52 weeks including holidays and term breaks. This total duration consists of 40 weeks of course delivery plus up to 12 weeks holiday / break time depending upon the in take. Twenty hours (20) of classes are scheduled for each week of delivery.

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

BSBHRM528 Coordinate remuneration and employee benefits

BSBHRM416 Process payroll

BSBCMM411 Make presentations

BSBTWK401 Build and maintain business relationships

BSBWRT411 Write complex documents

BSBHRM529 Coordinate separation and termination processes