

Certificate IV in Human Resource Management (BSB40420)



What's it all about?

The Certificate IV in Human Resource Management is a great step for those looking to establish themselves in a Human Resources position. This qualification will assist in gaining the skills and knowledge connected with these roles, including current industrial relations processes, employment rules and regulations, and recruitment and onboarding. Graduates will be able to apply skills to a range of functions or provide broad HR assistance.

Who should do this qualification?

This qualification is ideal for those currently in a Human Resources role, or who are aspiring to be, and are looking to develop their knowledge and skills within these functions.

Possible career choices relevant to this qualification include:

- Human Resources Officer
- Human Resources Coordinator
- Human Resources Administrator

Program Delivery

The Certificate IV in Human Resources Management is delivered via a face-to-face class program.

Our rolling intake means that you can begin as soon as you're ready.

Potential Pathways

Further training pathways from this qualification include the **BSB50320 Diploma of Human Resource Management**.



Scan the QR to find out more information

Why choose Time Education and Training?

Time Education & Training are an award winning training provider that is proud to be a leading provider of quality corporate and nationally accredited training, consultancy and support services. We do this by providing:

- industry expert Facilitators and Assessors
- quality materials and resources
- state of the art training facilities
- supportive learning environments
- the ability to interact with like-minded industry professionals

What do I need before I start?

There are no entry requirements for this qualification. This qualification is ideally suited to individuals working in a Human Resources role, or who are aspiring to be and have experience working within any established organisation.

Recognition of Prior Learning

Recognition of Prior Learning (RPL) is available to all clients. This process formally recognises those skills and/or qualifications that the applicant already holds. It is an evidence collection process that recognises the competency of the applicant against the skill and knowledge requirements as determined by each relevant unit. Our team can support an applicant through understanding and applying for RPL prior to commencement of the qualification should they believe they may be eligible.

What is the Investment?

Please contact Time Education & Training for the investment details for this qualification.

How do I enrol?

Contact our Client Relationship Managers by:

- Calling; 08 8351 9888; or
- Emailing; hello@time.net.au

We will be pleased to provide clarification or additional information on request.

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Units of Competency

This qualification comprises of twelve (12) units — six (6) core units and six (6) elective units).

Code	Unit	Unit Type
Theme: Employee Onboarding		
BSBHRM415	Coordinate recruitment and onboarding	Core
BSBHRM417	Support human resource functions and processes	Core
Theme: Team Development		
BSBHRM413	Support the learning and development of teams and individuals	Core
BSBHRM411	Administer performance development processes	Core
Theme: Leadership		
BSBTWK501	Lead diversity and inclusion	Elective
BSBPEF502	Develop and use emotional intelligence	Elective
BSBCMM412	Lead difficult conversations	Elective
Theme: Individual and team wellness		
BSBWHS411	Implement and monitor WHS policies, procedures and programs	Core
BSBHRM531	Coordinate health and wellness programs	Elective
BSBHRM412	Support employee and industrial relations	Core
Theme: Sustainability		
BSBTWK401	Build and maintain business relationships	Elective
BSBOPS403	Apply business risk management processes	Elective