

Certificate IV in Human Resources

BSB41007

This qualification is specifically designed for individuals who work in a range of support positions in human resources management. These may include all human resources functional areas and/or may be assigned responsibilities in units or business areas focused on discrete human resources functions, such as remuneration, workforce planning or human resources information systems.

Course Units

To achieve Certificate IV in Human Resources BSB41007, you must complete 10 units.

Core Units

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

Elective Units

BSBADM405B	Organise meetings
BSBOHS407A	Monitor a safe workplace
BSBINN301A	Promote innovation in a team environment
BSBRSK401A	Identify risk and apply risk management processes
BSBWOR401A	Establish effective workplace relationships
BSBWRT401A	Write complex documents

Course Duration and Delivery

This course is conducted over a 12 month period and is offered via flexible learning (distance learning), which allows you to study from home and gives you the benefit of enrolling at any time of the year. A Training Assessor works individually with you to structure a training plan timetable outlining the due dates for each unit, to help you achieve gaining your Certificate within 12 months.

Course Fee

The course fee commences from \$2,200 (dependent upon chosen delivery mode) plus \$200 admin fee. Payment plans are available.

Contact Us

For further information or to receive a full course brochure on Certificate IV in Human Resources BSB41007, please email training@indigoconsulting.com.au and/or contact our office on 02 9844 5496. Please also visit our website at: www.indigoconsulting.com.au