

Qualification Outline

Certificate IV in Human Resources

Code: BSB41007

QUALIFICATION PACKAGING RULES

10 units must be selected for this qualification

4 Core Units *plus*
6 Elective 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

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 below, the BSB07 Business Services Training Package or any other currently endorsed national Training Package. If not listed below, 1 unit may be selected from either a Certificate III or Diploma qualification.

- | | |
|--------------|---|
| ● 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 |
| ● BSBITA401A | Design databases |
| ● BSBITU401A | Design and develop complex text documents |
| ● BSBITU402A | Develop and use complex spreadsheets |
| ● BSBITU404A | 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 clients |
| ● 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 |
| ● BSBWOR401A | Establish effective workplace relationships |
| ● BSBWOR402A | Promote team effectiveness |
| ● BSBWRT401A | Write complex documents |

Delivery

- On-site delivery program
- Self paced distance learning
- Recognition of Prior Learning/Recognition of current competencies

For further information on courses or training options, please contact us by

Phone: 1300 739 320

Email: admin@setraining.com.au