



Certificate IV in Human Resources

Qualification Description

The Certificate IV in Human Resources provides knowledge and skills in a broad range of HR functions, including: recruitment, induction, performance management, implementation of industrial relations procedures and review of the HR function. This is a flexible business course and can be tailored to produce the business outcomes you require.

Award

The Certificate IV in Human Resources BSB41007 provides you with a nationally recognised qualification through high quality, flexible, customised training that will have a positive impact on your career and business

Our Trainers

Outsource Services will provide experienced training staff that inspire you to achieve great things. All our trainers are approved under the Australian Quality Training Framework and are experienced professionals as well as trainers!

Delivery

We offer flexible training delivery either face to face, self paced or in blended delivery modes. We will tailor the delivery to meet your needs.

Prior learning and current competency will be taken into consideration for all participants.

Course Duration

This course is a competency based training program and as such the duration of the course is to be determined on individual levels of current competence and RPL. However, expect to take around a month per module for most of our courses.

Entry Requirements

No entry requirements apply to this qualification.

Career Opportunities

This qualification reflects the role of individuals who work in a range of support positions in human resources management.

Applicable occupations are:

Human Resources Assistant

Human Resources Officer

Payroll Officer

Investment

Please call us on 1300 136 904 and one of our friendly Consultants will help you with the best learning option for you.

All of Outsource Services programs form learning pathways to high level study and University entrance and credits.

FOR FURTHER INFORMATION

Visit our website at

www.outsourcedservices.com.au

or call us on 1300 136 904





BSB41007 Certificate IV in Human Resources

Requiring 10 units for the qualification

- **4 core units**
- **6 elective units**
- At least 3 elective units must be selected from the elective units listed below.
- The remaining elective units may be selected from the 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.
- Units from other Training Packages must not duplicate units selected from or available within BSB07 Business Services Training package
- Elective units must be relevant to the work outcome, local industry requirements and the qualification level

CORE UNITS

- BSBHRM401A Review human resources functions.....
- BSBHRM402A Recruit, select and induct staff.....
- BSBHRM403A Support performance management process.....
- BSBWKR410A Implement industrial relations procedures.....

ELECTIVE UNITS

- 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.....





Outsource Services Pty Ltd

Your training and development specialists!

Leadership Training • Sales and Marketing Training • IT Training • Retail Training • Training and Assessment • Frontline Management • Business Management • Project Management • Environmental Management

- BSBEMS401B Develop and implement business development strategies to expand client base
- BSBEMS402B Develop and implement strategies to source and assess candidates
- 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.....
- BSBRISK401A Identify risk and apply risk management processes
- BSBWOR401A Establish effective workplace relationships
- BSBWOR402A Promote team effectiveness
- BSBWRT401A Write complex documents

