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HELLO THERE, OUR DREAM IS TO HELP YOU **MAKE GREAT HAPPEN**



Industry endorsed



Payment options



Student satisfaction

OVERVIEW

Put your future in focus

From occupational health and safety, training and workplace behaviour, through to recruitment and staff development, you'll gain the essential skills you need to work as a human resources professional across a wide range of industries. If you enjoy working with people and want to build your skills, we will get your career moving in the right direction.



LOCATION/S

Online



DURATION

Online: Varies - Dependent upon the number of units completed per study term / Up to 2 units per intake

COURSE DETAILS

Course delivery options

WORKLOAD	LOCATION	DELIVERY
Up to 2 units per intake	Online	Online

Key dates

For key start dates for each location visit the online brochure for this course (under the course details tab).

tafebrisbane.edu.au/course/16132

Entry requirements

This qualification has no formal entry criteria however TAFE Queensland Brisbane has the [...more online](#)

Resources required

Login to the [...more online](#)

Important Information

Please note that some units within [...more online](#)

COSTS

What are my payment options

No matter what your circumstances, TAFE Queensland Brisbane has a payment option to suit you. If you are unsure of what's right for you, call us on 1300 712 007. We're here to help.

[...more online](#)



FULL FEE | \$3,570

This is the total cost of the course.

Got a question?

[Enquire about your full fee study options](#)

Outcome

BSB41015 Certificate IV in Human Resources

Articulation options:

[BSB50615 Diploma of Human Resources Management](#)

ARE YOU READY TO TAKE THE NEXT STEP ON YOUR PATH TO GREAT?

Enrol today to secure your spot in this course.

Job prospects

- Human Resource Adviser
- Human Resource Clerk
- Human Resource Professionals
- Payroll Clerk
- Human Resource Assistant
- Human Resource Coordinator
- Human Resource Administrator

Units

The successful achievement of this qualification requires you to complete 6 core and 4 elective units. Upon successful completion of all 10 units you will receive a Certificate IV in Human Resources.

It is recommended students enrol into a maximum of two units per intake.

Core Units - must complete all 6 units listed below

BSBHRM403	Support performance management process	Core
BSBHRM404	Review human resource functions	Core
BSBHRM405	Support the recruitment, selection and induction of staff	Core
BSBWHS401	Implement and monitor WHS policies, procedures and programs to meet legislative requirements	Core
BSBLDR402	Lead effective workplace relationships	Core
BSBWRK411	Support employee and industrial relations procedures	Core

Elective Units - must complete any 4 units listed below

BSBADM405	Organise meetings	Elective
BSBCMM401	Make a presentation	Elective
BSBRES401	Analyse and present research information	Elective
BSBWRT401	Write complex documents	Elective
BSBSUS401	Implement and monitor environmentally sustainable work practices	Elective
BSBITU401	Design and develop complex text documents	Elective
BSBITU402	Develop and use complex spreadsheets	Elective

Disclaimer

Not all electives available at all campuses

HOW TO ENROL

Enrol now!

You're ready if you've:

- checked your important dates (under the course details tab)
- checked you meet the entry requirements (under the course details tab)
- checked your course costs and know which payment option is right for you (under the costs tab)
- Read the [student rules](#) and [refund policy](#)

All done? Then you're ready to enrol

Recognition of prior learning

Fast-track your way to a formal qualification by earning credit for the things you already know. Getting recognition for the skills you've gained from the workplace or previous learning means less study time for you, and getting the paper to prove you're qualified a whole lot sooner.

Make your future happen

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