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

Upgrade your existing skills

This qualification reflects the role of individuals who work in a range of support positions in human resources management. In smaller companies they may work across all human resources functional areas and in larger companies they 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 delivery options

<table>
<thead>
<tr>
<th>WORKLOAD</th>
<th>LOCATION</th>
<th>DELIVERY</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>External</td>
<td>Recognition of prior learning (RPL)</td>
</tr>
</tbody>
</table>

Key dates

For key start dates for each location visit the online brochure for this course (under the course details tab):
tafenorth.edu.au/course/10788

Entry requirements

It is recommended that candidates undertaking this program via Recognition of Prior ...more online

Resources required

No specific resources are required to successfully complete this course.

It is recommended that students have access to a reliable internet connection ...more online

What are my payment options?

No matter what your circumstances, TAFE Queensland North has a payment option to suit you. If you are unsure of what’s right for you, call us on 1300 656 959. We’re here to help.

Prices are subject to change.

...more online

Accurate as at 30 July 2017. For the latest information see: tafenorth.edu.au/course/10788

RTO 0275
CRICOS 03020E
### Units

You need to complete 10 units in total which is made up of 6 core units and 4 electives.

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Type</th>
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<tbody>
<tr>
<td>BSBITU402A</td>
<td>Develop and use complex spreadsheets</td>
<td>Elective</td>
</tr>
<tr>
<td>BSBITU401A</td>
<td>Design and develop complex text documents</td>
<td>Elective</td>
</tr>
<tr>
<td>BSBLED401A</td>
<td>Develop teams and individuals</td>
<td>Elective</td>
</tr>
<tr>
<td>BSBREL401A</td>
<td>Establish networks</td>
<td>Elective</td>
</tr>
<tr>
<td>BSBWRT401A</td>
<td>Write complex documents</td>
<td>Elective</td>
</tr>
<tr>
<td>BSBADM405B</td>
<td>Organise meetings</td>
<td>Elective</td>
</tr>
<tr>
<td>BSBHRM405A</td>
<td>Support the recruitment, selection and induction of staff</td>
<td>Core</td>
</tr>
<tr>
<td>BSBHRM404A</td>
<td>Review human resources functions</td>
<td>Core</td>
</tr>
<tr>
<td>BSBWH501A</td>
<td>Implement and monitor WHS policies, procedures and programs to meet legislative requirements</td>
<td>Core</td>
</tr>
<tr>
<td>BSBWOR401A</td>
<td>Establish effective workplace relationships</td>
<td>Core</td>
</tr>
<tr>
<td>BSBWRK411A</td>
<td>Support employee and industrial relations procedures</td>
<td>Core</td>
</tr>
<tr>
<td>BSBHRM403B</td>
<td>Support performance-management processes</td>
<td>Core</td>
</tr>
</tbody>
</table>

### Disclaimer

Not all electives available at all campuses

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### Outcome

BSB41015 Certificate IV in Human Resources

### Job prospects

- Managers
- Human Resource Adviser

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

Enrol today to secure your spot in this course.

### HOW TO ENROL

#### Enrol now

You're ready if you have:

- 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
- Created your Unique Student Identifier and can provide this code to TAFE Queensland
- If you are applying for a subsidised cost, please ensure you have all the relevant documents at time of enrolment

All done? Then head to the link below to complete your enrolment:


### Enrolment options

By telephone: 1300 656 959. In person: at any TAFE Queensland North location.

Make your future happen

Connect with TAFE on Facebook

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[tafenorth.edu.au/course/10788](http://tafenorth.edu.au/course/10788)