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.

Location/S

External

 Duration

Recognition of prior learning (RPL): Varies

Course delivery options

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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...

resources required

No specific resources are required to successfully complete this course.

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

Costs

FULL FEE $2,880

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

Job prospects

* Managers

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

Enrol today to secure your spot in this course.

Accurate as at 27 March 2018. For the latest information see:

tafenorth.edu.au/course/10788

RTO 0275
CRICOS 03020E
• Human Resource Adviser

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

**Core Units**
- BSBHCM404A Develop teams and individuals
- BSBDEF401A Develop and use complex spreadsheets
- BSBREL401A Establish networks
- BSBWHS401A Implement and monitor WHS policies, procedures and programs to meet legislative requirements
- BSBWOR401A Establish effective workplace relationships
- BSBHRM403B Support performance-management processes

**Elective Units**
- BSBITU402A Develop and use complex spreadsheets
- BSBITU401A Design and develop complex text documents
- BSBLED401A Develop teams and individuals
- BSBREL401A Establish networks
- BSBWRT401A Write complex documents
- BSBADM405B Address customer needs
- BSSBADM405B Organise meetings
- BSBHRM405A Support the recruitment, selection and induction of staff
- BSBHRM404A Review human resources functions
- BSBWRT401A Write complex documents
- BSBADM405B Address customer needs
- BSSBADM405B Organise meetings
- BSBHRM405A Support the recruitment, selection and induction of staff
- BSBHRM404A Review human resources functions
- BSBWRT401A Write complex documents
- BSBADM405B Address customer needs
- BSSBADM405B Organise meetings
- BSBHRM405A Support the recruitment, selection and induction of staff
- BSBHRM404A Review human resources functions

Disclaimer
Not all electives available at all campuses

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:
['tafenorth.edu.au/study-with-us/enrolment-fees/enrol']

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

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