



## START LEARNING

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recognised course

# BSB41015

## Certificate IV in Human Resources

### Course Information



# BSB41015

## Certificate IV in Human Resources

This course is nationally accredited by the Australian Government under the Australian Qualifications Framework (AQF).

BSB41015 Certificate IV in Human Resources will give you the prerequisite skills and knowledge to begin your career. If you already work in Human Resources and wish to expand your knowledge or improve your people management skills and legislative knowledge, this course is also ideal.

You will develop important human resources management skills in areas such as performance management, staff recruitment, staff selection and induction, industrial relations, risk management, and workplace health and safety.

### Why Study with LET Training?

Affordable Qualification Courses

Flexible & Accessible Learning

Knowledgeable Trainers

Friendly & Helpful Support

Fast Assessment Response

### The average course completion time-frame

We find students that are genuinely motivated to progress through the course, can complete the full course in less than 12 months.

On average it may take you 40 - 50 hours to complete a unit of competency.

However, this will be influenced by your experience, time availability and work rate.

### How to study with LET Training?

- **Online & Self-paced** - You can study at any time, any place, with maximum flexibility.
- **Enrol at any time** and start straight after enrolment! From the date of enrolment registration, you have up to **12 months** to complete this qualification, but you may complete it in less time. We find our students complete this qualification with varying timeframes. It just depends on your life situation and time availability.
- **Payment Plans** - simply tick one that suits you the best; or pay the full course fee upfront.
- **No minimum course timeframe** - you can complete the course as quickly as you choose.

### The Learning supports

You are well supported throughout your course so you won't feel alone.

You'll have access and discuss your course work on a one-on-one basis with a specialist trainer via:

- Telephone
- Email
- Skype

Available between Monday to Friday 9am to 5pm (Sydney time).

## Accreditation

This qualification is nationally recognised under the Australian Qualifications Framework (AQF).

To be awarded this qualification, you are required to complete **10 units of competency**. LET Training offers the following units:

### Core units (6):

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

### Elective units (4):

- BSBADM405 Organise meetings
- BSBCUS402 Address customer needs
- BSBINM401 Implement workplace information system
- BSBLDR403 Lead team effectiveness

To find out more about the individual course units, check out the [Appendix – Course Unit Information](#) at the end of this document. If you wish to change any elective unit/s, please speak to one of our friendly course advisors.

## Entry and study requirements

### You can enrol and start at any time!

We are committed to seeing you through your course. To ensure you have the best chance of successfully completing your course, the following entry and study requirements apply.

- Current Year 12: Successful completion of Australian Year 12 or equivalent or the Australian Senior VCAL Certificate; or
- Non-Year 12: Completion of post-secondary studies or at least 6 months' work experience; and
- Have access to a fully-functional computer/smart device loaded with a web browser and appropriate software applications to read PDF files and produce documents
- Have reliable internet access
- Have a valid email account for learning and assessment communication
- Have a telephone valid telephone number for learning and assessment communication, support and interviews
- Successfully completed all assessment tasks to the required published standard.

Skills needed for studying:

- **Language and literacy skills** at a level that enables you to read, interpret, communicate and apply a range of information and data, to write reports and other business documents for a variety of audiences, and to present and address issues.
- **Numeracy skills** at a level that enables you to plan and manage time, resources and budgets, to read and understand workplace figures, statistics and measurements, and to solve routine workplace and operational problems.
- **Technology skills** to conduct online research using a web browser and to use a variety of software applications to send e-mails with attachments, read PDF files, produce documents, analyse information and data.
- The ability to research information and data from a variety of sources.

## Assessments

Upon enrolment, you will be provided with detailed assessment task specifications and activities specific to the relevant unit of competency (via the Learning Management System). For example, you may be required to:

- complete projects and/or portfolios of evidence;
- answer a series of knowledge-based short answer questions;
- participate in interviews with your assessor.

You will be required to submit your evidence for evaluation to the assessor, who will continue to maintain contact with you during the assessment decision-making process. You will also be provided with opportunities to adjust and resubmit your assessments based on the assessor's feedback.

## Career opportunities

Successful completion of BSB41015 Certificate IV in Human Resources can qualify you for a range of roles and positions, including:

- Human Resources Assistant
- Human Resources Coordinator
- Human Resources Administrator
- Human Resources Officer
- Payroll Officer

## Recognition of prior learning (RPL)

For those currently working in an administrative and office management position, with over 5 years working experience, ask our friendly course consultants about our Recognition of Prior Learning (RPL) eligibility. One of our expert trainers will develop a tailored training plan for you based on your existing role and experience.

## Study pathways

### Will previous study and experience count?

LET Training recognises Recognition of Prior Learning (RPL) which considers the knowledge and skills you have already gained through your previous education and work history, attributing this to your enrolled qualification course. This may be through formal or informal training and can result in credits towards your qualification. More information can be found in the LET Training Student Handbook.

### Future education pathways

After successfully completing BSB41015 Certificate IV in Human Resources, you may like to enrol in LET Training's BSB50618 Diploma of Human Resources Management.

## Contact LET Training

LET Training offers a range of business, management, WHS and administration qualification courses.

For further information or to enrol, contact us via:



[www.lettraining.com.au](http://www.lettraining.com.au)



(02) 9633 3929 or (02) 9633 4582



[enquire@lettraining.com.au](mailto:enquire@lettraining.com.au)



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## Appendix – Course Unit Information

### BSB41015 Certificate IV in Human Resources

Unit of competency	Applications
<b>BSBHRM403</b> <b>Support performance-management processes</b>	<p>This unit describes the skills and knowledge required to assist with providing advice about the legislative duties, rights and obligations of individuals and parties prescribed in work health and safety (WHS) legislation. It includes identification of WHS legislation, duties, rights and obligations and the necessary actions to ensure compliance in the workplace.</p> <p>This unit applies to individuals who assist with providing advice about the legislative duties, rights and obligations of individuals and parties prescribed in WHS laws as part of a systematic approach to managing WHS.</p>
<b>BSBHRM404</b> <b>Review human resources functions</b>	<p>This unit describes the skills and knowledge required to contribute to setting up, running and improving work health and safety (WHS) consultation and participation processes that are prescribed in legislation. It also covers contributing to communicating relevant information identifying and delivering related training and improving the consultation and participation processes.</p> <p>This unit applies to individuals whose job role includes contributing to implementing and maintaining WHS consultation and participation processes in their work area and job role.</p>
<b>BSBHRM405</b> <b>Support the recruitment, selection and induction of staff</b>	<p>This unit describes the skills and knowledge required to contribute to the processes of identifying work health and safety (WHS) hazards, assessing WHS risks, and developing, implementing and evaluating risk controls according to legislative and organisational requirements.</p> <p>It applies to individuals who contribute to WHS risk management processes in their work role in a range of industry and workplace contexts.</p>
<b>BSBLDR402</b> <b>Lead effective workplace relationships</b>	<p>This unit describes the skills and knowledge required to contribute to the implementation and maintenance of a Work Health and Safety management system (WHSMS) as it applies to own work area and job role.</p> <p>It applies to individuals with responsibilities for contributing to an organisation's WHSMS as part of their work health and safety (WHS) responsibilities in a range of industry and workplace contexts.</p>
<b>BSBWHS401</b> <b>Implement and monitor WHS policies, procedures and programs to meet legislative requirements</b>	<p>This unit describes the performance outcomes, skills and knowledge required to assist with the management of workers' compensation claims, rehabilitation and return-to-work programs.</p> <p>It applies to individuals who assist with claims management, rehabilitation and return-to-work programs.</p> <p>Note that the unit does not in any way address the process of treating the worker for their injury or illness, as this is the task of health and rehabilitation professionals. Instead, the unit focuses on assisting with managing claims and ensuring that the organisation supports the worker through return-to-work programs.</p>
<b>BSBWRK411</b> <b>Support employee and industrial relations procedures</b>	<p>This unit describes the skills and knowledge required to be an effective and proactive member of an innovative team.</p> <p>It applies to individuals who play a proactive role in demonstrating, encouraging or supporting innovation in a team environment. The individual may be a team participant</p>

	<p>or a team leader. Teams may be formal or informal and may comprise a range of personnel.</p>
<p><b>BSBADM405</b> <b>Organise meetings</b></p>	<p>This unit describes the skills and knowledge required to organise meetings including making arrangements, liaising with participants, and developing and distributing meeting related documentation.</p> <p>It applies to individuals employed in a range of work environments who are required to organise a variety of meetings. They may provide administrative support within an enterprise or have responsibility for these tasks in the context of a particular team, workgroup or project.</p>
<p><b>BSBCUS402</b> <b>Address customer needs</b></p>	<p>This unit describes the performance outcomes, skills and knowledge required to assist with the management of workers' compensation claims, rehabilitation and return-to-work programs.</p> <p>It applies to individuals who assist with claims management, rehabilitation and return-to-work programs.</p> <p>Note that the unit does not in any way address the process of treating the worker for their injury or illness, as this is the task of health and rehabilitation professionals. Instead, the unit focuses on assisting with managing claims and ensuring that the organisation supports the worker through return-to-work programs.</p>
<p><b>BSBINM401</b> <b>Implement workplace information system</b></p>	<p>This unit describes the skills and knowledge required to implement and review the workplace information system. It involves the identification, acquisition, initial analysis and use of appropriate information which plays a significant part in the organisation's effectiveness.</p> <p>It applies to individuals whose work will normally be carried out within routine and non-routine methods and procedures which require planning and evaluation, leadership and guidance of others, and some discretion and judgement.</p>
<p><b>BSBWRT401</b> <b>Write complex documents</b></p>	<p>This unit describes the skills and knowledge required to plan documents, draft text, prepare final text and produce documents of some complexity.</p> <p>It applies to individuals who work in a range of business environments and are skilled in the creation of reports, information and general promotion documents that are more complex than basic correspondence, memos or forms and that require review and analysis of a range of information sources.</p>