

Certificate IV in Human Resource Management

Course Code: BSB40420

Are you interested in working in the human resource space? Enrol into Camden College's BSB40420 Certificate IV in Human Resource Management and learn how to support employee and industrial relations as well as human resource functions and processes.

This nationally-recognised qualification will teach you the core fundamentals of HR and necessary skills to become a successful HR professional.

ENTRY REQUIREMENTS

- Basic computer skills
- English Proficiency level for the training course reading, writing and comprehension skills
- IELTS 5.5 or equivalent
- Minimum 18 years of age

HOW TO APPLY

For further information please contact the College and speak to our friendly Admissions Team:

Email: admin@camdencollege.edu.au

or

[Online Enrolment](#)

- Job Ready
- Trade Ready
- Industry experience

www.camdencollege.edu.au

FACULTY OF BUSINESS

MODES OF DELIVERY

- Online
- Classroom
- Simulated work environment
- Distance
- Duration 52 weeks

COURSE DELIVERY

This course is delivered over 52 weeks online using our learning system. This course is available by distance and online only. Camden College holds regular workshops via webinar for students to attend and seek support from their trainer.

RPL CANDIDATE

Candidates must provide evidence of currency and experience by working in a management role for a minimum of 12 months within the past 18 months. A letter on company letterhead from current/past employer(s) verifying this is required.

RECOGNITION OF PRIOR LEARNING

RPL (Recognition of Prior Learning) means an assessment process that assesses the competency(s) of an individual that they may have been acquired through formal, non-formal and informal learning to determine the extent to which that individual meets the requirements specified in the training package.

CAREER OPPORTUNITIES

- Human Resources Assistant
- Benefits Administrator
- Payroll Specialist
- Training Coordinator
- Compensation Specialist
- Training Manager
- HRIS Specialist
- Employee Relations Manager

UNITS OF COMPETENCY

Total number of units = 12 (6 core units plus 6 elective units)

UNITS	TITLE	UNITS	TITLE
BSBHRM411	Administer performance development processes	BSBHRM529	Coordinate separation and termination processes
BSBHRM412	Support employee and industrial relations	BSBHRM528	Coordinate remuneration and employee benefits
BSBHRM413	Support the learning and development of teams and individuals	BSBTEC301	Design and produce business documents
BSBHRM415	Coordinate recruitment and onboarding	BSBXCM401	Apply Communication Strategies in the Workplace
BSBHRM417	Support human resource functions and processes	BSBTWK401	Build and maintain business relationships
BSBWHS411	Implement and monitor WHS policies, procedures and programs	BSBCMM411	Make presentations

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