BSB40420
Certificate IV
in Human Resource
Management

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Our Mission
& Vision

Our Mission

Through registered training we deliver qualifications that are quality, through our intuitive service we improve people performance and capabilities on the job.

Our Vision

We develop people, we improve business.

Course
Overview

This qualification prepares individuals for Human Resources Officer, HR Coordinator, Payroll Officer and other HR support roles. It covers recruitment, onboarding, WHS, performance development, industrial relations, difficult conversations, HRIS use and business relationships.

Why Choose This Course?

Delivery is in the virtual classroom offering maximum flexibility while maintaining real time engagement with your experienced trainer and other like-minded learners.

This course provides you with opportunities to work in an exciting HR role. These could include:

→ Human Resources Officer
→ Human Resources Coordinator
→ Payroll Officer
→ HR Administrator
→ Onboarding Coordinator
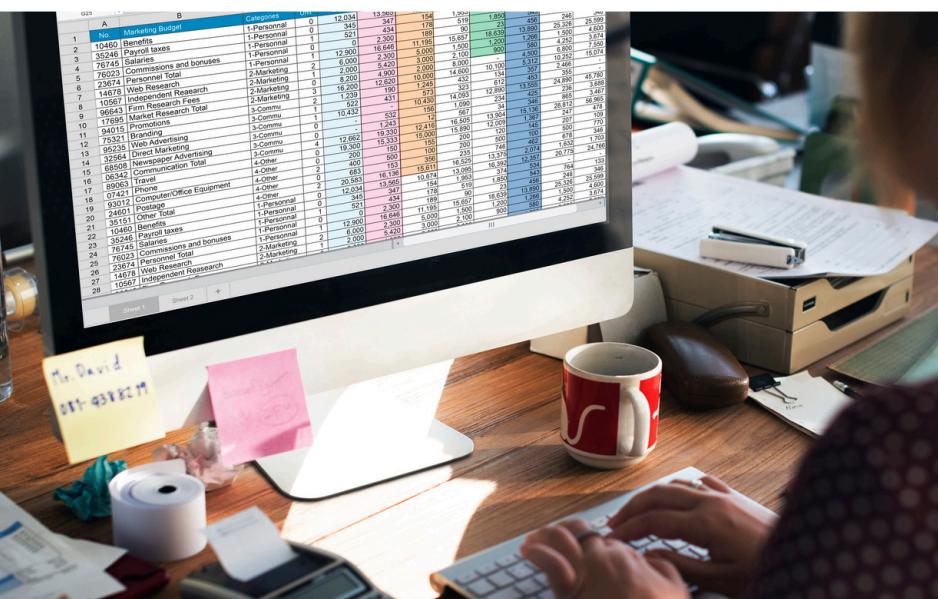
Units of
Competency

Unit Code	Unit Title	Core/Elective
BSBCMM411	Make presentations	E
BSBWRT411	Write complex documents	E
BSBWHS411	Implement and monitor WHS policies	C
BSBPEF403	Lead personal development	E
BSBTWK401	Build business relationships	E
BSBHRM415	Coordinate recruitment and onboarding	C
BSBHRM417	Support HR functions and processes	C
BSBHRM412	Support employee and industrial relations	C
BSBHRM414	Use human resources information systems	E
BSBCMM412	Lead difficult conversations	E
BSBHRM411	Administer performance development processes	C
BSBHRM413	Support learning & development	C

Entry
Requirements

- Strong written and verbal communication
- Good digital literacy skills
- Access to a computer and internet

Delivery
and Training

Training is delivered online via virtual face-to-face sessions using Microsoft Teams. Self-study, research activities, and optional workplace activities support your learning.

Amount of
Training

Online learning: 152 hours
Assessment tasks: 120 hours
Self-study & research: 300 hours
Workplace activities: 80 hours
Total: 652 hours

Assessment
Overview

Assessment includes:
- Knowledge questions
- Practical HR tasks
- Presentations
- Recruitment simulations
- WHS activities
- HRIS tasks
- Difficult conversation role-plays

Funding &
Fees

This program is funded for eligible learners. Due to high demand and limited places, early enrolment is strongly recommended.

The student tuition fees are indicative only and are subject to change given individual circumstances at enrolment. Additional fees may apply such as resource fees.

Frequently
Asked Questions

▶ Is this course fully online?

Yes, all sessions occur via Microsoft Teams with online support resources.

▶ Do I need workplace access?

Some tasks require workplace evidence. A simulated environment may be used if you do not have a workplace.

▶ Can I work while studying?

Yes, the schedule supports working learners.

▶ Is RPL available?

Yes. Speak with your assessor regarding evidence requirements.

▶ What digital skills do I need?

You must be confident with email, Word, PDF, and online platforms.

▶ Can I join if I have no HR experience?

Yes, you will learn through easy-to-follow HR examples and practical simulations.

▶ What equipment do I need?

You will need a laptop or desktop with a camera and microphone, stable internet, and Microsoft 365 (Teams, Word, Excel and PowerPoint). You should be able to use email, open PDFs, upload files, and work with basic online tools.

▶ What happens if I miss a session?

You can watch the session recording and review learning materials. You can also book a support session with your trainer if needed.

For Further
Information

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