



TAFE NSW

CERTIFICATE IV IN HUMAN RESOURCE MANAGEMENT

COURSE CODE:

BSB40420

WHY CHOOSE TAFE NSW?



Opens career doors. Our industry relationships lead many students directly into work with a range of employers including agencies, studios, galleries and fashion houses.



Global prospects. TAFE NSW graduates possess the technical knowledge, creative-thinking and specialised skills that are highly sought after by employers around the world.



State-of-the-art facilities. Purpose-built creative studios and industry standard software mean you will master the same tools of the trade as leading professionals.



Industry exposure. TAFE NSW partners with industry to provide you with hands-on experience through networking, sponsor programs, competitions, talks, lectures and other creative industry events.



Recognised and respected. TAFE NSW has built its reputation on delivering trusted, industry aligned and nationally recognised training for over 130 years.

ENROL TODAY
TAFENSW.EDU.AU
131 601

RTO 90003 | CRICOS 00591E | HEP PRV12049

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COURSE CODE

BSB40420

QUALIFICATION

Certificate IV in Human Resource Management

TRAINING PACKAGE ENTRY REQUIREMENTS:**ENTRY REQUIREMENTS**

There are no entry requirements for this qualification. You can enrol now.

Traineeship

TAFE NSW also offers the Certificate IV in Human Resource Management as a traineeship. To be eligible to enrol as a trainee you must:

- Be employed in the human resources industry as this course is delivered in the workplace
- Have a signed traineeship contract

Thinking about a traineeship? Enquire today.

NATIONALLY RECOGNISED
TRAINING

- **Traineeship Allowed**
- **Combination,
Online, Virtual
classroom on
campus, Virtual
classroom off
campus**
- **Full Time, Part Time**

OVERVIEW

The nationally recognised Certificate IV in Human Resources Management equips you with the skills to provide human resource leadership in a variety of working environments. Discover your leadership style and develop a wide range of transferable skills that enable you to forge the career you want.

LEARN NEW SKILLS

Through a mix of theory and practical coursework, learn to:

- Coordinate recruitment and onboarding of staff
- Support performance development processes
- Support employee and industrial relations procedures
- Have difficult conversations
- Undertake projects
- Coordinate learning and development programs

DEVELOP YOUR TALENT

Develop the attributes to help you get ahead:

- An interest in supporting people
- A desire to make a difference in organisational culture
- Strong verbal and written communication skills

ACHIEVE YOUR GOALS

Completing this course provides you with:

- A nationally accredited qualification at Certificate IV level
- The opportunity to take your career to the next level
- The ability to communicate effectively as an entry-level HR person

Career opportunities:

- Human resources coordinator

- Human resources assistant
- HR associate
- HR officer

GROW YOUR CAREER

Take your career further with:

- Diploma of Human Resources Management
- Bachelor of Business with TAFE Degrees

CAMPUS	STUDY MODE	START DATE	DURATION	MAX FEE IF ELIGIBLE FOR SUBSIDY	HOURS PER WEEK
Any Location (Mon, Tue and Wed all day classes)	Full Time, Virtual classroom off campus	18 Jul 2022	18 weeks	\$1,850.00	19
Any Location (Thurs 6pm to 9pm)	Part Time, Virtual classroom off campus	28 Jul 2022	1.5 years	\$1,850.00	3
Any Location (Virtual Classroom PT Mon and Wed evening classes)	Part Time, Virtual classroom off campus	18 Jul 2022	36 weeks	\$1,850.00	7
Any Location (Wednesday 6-9pm)	Part Time, Virtual classroom off campus	Anytime	1.5 years	\$1,850.00	3
Blacktown	Full Time, Combination	18 Jul 2022	18 weeks	\$1,850.00	15
Campbelltown	Full Time, Combination	18 Jul 2022	18 weeks	\$1,850.00	15
GyMEA	Part Time, Combination	19 Jul 2022	36 weeks	\$1,850.00	6
Liverpool	Full Time, Combination	18 Jul 2022	18 weeks	\$1,850.00	16
Meadowbank	Full Time, Combination	18 Jul 2022	18 weeks	\$1,850.00	21
Meadowbank	Part Time, Combination	18 Jul 2022	36 weeks	\$1,850.00	8
Murwillumbah Connected Learning Centre	Part Time, Virtual classroom on campus	18 Jul 2022	36 weeks	\$1,850.00	7

Nambucca Heads Connected Learning Centre	Part Time, Virtual classroom on campus	18 Jul 2022	36 weeks	\$1,850.00	7
Newcastle	Part Time, Combination	20 Jul 2022	36 weeks	\$1,850.00	7
Scone Connected Learning Centre	Part Time, Virtual classroom on campus	18 Jul 2022	36 weeks	\$1,850.00	7
Singleton Connected Learning Centre	Part Time, Virtual classroom on campus	18 Jul 2022	36 weeks	\$1,850.00	7
St Leonards	Part Time, Combination	18 Jul 2022	36 weeks	\$1,850.00	7
TAFE Digital	Self paced, Online	Anytime	1.5 years	\$1,850.00	10
TAFE Digital (Traineeship)	Self paced, Online	Anytime	1 year	\$1,850.00	5
Tomaree Connected Learning Centre	Part Time, Virtual classroom on campus	18 Jul 2022	36 weeks	\$1,850.00	7
Yamba Connected Learning Centre	Part Time, Virtual classroom on campus	18 Jul 2022	36 weeks	\$1,850.00	7