

BSB41007 Certificate IV in Human Resources

Course Dates

COURSE DESCRIPTION

BSB41007 Certificate IV in Human Resources is a nationally recognised qualification that 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 work in business units or business areas focussed on discrete human resources functions, for example remuneration, workforce planning or human resources information systems.

Relevant job roles include Human Resources Assistant, Human Resources Officer and Payroll Officer.

Prerequisites

There are no formal prerequisite requirements for this qualification. However, sound language, literacy and numeracy skills, basic computer skills and access to a computer with internet are required.

Program Structure

The Certificate IV in Human Resources requires completion of 10 units of competency for the qualification to be awarded: comprising four (4) core units together with six (6) elective units. The elective units should reflect your job role requirements – these can be discussed with the facilitator and selected on enrolment

Delivery

Training and assessment is by blended delivery:

- Online: completion of theory components for each unit
- Face to face: compulsory attendance and participation in three (3) 2-day practical intensive sessions (see Date Details)

Some online components are required to be completed prior to attending the face to face practical intensive sessions.

Assessment is a combination of written questions and practical activities to be completed in class and in the workplace.

Recognition

Recognition is available by advising the enrolling officer on your enrolment or your facilitator and a Recognition Kit will be provided.

Tutorial Support

As part of your fees optional email and telephone tutorial sessions are provided throughout the program to assist you with assignment work and to deal with any challenge areas.

How do I enrol?

Call us on (02) 4926 3500 or click on *Course Enquiry* at www.auroratraining.com.au

DATE DETAILS

17 & 18 May 2012

21 & 22 June 2012

19 & 20 July 2012

Course Fees

The total fee payable is \$1950.

Program fees include all training, assessment, tutorial support, learning materials and textbook.